

POLICY AGAINST SEXUAL EXPLOITATION AND ABUSE



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Acronym

ACD	Association for Community Development (ACD)
GBV	Gender-based violence
PSEA	Prevention of sexual exploitation and abuse
SEA	Sexual exploitation and abuse
ToR	Terms of Reference
UN	United Nations

Glossary

Beneficiaries	Individuals, groups, or organizations that directly or indirectly benefit from an intervention, project, or program of ACD.
Child	A person under the age of 18, regardless of the age of majority or age of consent locally.
Complainant	The person who initially notifies ACD of the sexual exploitation and abuse allegation.
Gender-based violence (GBV)	An umbrella term for violence directed toward or disproportionately affecting someone because of their actual or perceived gender identity. Sexual exploitation and abuse is a form of GBV.
Suppliers	A third party, individual or group who directly provides any type of goods and/or services to ACD.
Consultant	A third party, individual or group who directly or indirectly provides any type of consulting services to ACD, whether for a fee or not.
Partner	Entity responsible and accountable for implementation of the intended programme. It may include government institutions, intergovernmental organizations, civil society organizations, educational institutions, etc.
Personnel/staffs	ACD or partners' employees as well as sub-contractors, consultants, interns or volunteers associated with or working on behalf of ACD or the partner organization.
Governance/ Board	ACD's governance is conducted by General Body and Executive Committee members with the help of Constitution. The General Body is the highest body. The member of Executive Committee consists are elected by General Body. The Executive Committee formulates the strategic directions and principles of the organization and the Executive Director conducts the overall management and representation of the organization.
Survivor	Refers to a person who is, or has been, sexually exploited or abused.
Sexual exploitation and abuse (SEA)	"Sexual exploitation" is any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including, but not limited to profiting monetarily, socially or politically from the sexual exploitation of another. "Sexual abuse" is the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This includes non-contact and online sexual exploitation and abuse.

Introduction

Association for Community Development (ACD), a non-government and human rights organization, has been working with and for the poor, marginalized and vulnerable people in general and women and children in particular for their human rights, mainstreaming gender equality, and social justice in Bangladesh. All forms of sexual exploitation and abuse (SEA) are a violation of human rights and an abuse of a position of power over a vulnerable population that the United Nations and development actors have pledged to protect. Sexual harassment at workplace is deliberately tried to hide due to patriarchal social mentality. The staffs at various levels may not know its presence or the oppressor may not acknowledge its authenticity. The consequences can be devastating for both the organization and the individual. Victims of sexual harassment feel humiliated, upset, and even physically and emotionally damaged. The staff may experience insecurity, anger, resentment, fear, discomfort, self-loathing, or depression, which can affect the work environment. Productivity and work ethic may decrease in the workplace.

Principles

ACD is fully committed to prevention of sexual exploitation and abuse (PSEA) and ensure the highest standards in terms of efficiency, responsibility and transparency in its activities. ACD adopts a **zero tolerance approach** towards sexual exploitation and abuse. ACD is committed to the prevention of sexual exploitation and abuse both within the organisation and within the framework of ACD programmes and its target populations. This policy must be considered together with:

- ACD's Code of Conduct
- ACD's Child Protection Policy
- ACD's Conflict of Interest Policy
- ACD's Data Protection Policy
- ACD's Anti-Fraud Policy
- ACD's Gender Policy
- ACD's Human Resource Policy

Objectives of the Policy

- To create awareness about sexual harassment and its punishment, consequences of sexual offences
- To ensure equal dignity and atmosphere congenial for women within the organization
- To apply zero tolerance to sexual harassment/torture
- To build awareness among the staffs concerning women rights, dignity and gender equality
- To ensure equality among men and women within the organization and to identify it as a cross cutting issue in each project and program which would be reflected
- To take necessary steps to establish women's involvement at all levels inside the organization including decision making and planning
- To help female staffs to get legal support under the policy
- To ensure that organization take effective role in implementing recommendations received from the investigative committee

Scope of Application

The policy applies to all ACD staffs, board members, contractors, suppliers, consultants, sub-partners, visitors, volunteers and beneficiaries.

