



Universal Intervention and Development Organization (UNIDOR)

Policy and Procedures on prevention from Sexual Exploitation and Abuse (PSEA) in South Sudan Revised 2021

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1. INTRODUCTORY BACKGROUND TO UNIDOR

Universal Intervention & Development Organization (UNIDOR) is a South Sudanese National and Christian base Organization founded in 2004. The organization is legally registered in South Sudan under RRC as mandated by NGOs Act 2016, registration No: 182. UNIDOR is a member of South Sudan NGOs Forum and is a State focal point for National and community base organizations in Greater Unity for the year 2019. As South Sudan humanitarian service delivery are clustered, UNIDOR is an active member in the following clusters/sub-clusters: Health, Nutrition, and Child Protection & GBV sub-clusters, FSL, NFI/shelters, WASH and Education.

UNIDOR`s operational principle is to work with community and build their capacity to be self-reliance through locally established approaches and resilient. UNIDOR operates with respect to other global humanitarian principles such as:

Humanity: In many atmosphere UNIDOR South Sudan tries to address various humanitarian needs where it is found, coordinate with funding partners and other humanitarian actors and any response is informed by the scale of needs and provision of the service with dignity and respect to every beneficiary/people being served.

Neutrality & Impartiality: UNIDOR like other humanitarian actors in South Sudan and in the globe does not take any side in any political setup. The organization does not engage in any political, ethnic or religious segregations and hence provides humanitarian interventions with pure impartiality. UNIDOR like other humanitarian Organizations carries out all its humanitarian responses and interventions on the needs basis and in line with overall humanitarian agenda in the country.

UNIDOR`s Goal

The Organization`s ultimate goal is to respond and intervene in any human suffering and disaster to alleviate the suffering of the vulnerable men, women and children and transform their lives.

UNIDOR`s Vision Statement

To be Partner of choice in community Transformation.

UNIDOR`s Mission

UNIDOR exists to alleviate suffering, resolve conflict, prevent humanitarian crisis and save Lives.

UNIDOR's Core Values

1. Faith in God
2. Transparency and accountability
3. Transformation
4. Partnership
5. Neutrality

2. A. KEY WORKING DEFINITIONS

The definitions for Prevention of Sexual Exploitation and Abuse (PSEA) provided in the following section are adapted from various policies and procedures from different humanitarian agencies, and are hereby adopted as working definitions for UNIDOR's policy on PSEA.

Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including, but not limited to, profiting monetarily or otherwise, socially or politically from the sexual exploitation of another.

Sexual abuse means actual or threatened physical intrusion or assault of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation and abuse also includes sexual relations with a child, in any context, defined as any human being below the age of eighteen (18) years. This is in line with international law. SEA survivor is the person who is, or has been, sexually exploited or abused. Complainant is the person making the complaint, including the alleged survivor of the sexual exploitation and abuse or another person who becomes aware of the wrongdoing. Whistleblower is a type of complainant, not the survivor, who is a humanitarian aid worker making a report of SEA. Focal point is person designated to receive complaints of cases of sexual exploitation and abuse.

Community-Based Complaint Mechanism (CBCM): is a community rooted system whose structure is both culturally and gender-sensitive in order to maximize its safety and effectiveness, that has the responsibility to prevent and handle reports of sexual abuse and exploitation committed by humanitarian aid workers. The primary concern of the mechanism is to aid known and potential SEA survivors, facilitate SEA reporting and allegation referrals, and to fulfill a prevention function through training and awareness raising. The inter-agency aspect entails that the mechanism can receive complaints against actors from multiple organizations, and that the complaints will be referred to the proper unit within each organization for follow-up. Altogether, the CBCM is a relevant and efficient means of

comprehensively preventing and responding to SEA in an emergency response operation.

Community members - refers to the people UNIDOR works with, serves and/or seeks to assist across communities in South Sudan, who are typically in situations of vulnerability or dependence vis-a-vis UNIDOR staff. Community members are individuals who are direct or indirect recipients of humanitarian, emergency or other UNIDOR activities in any duty station. Among such individuals, women and children are particularly at potential risk of sexual exploitation and abuse (SEA).

