Zati Lebanon Association for Mental Health and Autism

Protection Mainstreaming Policy

Version: 1.2
Approved by: Board of Directors
Approval Date: 20 July 2025
Next Review Date: 20 July 2027

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1. Purpose

The purpose of this policy is to ensure that **protection principles are integrated ("mainstreamed")** into every activity, decision, and partnership of **Zati Lebanon Association for Mental Health and Autism** ("Zati Lebanon").
Protection mainstreaming means designing and implementing all programs in ways that **promote safety, dignity, access, and accountability** for all individuals — especially those most at risk of exclusion or harm.

2. Scope

This policy applies to:

- All **Zati Lebanon staff**, **board members**, **consultants**, **volunteers**, and **partners**.
- All organizational sectors — **MHPSS**, **education**, **community engagement**, **awareness**, **capacity-building**, and **outreach**.
- Every stage of programming: assessment, design, implementation, monitoring, and evaluation.

3. Legal and Reference Framework

This policy is guided by:

- **Core Humanitarian Standard (CHS)** Commitments 1 to 6.
- **UNHCR Protection Mainstreaming Framework** (2022).
- **Sphere Humanitarian Charter and Minimum Standards.**
- **Convention on the Rights of Persons with Disabilities (CRPD).**
- **Lebanese Law on Associations (Decree 369/2016).**
- Zati's internal **Safeguarding**, **PSEA**, **Code of Conduct**, **GBV**, and **Disability Accessibility Policies**.

4. Core Protection Principles

Zati Lebanon upholds four universal protection principles in all actions:

1. **Safety and Dignity:** Prevent and reduce exposure to harm and ensure respectful treatment for every individual.
2. **Meaningful Access:** Ensure equitable access to assistance and opportunities for all, particularly marginalized and displaced persons.
3. **Accountability:** Enable people to influence decisions affecting them through feedback, complaints, and participation mechanisms.
4. **Participation and Empowerment:** Support individuals and communities to claim their rights and strengthen self-reliance.

5. Objectives

1. Integrate protection and inclusion considerations into all program design, implementation, and evaluation.
2. Ensure that every staff member and partner understands and applies the protection principles.
3. Strengthen risk analysis and mitigation to prevent harm or abuse.
4. Guarantee that beneficiaries' voices, feedback, and dignity shape program decisions.

6. Roles and Responsibilities

Role	Key Responsibilities
Board of Directors	Endorse and monitor protection mainstreaming across all programs; review reports twice yearly.
Executive Director	Ensure this policy is implemented; integrate protection indicators into strategic and operational plans.
Protection & Safeguarding Focal Point	Train staff, monitor compliance, and support reporting of protection incidents or concerns.
Program Managers	Apply protection principles in assessments, proposals, and field operations.
All Staff & Volunteers	Identify risks, uphold confidentiality, and ensure safe, dignified interactions with beneficiaries.
Partners / Service Providers	Sign and adhere to Zati Lebanon's Safeguarding Agreement and ethical standards.

7. Operational Approach

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1. **Risk Assessment:** Protection and inclusion risks are identified and documented in project design and risk-management tools.
2. **Do No Harm Analysis:** All interventions are reviewed to ensure they do not cause or exacerbate harm.
3. **Inclusive Participation:** Communities, caregivers, women, youth, and persons with disabilities are consulted during all project phases.
4. **Safe Access:** Facilities and activities must be physically, socially, and psychologically safe.
5. **Referral Mechanisms:** Individuals exposed to protection risks are referred to appropriate specialized services following the Case Management and Referral Policy.
6. **Feedback and Accountability:** Beneficiaries can safely submit complaints or suggestions through multiple accessible channels.
7. **Coordination:** Zati Lebanon participates in inter-agency protection and MHPSS coordination mechanisms to ensure consistency with national standards.

8. Capacity Building

- All staff and volunteers receive **annual protection mainstreaming and safeguarding training**.
- Induction sessions include briefings on **Code of Conduct**, **PSEA**, **confidentiality**, and **inclusive practices**.
- Refresher sessions are conducted before each new donor project or field expansion.

9. Monitoring and Accountability

- Protection indicators are integrated into project **M&E frameworks**.
- Field monitoring visits include protection checklists assessing safety, access, participation, and complaint systems.
- Non-compliance with protection standards is treated as a **disciplinary offense** under the Code of Conduct.
- Annual protection mainstreaming reviews are presented to the Board and shared with donors upon request.

10. Confidentiality and Information Sharing

All information obtained during protection activities shall be treated as **strictly confidential** and shared only with consent and on a need-to-know basis, in line with the **Privacy and Data Protection Policy**.