Definition

The UN Secretary-General Bulletin ("Special Measures for Protection from Sexual Exploitation and Abuse" (ST/SGB/2003/13) introduced the following standard definition for sexual exploitation and abuse, which

applies to any sector and context¹:

- **“Sexual exploitation”** is any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including, but not limited to profiting monetarily, socially or politically from the sexual exploitation of another.
- **“Sexual abuse”** is the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

SEA are forms of gender-based violence (GBV), which describes any harmful act perpetrated against a person's will that is based on socially ascribed differences between women and men. Furthermore, SEA may also involve child safeguarding violations if the “conduct by (the organization's personnel) causes significant harm to a child including any kind of physical, emotional or sexual abuse, neglect or exploitation”, highlighting the need for focused attention on children as part of PSEA efforts.²

- **Secretary-General's Bulletin (2003)** (“Special Measures for Protection from Sexual Exploitation and Abuse” (ST/SGB/2003/13) (“SG's Bulletin”)
 - o Incorporates the aforementioned principles
 - o Stipulates that SEA “constitute(s) serious misconduct (and) therefore grounds for disciplinary measures, including summary dismissal”
 - o Obliges UN staff and all entities and individuals who have cooperative agreements with the UN to report incidents of abuse

In addition, ACD is committed to pursuing a **survivor-centered approach** for responding to GBV, including SEA. This approach seeks to empower survivors and promote their recovery by prioritizing their rights, needs and wishes.³ Key standards for applying this approach include:

- **Safety:** The safety and security of the survivor is the primary consideration.
- **Confidentiality:** Survivors have the right to choose to whom they will or will not tell their story, and information should only be shared with the informed consent of the survivor.
- **Respect:** Respect for the choices, wishes, rights and dignity of the survivor should guide the decisions by organizations. The role of case manager is to provide the survivor with the information s/he needs to make informed decisions and to facilitate recovery.
- **Non-discrimination:** survivors should receive equal and fair treatment regardless of their age, gender, race, religion, nationality, ethnicity, sexual orientation or any other characteristics.

According to directives from **Supreme Courte of Bangladesh**; Sexual Harassment includes

- i. Unwelcome sexually determined behavior (whether directly or by implication) as physical contact and advances;
- ii. Attempts or efforts to establish physical relation having sexual implication by abuse of administrative, authoritative or professional powers;
- iii. Sexually colored verbal representation;
- iv. Demand or request for sexual favors;
- v. Showing pornography;
- vi. Sexually colored remark or gesture;
- vii. Indecent gesture, teasing through abusive language, stalking, joking having sexual implication;

¹ In terms of the definition of SEA, it is important to distinguish between SEA and sexual harassment. In both instances sexual misconduct is perpetrated by personnel of UN agencies or its partners. However, the survivors of SEA are beneficiaries or community members, while the survivors of sexual harassment are personnel of UN agencies or partners themselves. This Toolkit only covers SEA. For sexual misconduct that involves personnel of UN agencies or its partners as survivors, see [SG Bulletin on Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority \(ST/SGB/2008/5\)](#).

² UNICEF, [Child Safeguarding Toolkit for Business, A Step-by-Step Guide to Identifying and Preventing Risks to Children who Interact with your Business](#), UNICEF, May 2018. For practical guidance on child safeguarding, see: Keeping Children Safe, [Child Safeguarding Standards and How to Implement Them](#), 2014

³ IASC, [Guidelines for Integrating Gender-Based Violence Interventions in Humanitarian Action: Reducing Risk, Promoting Resilience and Aiding Recovery](#), 2015, p.46-47

- viii. Insult through letters, telephone calls, cell phone calls, SMS, pottering, notice, cartoon, writing on bench, chair, table, notice boards, and walls of office, factory, classroom, washroom having sexual implication;
- ix. Taking still or video photographs for the purpose of blackmailing and character assassination;
- x. Preventing participation in sports, cultural, organizational and academic activities on the ground of sex and/or for the purpose of sexual harassment;
- xi. Making love proposal and exerting pressure or posing threats in case of refusal to love proposal;
- xii. Attempt to establish sexual relation by intimidation, deception or false assurance.