SEA versus GBV: SEA can be seen as a form of GBV, as victims of SEA are often abused because of their vulnerable status compared to humanitarian workers as women, girls, boys, or even men (in some circumstances). It is important to raise awareness of the staff in order to recognize SEA and GBV and be aware of the role PSEA plays in larger GBV prevention efforts and who is affected in both situations.

SEA versus Sexual Harassment: SEA occurs against a beneficiary or member of the community by humanitarian worker due to power imbalance, whereas sexual harassment occurs between staff and any other person, and involves any unwelcome sexual advance or unwanted verbal or physical conduct of a sexual nature. While the two acts are factually different, the prevalence of sexual harassment can be an indicator of gender power imbalances and/or indicate a sense of impunity on site that can lead to SEA. It is also important to keep the distinction between these two forms of misconduct clear so that the reporting is made easier.

3. ILLUSTRATIVE EXAMPLES OF ACTS OF SEXUAL EXPLOITATION AND ABUSE

UNIDOR has a zero tolerance of sexual exploitation and abuse of any kind. UNIDOR is dedicated to creating and sustaining an organizational culture where responsibility and accountability to affected populations is prioritized, and therefore all staff have the duty to participate in creating an environment conducive to prevention of abuse, as well as where all staff and community members are able to report any incidents. Sexual exploitation and abuse can take many forms including, but not limited to, the following:

- Sexual assault (defined as “any unwanted or forced sexual act committed without consent”) or threat thereof. Sexual assault can occur either against a person’s will, by force or coercion, or when a person is incapable of giving consent, such as when they are under duress, believe that saying no might endanger their safety, professional or personal wellbeing, or are under the influence of drugs or alcohol. Force includes:
 - Actual physical aggression, including but not limited to: rape, forced sodomy, forced oral stimulation, sexual assault with an object, forced fondling (e.g., unwanted touching or kissing);
 - Threats of physical aggression, emotional coercion, and/or psychological blackmailing for sexual purposes.
- Marrying or having sex with a child under eighteen (18) years of age;
- Sexual contact with any members of the affected population or community members in a situation of vulnerability within the UNIDOR operation area;
- Demanding sex in any context or exploiting somebody sexually using money due to her/his socioeconomic vulnerability;
- Making sex a condition or a reward for humanitarian assistance or telling someone that they, or anyone else, are obliged to have sex as a condition for anything;

- Acts of sexual harassment or abuse as defined by the UNIDOR staff handbook, using power and control over another person for sexual gains;
- Engaging in any other gender-based violence in the family or community including sexual abuse and rape, and or mistreating spouses in polygamous marital status;
- Forceful sex, or forcing someone to have sex with anyone and the use of people (children or adult, male or female) to procure sexual services for others, etc.;
- Forcing a person to engage in prostitution, sodomy or pornography of any kind, human trafficking and any sexual scandals;
- Name-calling with sexual epithets or insisting on anything sexual, including jokes that may cause discomfort, fright or harm to staff or community members either directly or indirectly.

4. JUSTIFICATION AND STATEMENT OF UNIDOR POLICY ON PSEA

UNIDOR is dedicated to creating and sustaining an organizational culture where responsibility and accountability to affected populations is prioritized and therefore all staff participate in an environment conducive to prevention of sexual exploitation and abuse, as well as where all staff are able to report any incidents that might occur.

Sexual abuse or exploitation is a violation of international human rights, and humanitarian and criminal law and shall be sanctioned accordingly. In addition, UNIDOR considers that it is a hindrance to effective humanitarian and development work. Sexual exploitation and abuse can damage the image and integrity of UNIDOR as it erodes the confidence and undermines the trust the host community has in UNIDOR, as well as violates its principles of protection of those who are vulnerable. Sexual exploitation and abuse is an unacceptable behavior and practice that UNIDOR shall never tolerate and is therefore a prohibited conduct in all its humanitarian work in South Sudan. It is important that UNIDOR ensures accountability on protection of vulnerable populations from sexual exploitation and abuse by any member of its staff. This includes taking appropriate sanctions, and reporting the case to relevant judiciary authorities depending on the best interest and own decision of the survivor of SEA.