11. Review and Learning

This policy shall be reviewed every **two (2) years** or earlier if donor requirements, context, or legislation change.

Lessons learned from monitoring or incident reviews will be incorporated into the updated version.

12. Related Policies

This policy complements and must be read with:

- **Safeguarding Policy**
- **PSEA Procedures**
- **Case Management and Referral Policy**
- **GBV Prevention and Response Policy**
- **Disability Accessibility Policy**
- **Accountability Policy**
- **Risk Management Policy**
- **Code of Ethics and Conduct**

13. Acknowledgment

I have read and understood Zati Lebanon's **Protection Mainstreaming Policy** and agree to uphold its principles and procedures in all activities and interactions with beneficiaries, staff, and partners.

Name: _____

Position: _____

Signature: _____

Date: _____

Board Approval

Role	Name	Signature	Date
President of Board			
Executive Director			
Safeguarding Focal Point			

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Annex A – Protection Risk Analysis Template

Purpose:
This tool helps Zati Lebanon's field teams and program managers identify, analyze, and mitigate protection risks at every stage of project planning and implementation. It should be used **during project design, field assessments, and regular reviews**.

Protection # Risk Description	Potential Impact on Beneficiaries / Staff	Likelihood (Low / Medium / High)	Severity (Low / Medium / High)	Mitigation / Preventive Measures	Responsible Person / Department	Status (Ongoing / Completed)
1 Inadequate privacy in activity space leading to discomfort or distress during MHPSS sessions.	Reduced trust, possible dropout from services.	Medium	High	Rearrange layout to ensure visual and auditory privacy; brief staff on confidentiality.	Program Manager / Field Officer	Ongoing
2 Lack of gender-segregated toilets or safe spaces in community activities.	Risk of harassment or reduced participation by women/girls.	Medium	Medium	Provide separate facilities; conduct safety audit of venue before use.	Logistics & Safeguarding Focal Point	Completed

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Zati Lebanon

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3 Exclusion of persons with disabilities due to inaccessible venue.	Discrimination and loss of service access.	Medium	High	Ensure ramps, wide doors, seating accessibility; provide sign language support	Admin / Accessibility Focal Point	Ongoing
4 Staff burnout affecting service quality.	Decline in psychosocial support quality; secondary trauma.	High	Medium	Implement staff self-care policy; regular debriefing and peer support sessions.	HR Officer / MHPSS Supervisor	Ongoing
5 Community resistance or stigma against people with autism or mental health conditions.	Safety risks for participants and staff; reputational risk.	Medium	High			

Annex B – Protection Mainstreaming Checklist for Activities

Purpose:
This quick field checklist ensures that every Zati Lebanon activity or service meets minimum protection, inclusion, and accountability standards.
It should be completed **before and after each community session, awareness event, or group activity.**

#	Protection & Inclusion Standard	Yes	No	Comments / Actions Required
1. Safety and Dignity				
1.1	The activity location is safe, clean, and free from physical hazards.	☐	☐	
1.2	Privacy is ensured for sensitive discussions (e.g., MHPSS or GBV sessions).	☐	☐	
1.3	Participants are treated respectfully and can withdraw at any time.	☐	☐	
2. Meaningful Access				
2.1	The venue is physically accessible for persons with disabilities (ramps, wide doors, etc.).	☐	☐	
2.2	Information and communication materials are available in simple or adapted formats.	☐	☐	
2.3	Activities are accessible to women, men, youth, elderly, and persons with disabilities equally.	☐	☐	
3. Participation and Empowerment				
3.1	Beneficiaries or community members were consulted before planning the activity.	☐	☐	
3.2	Participants can express their opinions safely during activities.	☐	☐	
3.3	Feedback and suggestions are collected at the end of sessions.	☐	☐	
4. Accountability and Feedback				
4.1	Complaint boxes or feedback channels are visible and accessible.	☐	☐	
4.2	Staff explained how to submit feedback or complaints.	☐	☐	
4.3	Staff have been briefed on safeguarding and reporting obligations.	☐	☐	

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#	Protection & Inclusion Standard	Yes No	Comments / Actions Required
5. Protection and Do No Harm			
5.1	No activity exposes participants to stigma, discrimination, or risk.	☐ ☐	
5.2	Staff know the referral pathway for protection or MHPSS incidents.	☐ ☐	
5.3	Data and photos are collected only with informed consent.	☐ ☐	

Signature of Staff Completing the Checklist: _____

Date: _____   **Program / Location:** _____