Such conduct mentioned can be humiliating and may constitute a health and safety problem at workplaces or educational institutions; it is discriminatory when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her education or employment in various ways or when it creates a hostile environment at workplaces or educational institution.

Minimizing PSEA Risks

ACD will ensure that SEA-related prevention and safety measures are reflected in its programme budgets and monitoring frameworks. ACD will conduct activities to raise awareness among their staffs, beneficiaries and local communities, including children, and others on PSEA and their organization's relevant policies and procedures. Staffs also need continuous reminders so that they can realize their roles and responsibilities in reporting and responding to SEA. Awareness-raising efforts may include the following actions:

Area	Questions to Consider for Risk Assessment	Possible Management strategy(ies)
Profile of beneficiaries	- o What is the demographic profile of the population in the target areas (e.g. sex, age, education level, income level, household size, percentage of female- and child-headed households, marriage age, religion, race/ethnicity, migration status, etc.)? - o What are some of their characteristics of the population that may render individuals more susceptible to SEA? Which groups are particularly vulnerable?	- o Adapt awareness-raising efforts on PSEA to meet specific needs of beneficiaries - o Conduct targeted messaging campaigns for those groups that are highly susceptible to SEA
Profile of staff	- o Is there an adequate gender balance of personnel involved in programming, particularly of staff directly engaging with beneficiaries and local communities or responsible for recruitment? - o Have staff been sufficiently vetted and trained in regards to PSEA?	- o Re-adjust gender balance of staff involved in programming - o Recruit additional female staff involved in programming as needed - o Conduct (refresher) training(s) on PSEA (e.g. annually), specifically focused on possible risks associated with the specific programme - o Review HR files of staff and conduct additional screening to identify previous misconduct as needed
Programme approaches	- o Does the programme create or exacerbate existing imbalances between staff and community members? - o Does the programme involve direct interaction between staff and beneficiaries, especially children? - o How are staffs delivering goods and services (i.e. private/public, working in	- o Arrange periodic monitoring visits by someone in a management or programme oversight role - o Change location(s) of distribution to make it more public - o Ensure that staff wear visible forms of identification when conducting programme activities and provide such forms of identification where needed

Area	Questions to Consider for Risk Assessment	Possible Management strategy(ies)
	pairs/alone, gender-mixed)? o Do staff wear visible forms of identification when conducting programme activities? o Are external visitors allowed to attend programme activities unaccompanied? Who is in charge of making these decisions?	o Restrict access of external visitors to programme activities, to the extent possible o Ensure that programme participants are regularly informed of their rights, of expected behaviour of personnel, and how to report concerns
Programme context	o Where do programme activities take place (rural/urban setting, slum, etc.)? What are specific risks associated with this location (e.g. lack of availability of complaints mechanisms or service providers, insecurity)? o What is the attitude of beneficiaries towards GBV concerns? How comfortable would beneficiaries be reporting SEA concerns? o Is there an inter-agency mechanism for community feedback/complaints in this location?	o Create a more secure environment at programme location (e.g. install lights, hire night guards) o Work with communities to adapt complaints mechanisms to meet their needs o Ensure that beneficiaries are aware of and can access inter-agency mechanisms for complaints in the programme location(s)

Training and Awareness

Training and awareness-raising can play a central role in building an organizational culture that does not tolerate abuse. These efforts can help address knowledge gaps and create a more open discourse on SEA, which remains a sensitive issue in many cultures. ACD will organize mandatory training on PSEA for all its staffs as per annual training plan and training agenda (Annex 4). In order to make trainings most effective, organizations will focus on the followings:

- Include core content, such as 1) a clear definition of SEA (that is aligned with the UN's definition); 2) a clear prohibition of SEA; and 3) actions that staffs are required to take (i.e. prompt reporting of allegations and referral of survivors). It is also essential to familiarize staffs with the organization's reporting and referral procedures and provide them with relevant contact details (e.g. PSEA focal points).
- Offer in-person, highly interactive trainings to ensure that staffs retain the information and are able to apply it in practice.
- Adapt training content to the audience by describing their PSEA-specific roles and responsibilities and presenting examples of SEA that participants might encounter in their everyday work.
- Increase accountability by requiring participants to acknowledge in writing their responsibilities for complying with the code of conduct and the consequences for breaching it.
- Organize regular re-fresher trainings to ensure that staffs are aware of the latest policies and procedures.
- Adapt communication messages, materials and channels to the various target audiences, including children, using relevant languages and a communication style that is appropriate and accessible to the audience, especially to groups considered at higher risk of abuse.

Roles and Responsibilities on PSEA

ACD is committed to integrate the following PSEA-related roles and responsibilities.

Personnel	Roles and Responsibilities
Management	- Provide oversight of PSEA prevention and response - Review and update PSEA-related policies and guidance - Ensure attention and resources to PSEA across the organization - Facilitate and oversee investigations of SEA allegations - Coordinate with other organizations on PSEA, including donors
PSEA Focal Point (in coordination with gender or child protection focal person)	- Support senior management to meet their PSEA-related responsibilities - Report concerns or issues with PSEA implementation to senior management - Receive reports of SEA allegations and coordinate the response - Conduct training and awareness-raising for staffs and others on PSEA - Coordinate with other relevant actors on PSEA, including inter-agency efforts
Human Resources	- Conduct screening for past SEA violations, and other code of conduct and policy violations (e.g. fraud, corruption, abuse of power), as part of recruitment process - Ensure all personnel sign the organization's code of conduct - Integrate a PSEA clause in contract agreements, including when subcontracting with contractors, suppliers, consultants and sub-partners - Support communication with personnel during investigation of SEA allegations - Keep PSEA-related documents at staff's personal file, including signed codes of conduct
All staffs	- Uphold the code of conduct and PSEA-related policies - Actively participate in SEA-related trainings and awareness-raising efforts, including support for dissemination of PSEA materials - Report allegations of SEA through the designated reporting channels - Participate in investigations of SEA allegations as appropriate - Identify and mitigate/avoid SEA-related programme risks (particularly for personnel involved in programming)

Policy Implementation Strategies

ACD will take different types of implementation strategies to ensure women friendly and sexual harassment/torture free surroundings which can bring the organization one step forward as well as women empowerment. ACD will take steps against the individuals accused of offences and to ensure exemplary punishment to offenders.

- ACD will ensure a conducive and safe working environment for men and women to be treated with equal dignity, where no incidents of sexual harassment will be tolerated. It will ensure that staffs respect each other and maintain a mutually acceptable relationship that is acceptable to all.
- Defines roles and responsibilities of personnel with specific PSEA-related responsibilities in their contracts and/or ToR.
- All staffs will be informed about the policies enacted to prevent sexual harassment and this will be included in the staff human resource policy, strategic plan and other policy of the organization. An important responsibility of the Human Resource Unit will be to inform the staff at all levels about the relevant regulations.
- Dissemination of PSEA information to staffs and beneficiaries.
- Publicize the policy widely by distributing it among staffs, beneficiaries, communities and others (e.g. posters in public places, intranet/internet, copy with contracts, child-friendly materials) and integrating it into training and awareness-raising efforts.
- Display or upload communication materials on PSEA and reporting channels.
- Update list of local service providers.
- Circulate widely the policy at all branches and project offices.

- Include the policy in organizations induction process for new employee.
- Discuss the policy in every monthly coordination meeting.
- Complaint box will be set up at head office, project office and institutional centers for lodging complaints on sexual harassment. PSEA Focal Point will be in charge of managing this box.

PSEA Focal Point

ACD will assign a PSEA Focal Point within the organization. This person must have a thorough understanding and knowledge of sexual harassment prevention policies and procedures for related investigations. ACD will sign a contract (**Annex 1: Terms of Reference (ToR) for PSEA Focal Point**) with the focal point defining his/her roles and responsibilities.