It is worth noting that the nature of UNIDOR activities requires being people-centered and upholding high levels of ethical conduct in order to protect the dignity and the rights of the people it serves. UNIDOR's humanitarian work has many risks for sexual exploitation and abuse (SEA) at UNIDOR program and administrative levels owing to the fact that UNIDOR recruits its staff from various social, cultural and behavioral backgrounds, as well as its proximity to and impact on the civilian population UNIDOR works with/ in the host country. It is therefore important and imperative for UNIDOR to develop and enforce a policy on Prevention of Sexual Exploitation and Abuse (PSEA) and adopt effective procedures to prevent, investigate and respond to cases of SEA within each UNIDOR mission.

UNIDOR shall always work towards the prevention and respond to any sexual exploitation and abuse through its administrative leadership and program management by raising awareness and enforcing SEA preventative measures and response procedures. UNIDOR will ensure effective adherence and respect of the PSEA policy by its entire staff engaged in humanitarian operations.

It is an obligation on the part of UNIDOR to ensure that its staff and other actors “do no harm” to community members by committing acts of SEA, or being inactive in preventing and punishing acts of SEA committed. Firstly, UNIDOR must be accountable to both prevention of and response to SEA including training of staff, conducting investigations and managing investigation outcomes when SEA has occurred (this includes applying relevant sanctions and disciplinary proceedings). Secondly, UNIDOR has the responsibility to protect individuals involved and disclosure shall only happen with the consent, and in the best interest of the survivor of SEA. UNIDOR shall produce as needed materials on complaint mechanisms, complaint investigations, and investigation management to be used during identification and response to acts of SEA.

UNIDOR will work collaboratively with other actors in establishing and making functional community-based complaint mechanisms (CBCMs) in order to report, investigate and punish acts of SEA with the full engagement of community members and leaders. Where there is no possibility of establishing CBCM, UNIDOR staff are responsible for preventing and reporting cases of SEA to their immediate line managers or the UNIDOR PSEA Committee with a copy of information to the Executive Director or his/her delegate

UNIDOR shall practice an open door policy with regard to SEA, and shall facilitate its staff and the wider community to speak out or report incidences of SEA acts at all times and places.

All survivors of SEA are entitled to safe and confidential assistance by UNIDOR, or other development appropriate and where services are available. In case the survivor is a child, there shall be special considerations for protection and support to the child survivor as needed in accordance

with the 2016 South Sudan Standards of operating procedures regarding gender-based violence response services. UNIDOR shall ensure that the survivors of SEA are treated with respect and dignity, and with permission, seek support from relevant service provider partners for the survivor as appropriate. Where immediate medical assistance is needed, UNIDOR shall provide any possible support as needed and refer the survivor to an appropriate service provider. Any related cost for care and other damages caused shall be determined by competent courts of justice and borne by the staff who perpetrated the acts of SEA.

5. OBJECTIVE OF PSEA POLICY

The objective of this policy on sexual exploitation and abuse is to raise awareness, institutionalize and enforce the prevention and response to sexual exploitation and abuse, and enable UNIDOR to provide quality and professional humanitarian services.

6. CODE OF CONDUCT FOR PREVENTION OF SEA

It is an obligation for all UNIDOR staff to recognize that all people in the humanitarian zone where UNIDOR operates have the right to adequate humanitarian services, and have the right to be treated with respect, dignity, and courtesy. UNIDOR staff are expected to demonstrate the highest ethical standard of conduct both in their professional and personal life and act with integrity and respect for effective prevention and response to acts of SEA as per the section C of this policy and the provisions of the UNIDOR Code of Conduct. In a specific way, UNIDOR staff are required to prevent and respond to sexual exploitation and abuse in the following ways:

1. Sexual exploitation and abuse constitutes an act of gross misconduct and is therefore grounds for disciplinary measures. Involvement in any act of SEA shall be investigated, and disciplinary measures shall be applied accordingly if warranted. Therefore;
 - UNIDOR staff shall not be involved in child marriage or any sexual activity with a child (any person under the age of 18 years). Mistaken belief in the age of a person is not a defense;
 - UNIDOR staff is strictly forbidden to have sexual relationships with beneficiary community members, because such relationships are based on unequal power dynamics and may undermine the credibility and integrity of the humanitarian work that UNIDOR is implementing in various communities in South Sudan;
 - UNIDOR staff shall not engage in sexual exploitation and abuse, transactional sex or prostitution, procurement of sexual services via a third party (or human trafficking of any kind), gender-based violence, or any other sexual scandals;
 - UNIDOR staff shall not be involved in exchange of money, employment, goods, preferential treatment or services (including preferential selection of the community member as a beneficiary of assistance or any other support due) for sex, including sexual

favors or other forms of humiliating, degrading or exploitative behavior.

2. UNIDOR staff must properly care and account for money, vehicles, equipment, assets, assistance, and property for which they are responsible. Using UNIDOR property for purposes of SEA constitutes a gross misconduct that shall lead to disciplinary measures;
3. UNIDOR staff has the obligation to report, in good faith, concerns of any suspicions regarding sexual exploitation and abuse by a fellow humanitarian worker, whether in the same agency or not, unless the survivor has otherwise disclosed it directly to UNIDOR. Confidentiality and other ethical considerations must be respected at all stages of SEA disclosure;
4. UNIDOR staff shall not violate confidentiality of SEA cases. Violating the confidentiality of a sexual exploitation and abuse investigation process, divulging SEA information confided by the survivor or any other party, spreading rumors to internal or external sources or inappropriate persons about SEA, or interfering with SEA investigation process in any way is considered as gross misconduct;
5. Malicious reports of SEA made with the intention to harm the reputation of an individual or the organization, or to take undue advantage of SEA mechanisms for personal benefit are considered gross misconduct that can lead to disciplinary measures;
6. UNIDOR staff is obliged to create and maintain an environment, which prevents sexual exploitation and abuse, and promotes the implementation of the humanitarian workers' code of conduct. Every UNIDOR staff member has the responsibility to support a system which prevents and censures acts of SEA in UNIDOR operating areas;
7. UNIDOR staff understand that any proven act or behavior of SEA will result in measures that can include, but are not limited to: suspension, immediate dismissal and a ban from future UNIDOR employment proportional to the gravity of the misconduct;

8. PROCEDURES FOR IMPLEMENTING THE UNIDOR POLICY ON PSEA

UNIDOR commits to mainstreaming PSEA as an effective strategy of bringing SEA prevention and response into the “mainstream” of its organizational culture, operations, policies and programs, and management procedures. UNIDOR shall monitor the implementation of the SEA policy and related activities, and evaluate and document success or failure on yearly basis for appropriate measures.

1) RECRUITMENT

When recruiting local and international staff, including short-term consultants, interns, and volunteers, careful hiring practices should include reference checks for all categories of employee. UNIDOR shall not hire any person with a history of perpetrating any type of GBV, including SEA or domestic violence. UNIDOR shall also ensure that hiring practices prohibit and prevent sexual exploitation from occurring during hiring. All personnel involved in recruitment and hiring should be held accountable for their behavior and practices. Checks shall be put in place to ensure transparency in hiring practices and that staff do not abuse their position of power in the hiring process.

Recruitment guidelines will include a clear statement that confirms UNIDOR's commitment to child protection in all advertising. During interviews, especially for roles which require direct contact with community members, specific attention will be given to safeguarding vulnerable people, including scenario questions and discussions around SEA prevention and protection of vulnerable women/children. After recruitment and prior to signing an employment contract, an initial orientation on UNIDOR policies and guidelines shall be provided, and all staff members shall receive an introductory briefing on prevention of SEA and sign an adherence form.