PSEA Complaint receiving Committee

The PSEA committee will be formed consisting of five members and majority of the members will be female staffs i.e. program/project head, focal point of Human Resource Unit, Focal Point of Gender Unit, Focal Point of Child Protection and beneficiary (female). The committee should have at least two members from organizations working on gender issues and sexual abuse.

Role and Responsibilities of the receiving committee

- Committee will sit regularly once a quarter.
- Considering the necessity of the complaints, the committee will call its meeting any time.
- Presence of at least head of the committee and minimum 2 other member would be considered as Coram for the meeting.
- The committee investigates the complaints submitted to any members of the committee.
- The committee will take measure within 7 working days if found true following the rules of the organization.

Complaints receive Mechanism

If any staffs feel that s/he is being sexually abused at workplace, s/he will be encouraged to report (**Annex-2: Incident Report Form for SEA Allegations**) to the complaints to the Focal Point in line with the following procedure:

1. Digital Process: After experiencing any harassment/violence, the victim (staff/beneficiary, etc.) can submit complaints through e-mail (acdbdpsea@gmail.com) to the Focal Point following the reporting template.
2. Complain Box: The complaints box will be installed at all offices including head office of the organization. The box will be opened by the assigned Focal Point of each office on the last working (Thursday) day of each week. Later the committee will set the next actions.
3. Written Process: The victim can submit written complaints as per reporting template to the Focal Point with physical presence/or through postage/courier service.

Timeframe of Complaints Submission

In case of any sexual harassment/violence, the complaint has to be placed to the PSEA Focal point using any process as mentioned above within 7 working days from the occurrence.

Confidentiality

ACD will ensure highest privacy considering the social position and overall security concern of the victim. The incident of sexual violence will never be disclosed in any condition without the permission of victim; privacy will be maintained as much as possible in evidence gathering process. During the hearing no question and/or behavior will be allowed which intend indignity and harassment of victim. Maximum confidentiality will be maintained during the investigation and this information can only be discussed with someone else if you need to know about the incident. ACD will limiting the number of people who have access to the reported information; use code names when referring to those involved and omitting information that could reveal their


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identity (e.g. date of birth, address, phone number, description of unique physical traits); and keep information on the identity and personal information separate from incident and related reports.

Investigation

Investigating allegations is essential to implementing the zero-tolerance policy on SEA and increasing accountability for violations. ACD will ensure that investigations of allegations of SEA take place without delay and investigations are survivor-centered, respecting survivors' rights to safety, confidentiality, respect and non-discrimination.

- Under the leadership of the head of the PSEA committee, an investigation committee will be formed consisting of minimum three members after receiving complaint within 7 days.
- Committee will conduct all investigations and dispose of the investigation within 14 days of receiving the complaint.
- Committee will take/collect oral evidence from relevant persons and witnesses as written documents.
- Child survivors and witnesses may likely to require additional support to ensure that the investigation process is conducted in a child-friendly manner (e.g. child-friendly interview techniques, engagement of parents/caretaker).
- Committee will submit a report with the recommendations to the Executive Director based on written speeches, relevant interrogations, observations and opinions by 7 working days. If any complaint is raised against the Executive Director, the report will be submitted to President of ACD. The period of 7 days may be extended up to 10 days if needs. If any question is raised about impartiality, new investigation committee may be formed by following proper procedure for reinvestigation.
- If it is proved that a false complaint has been filed intentionally then a report will be submitted to the Executive Director recommending appropriate action for the complainant/s. The investigation committee will take decisions on the basis of the view expressed by the majority of its members.
- The management will ensure that the person who complains of harassment is not a victim of retaliation. In case of non-cooperation in the investigation or any kind of retaliatory/vindictive behavior against any person involved in the investigation, ACD will take disciplinary action against the perpetrator as per the rules.

Steps to be followed by the investigation committee

- Examining the complaint form and checking whether the information has been omitted.
- The first step is to interview the complainant and the accused separately. Jointly interviewing them at times and places acceptable to both if necessary.
- Take interview if there is a witness.
- The place of interview should be secluded and only committee member and the interviewer will be allowed.
- In order to maintain the accuracy and credibility of the information, the investigating committee will refrain from disclosing information to another interviewer.
- The general issues of the incident and the strategies being followed will not be discussed with any interviewer. Such information can lead to confusion in spontaneous recollection.
- In order to verify the credibility of the witness, the experience of the investigator (if applicable) will be helpful in different sections, supplementary statements and repetition of statements.
- If the investigating committee recommends disciplinary action, the person in charge of the human resource unit will make the final decision in consultation with the Executive Director.

Punishment

ACD may suspend temporarily the accused person on the receipt of the recommendation of the investigation committee. If the accused is found guilty of sexual harassment/exploits/abuse, ACD will treat it as misconduct and take proper action according to the disciplinary rules of the organization. The punitive measures will be taken in this regard are given below:


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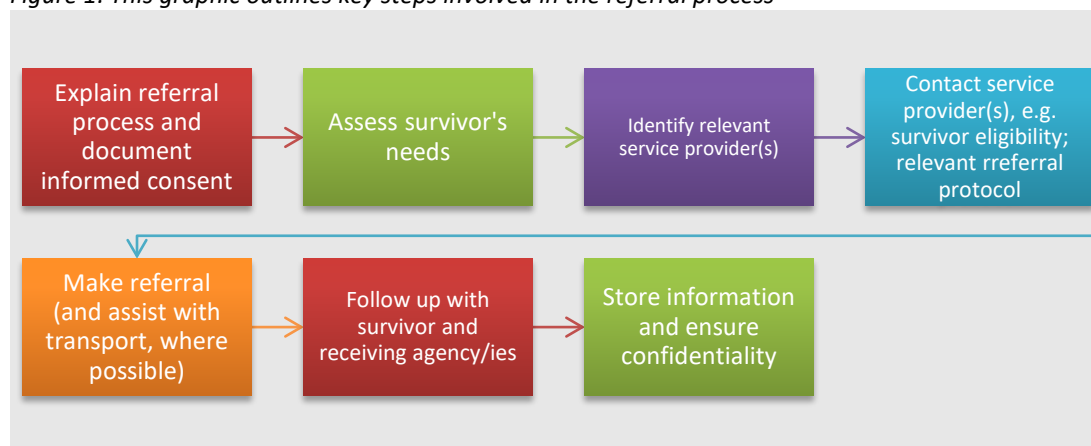

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- If the complaint is partially proved, necessary actions will be taken according to the disciplinary rules of the organization such as show cause notice, issuing warning notice, etc.
- If the accusation against a person is proved as serious offence, s/he will be terminated according to the disciplinary rules of the organization.
- If the complaint is found as an offence under any penal law shall refer the matter to the appropriate court or tribunal.
- If, after conducting the investigation, it is proved that the allegation against the accused is false and the allegation has been made for intentional harassment of the accused, the investigation committee will submit the evidence and documents to the Executive Director so that action can be taken against the complainant.

Assistance and Referrals

ACD will preserve an updated list of local service providers and ensure that those involved in the process are adequately trained on how to safely and confidentially refer GBV/SEA cases for assistance, including those cases involving children. In some instances, the process will entail referring the survivor first to a case manager or social worker, who can then facilitate referral to other appropriate services. If ACD is unable to conduct the referral process, the organization will contact external and pre-identified GBV or Child Protection service providers or organizations for support. (Annex 3: Referral Form).

Figure 1: This graphic outlines key steps involved in the referral process



Policy Amendments

This policy of the organization will be changed and expanded if necessary, taking into account the changes in social conditions, government initiatives, global initiatives, public awareness, education system, laws and regulations.