2) Awareness raising for UNIDOR Staff and Community Members

UNIDOR has the responsibility of preventing and responding to acts of SEA in a manner that ensures the respect of the rights of everyone. UNIDOR shall design internal SEA awareness materials

for its entire staff and organize head office and community site workshops and other meetings aimed at raising awareness on roles and responsibilities for each staff member in preventing and responding to acts and behaviors of SEA. Program implementation shall also include prevention of SEA, and related community awareness raising campaigns shall be conducted accordingly, in order to engage the beneficiary communities in preventing and reporting acts of SEA. Other communication channels to disseminate this policy on prevention of SEA shall be envisaged including:

- Availing this policy document and the Code of Conduct to the staff for easy access and utilization in a practical way;
- Producing other user-friendly communication materials on SEA prevention like posters and other materials for awareness raising purposes in offices and communities;
- Including PSEA in UNIDOR humanitarian programs so that community members are aware of SEA prevention rights and reporting mechanisms, and develop relevant PSEA campaign and sensitization materials;
- Deliberately encourage the establishment of community-based complaint mechanisms in conjunction with other humanitarian actors (where possible);
- Establishing and maintaining a hotline and or a complaint box for reporting SEA cases at all times of the day (note: this complain mechanism should not be labeled SEA);
- Include SEA monitoring and reporting as part of general reporting requirements within UNIDOR accountability mechanism, and make of it a duty for every staff member.

3) Collection of information and reception of SEA cases

UNIDOR shall open up possibilities of SEA complaints and use the following entry points to receive information or cases of sexual exploitation and abuse:

- Incorporating prevention of sexual exploitation and abuse into participatory protection assessment activities;

- Discussing SEA issues regularly in Community Security Meetings or any other meetings with community members in order to check if UNIDOR programs' implementation is free of SEA (small focus group discussions separated by age and gender would be appropriate due to the sensitivity of SEA information);
- UNIDOR shall appoint all Field Team Leaders (TLs) as the focal persons in charge of preventing and reporting SEA issues from field offices. Other focal persons from the country level office could include specialists in gender, GBV prevention, child and women's protection, or representatives from Staff Welfare and Public Relations as deemed necessary by the Executive Director.

The first point of contact when an UNIDOR staff receives an SEA complaint (or needs to report an SEA incident him/herself) should be the Team Leader or the line manager (who are the default focal persons). If the staff member who receives the complaint genuinely believes that the organization's established reporting system would be compromised, or that s/he would be victimized or s/he has no confidence in the management structure, then the complaint should be raised directly with someone else offline from the UNIDOR management structure, or directly to the Executive Director.

It is an obligation that the complaint be documented using an SEA complaint intake or referral form, and the form has to be signed and dated by the relevant focal person. The focal person must ensure that the individual who makes a complaint is informed of the UNIDOR policy on confidentiality. The focal person may seek to obtain written consent for disclosure from the complainant regarding the information that will be made available to others within the complaint management process in respect confidentiality.

4) Investigation on SEA allegations

When a SEA complaint case is filed, the focal person should report it immediately to the line manager, advisors or directly to the Executive Director of UNIDOR. Once the complaint is received by the Executive Director, he should determine the appropriate steps to take, including appointing a team and or initiating a preliminary inquiry or a full investigation in case there is enough evidence to suspect a SEA case.

The purposes of an investigation are to determine if the staff member has breached the UNIDOR policies on PSEA, to protect individuals from being abused or exploited, to highlight issues relating to poor practice/performance in relation to PSEA implementation, and identify aspects of program delivery or performance that increase risks of sexual exploitation and abuse by the UNIDOR staff.

Once a complaint is received, at a minimum, the complainant should be informed in writing that the complaint will be addressed according to UNIDOR's policies. Depending on the outcome of the investigation process, a response to a complaint may range from suspension or dismissal of the complaint to disciplinary action against the accused, up to and including termination. The accused should be given an opportunity to answer the allegations in writing and to produce evidence to the contrary.

The Executive Director or his/her delegate shall in person appoint a team that will be responsible for handling responses processes to the SEA allegations as provided for by this policy and the UNIDOR Staff Handbooks. Once appointed, the SEA investigation team shall develop appropriate investigation protocols, reporting, investigation and management tools, and other relevant tools for effective response and management of the SEA case. UNIDOR leadership shall also provide adequate means for investigating and reporting on acts of SEA as appropriate.