Annex 1: Terms of Reference (ToR) for PSEA Focal Point

Terms of Reference Protection from Sexual Exploitation and Abuse (PSEA) Focal Point

1. Background

Association for Community Development (ACD), a non-government and human rights based organization, has been working with and for the poor, marginalized and vulnerable people in general and women and children in particular for their human rights, mainstreaming gender equality, and social justice on north western part of Bangladesh. All forms of sexual exploitation and abuse (SEA) are a violation of human rights and an abuse of a position of power over a vulnerable population that the United Nations and other humanitarian and development actors have pledged to protect. ACD aims to ensure equal dignity and atmosphere congenial for women within the organization and build awareness among the staffs concerning women rights, dignity and gender equality as well. ACD is fully committed to improving protection from sexual exploitation and abuse (PSEA) and ensure the highest standards in terms of efficiency, responsibility and transparency in its activities. ACD adopts a **zero tolerance approach** towards sexual exploitation and abuse. ACD is committed to the prevention of sexual exploitation and abuse both within the organisation and within the framework of ACD programmes and its target populations.

2. Purpose

The purpose of the PSEA focal point is to have a designated staff member who supports senior management in coordinating the development and implementation of PSEA policy and procedures.

3. Scope of Work

Key roles and responsibilities of PSEA focal points include:

Prevention

- Conduct periodic assessments of ACD's PSEA policies and practices and suggest improvements to senior management.
- Conduct training and awareness-raising sessions on PSEA for all staffs on a regular basis.
- Work with human resource and other responsible for Focal Point of Child Protection and Gender on PSEA-related aspects, including ensuring that all staffs sign the code of conduct and that screening for past SEA violations is a regular part of the recruitment process.
- Facilitate awareness-raising campaigns with beneficiaries and local communities on the definition of SEA, the standards of conduct expected of ACD's staff, and the various mechanisms for raising SEA allegations or concerns, including contact details.

Reporting allegations of SEA

- Manage the development of internal procedures for personnel to report incidents of sexual exploitation and abuse safely and confidentiality.
- Receive reports of SEA allegations and related information and coordinate the response according to relevant procedures.
- Report concerns or issues with PSEA implementation to senior management of ACD.

Response to SEA allegations

- Once a complaint is received, coordinate ACD's response, including referral of SEA survivors for immediate, professional assistance and referral of the case for further investigations to [name of organization's entity responsible for handling internal investigations].

Other responsibilities

- Coordinate ACD's PSEA activities with relevant organizations, including inter-agency initiatives, as appropriate.


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- Support senior management in implementing other PSEA-related activities, as appropriate.

4. Competencies and Experiences

- Proven integrity, objectivity and professional competence.
- Demonstrated sensitivity and knowledge of cultural and gender issues; experience in GBV programming is preferred.
- Fluent in English and Bangla.
- Demonstrated experience of working directly with local communities.
- Proven communication skills.

Upon appointment, the focal point will undergo organization-specific training on PSEA, as soon as feasible.

Signature:

Name of Focal Point:

Date:


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Annex 2: Incident Report Form for SEA Allegations

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Incident Report Form for SEA Allegations

1.	Details on how, when, and by whom, the allegation was received:
2.	Description of alleged incident, including dates, times and locations:
3.	Description of alleged or suspected survivors (e.g. name, age, gender, ethnic origin/nationality, specific needs):
4.	Description of alleged or suspected perpetrators (e.g. name, age, gender, nationality, organizational affiliation/position, previous record of misconduct):
5.	Actions taken by organization in response to allegations to date (e.g. referral for assistance, investigations, notification of UN/Government):
6.	Actions taken by other organizations or entities (e.g. UN, Government) in response to the allegation:
7.	Requested support from partners (e.g. support for SEA survivors, investigations)

Report transmitted by:

Name:	Contact info (email & phone):
Title:	Date:


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Annex 3: Referral Form

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Referral Form

Referring agency	
Agency/org:	Contact:
Phone:	Email:
Location:	

Receiving agency	
Agency/org:	Contact:
Phone:	Email:
Location:	

Survivor information	
Name:	Phone:
Address:	Age:
Sex:	Nationality:
Language:	ID number:
If survivor is a minor (under 18)	
Name of primary caregiver:	Relationship to child:
Contact information for caregiver:	Is child separated or unaccompanied? ☐ Yes ☐ No
Caregiver is informed about referral? ☐ Yes ☐ No	
If no, explain:	

Background Information/Reason for referral and services already provided	
Has the survivor been informed of the referral? ☐ Yes ☐ No (If no, explain below)	Has the survivor been referred to any other organization? ☐ Yes ☐ No (If yes, explain below)

Services requested		
☐ Mental Health Services ☐ Psychosocial Support ☐ Social Services ☐ Medical Care	☐ Protection Services ☐ Legal Assistance ☐ Education ☐ Livelihood Support	☐ Shelter ☐ Material Assistance ☐ Nutrition ☐ Support for children born as a result of SEA
Please explain any requested services:		


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Consent to release information

(Read with survivor/caregiver and answer any questions before s/he signs below. Sign on behalf of survivor/caregiver if consent is given verbally and survivor/caregiver cannot sign.)

I, _____(survivor name), understand that the purpose of the referral and of disclosing this information to _____(name of receiving agency) is to ensure the safety and continuity of care among service providers seeking to serve the client. The service provider, _____(name of referring agency), has clearly explained the procedure of the referral to me and has listed the exact information that is to be disclosed. By signing this form, I authorize this exchange of information.

Signature of responsible party (survivor or caregiver if a child):

Date (DD/MM/YY):

Details of Referral

Any contact or other restrictions? ☐ Yes ☐ No ; If yes, please explain:

Referral delivered via: ☐ Phone (emergency only) ☐ E-mail
☐ Electronically (e.g., App or database) ☐ In Person

Follow-up expected via: ☐ Phone ☐ E-mail ☐ In Person. By date (DD/MM/YY):

Information agencies agree to exchange in follow up:

Name and signature of recipient:

Date received (DD/MM/YY):


Salima Sarwar
Executive Director
ACD, Rajshahi.


Prof Dr. Chowdhury Sarwar Jahan
President
ACD, Rajshahi.

Annex 4: Training Agenda

Association for Community Development (ACD)
H-41, Sagarpura, Rajshahi-6100, Bangladesh
PSEA Training Agenda

ACTIVITY	TIME	RESOURCES
INTRODUCTION		
Welcome and introduction - Introduction of trainer(s) and learners - Overview of training agenda - Expected learning outcomes	15 min	Handout: Training agenda
SESSION 1: UNDERSTANDING SEXUAL EXPLOITATION AND ABUSE		
Presentation: Key definitions and concepts - Definition of SEA - UN Zero-Tolerance Policy on SEA - Roles and responsibilities of personnel in preventing and responding to SEA	15 min	Handouts: SG's Bulletin (ST/SGB/2003/13), organization's code of conduct and other relevant documents
Case scenarios: Is this SEA? Present practical scenarios and discuss which ones may be cases of SEA and why	45 min	
Group exercise: Impacts of SEA Ask learners to identify the (potential) consequences of SEA on a) the survivor(s), b) the community, c) the organization, and d) others	30 min	
SESSION 2: TAKING ACTION AGAINST SEA		
Presentation: Overview - Overview of responses to SEA (prevention, reporting, investigation and referral) - Guiding principles (including survivor-centered approach)	20 min	Handout of relevant tools mentioned in ACD's Policy against Sexual Exploitation and Abuse (e.g. organizational self-assessment, action plan template, PSEA risk assessment and mitigation)
Group discussion: Prevention Discuss how to identify and mitigate risks of SEA in their context (What are warning signs? Why are they ignored? What more can the organization do to prevent SEA?)	45 min	
Presentation: Reporting - Mandatory reporting - How to report SEA allegations, including confidentiality issues and "the best interest of the child" - Protections for those reporting SEA allegations	20 min	Handout with contact information of reporting channels and policy for protecting whistleblowers and/or complainants
Presentation: Investigations - Overview of investigation process - Consequences for personnel if allegations are substantiated - Responsibilities of personnel to fully participate in any	15 min	

ACTIVITY	TIME	RESOURCES
investigation		
Presentation: Assistance • Service needs of survivors (and witnesses) • Survivor-centered approaches and informed consent • Referral pathways	10 min	
CONCLUSIONS		
Conclusions • Summary of key learnings • Ask each learner to provide at least one answer to the question: "How do you plan to apply what you just learned in your work?" • Feedback on training	20 min	Feedback forms