UNIDOR will ensure to the greatest extent possible that the wishes of the survivor are respected, while still maintaining a commitment to preventing and holding accountable those responsible for SEA. It is necessary to address the survivor's, complainants, and other beneficiaries' potential needs for immediate and ongoing assistance. Indeed, upon receipt of a complaint and initiation of an investigation, these needs must be the highest priority. It is important to bear in mind that the survivor has specific needs as a result of the SEA, and the accused person needs protection as well.

Also, it may happen that the staff who receive complaints or become aware of SEA allegations may require psychological support (counseling) or protection as well. So, UNIDOR shall ensure that care, treatment, security and protection contingencies are planned for each field site and that they are safe, confidential, and accessible. For that purpose, UNIDOR shall approach and

engage beneficiaries and field staff in preparing these contingency plans as appropriate.

The core principles/aspects of an investigation on SEA include:

- Thoroughness: investigations must be conducted in a diligent, complete, and focused manner;
- Confidentiality: complainants, witnesses, and the subject of complaint have a right to confidentiality other than in certain, exceptional circumstances as per this policy;
- Safety: the safety and welfare needs of the survivor and/or complainant are paramount;
- Competent, responsible, independent investigators: people conducting investigations and preparing reports should be responsible, independent, and have relevant skills;
- Impartiality: investigations must be conducted in a fair and equitable way. Investigators must be free of any influence that could impair their judgment;
- Objectivity: evidence to support and refute the allegation must be gathered and reported in an unbiased and independent manner;
- Timelines: investigations must be conducted and reported in a timely way;
- Accuracy and documentation: investigation reports and their conclusions must be supported by adequate and accurate documentation.

5) Findings and disciplinary action

Upon completion of a SEA investigation there are several possible outcomes. UNIDOR shall ensure that investigation procedures account for potential findings and actions as follows:

- If there is evidence to clear the subject of complaint, the person concerned shall be informed of this. The Executive Director shall inform the staff involved in the investigation, or aware of the allegations, that the person has been cleared. Should the investigation indicate that the allegations have not been substantiated, the case will be closed;

- Should the investigation find that the allegations have been substantiated, the matter should be pursued under UNIDOR disciplinary procedures as appropriate;
- If a finding of malicious complaint by another member of staff is reached, disciplinary measures should be pursued against that member of staff as per UNIDOR policy on PSEA.
- Any particular concern about possible reprisals against anyone involved in the investigation should be noted. A person from the senior management team (SMT) or advisory services shall be designated by the Executive Director to establish concrete plans to monitor this;
- If, after proper investigation, there is evidence to support allegations of sexual exploitation or sexual abuse, these cases may, upon consultation with the appropriate internal advisory and with the consent of the survivor of SEA, be referred to relevant authorities for criminal prosecution.

The following are the key steps that UNIDOR leadership shall follow in receiving and responding to SEA complaints (from top-down order - as adapted from CHS Alliance chart):

Receive a PSEA Allegation
Make a management decision on how to proceed (including protection concerns: meeting immediate safety and health needs of the survivor)
If the decision is to investigate, then
Appoint an investigation team
Plan an investigation and undertake a risk assessment
Gather and study background material and documentary evidence
Update investigation plan and draft interview questions
Carry out interviews with all relevant individuals/organizations
Write investigation report and management outcome report
Conclude the investigation; submit final report to UNIDOR leadership for appropriate follow-up

6) Overall management of SEA prevention and response procedures.

All complaints – whether from UNIDOR staff, or from an external source - will be taken seriously by UNIDOR leadership and will be investigated as appropriate. Any case of SEA shall be reported verbally or through UNIDOR-SEA intake/referral forms by the focal person (Team Leaders) to the immediate supervisor, or the second level supervisor, or to the Executive Director or his/her delegates as may be deemed appropriate.

Whenever a staff member of UNIDOR has concerns or suspicions of sexual exploitation or abuse committed by a fellow worker, he/she must report such concerns immediately in accordance with the UNIDOR procedures. The only exception is in the case of disclosure by the survivor him/herself wherein the survivor requests for the information not to be shared and the survivor, perpetrator and members of the broader community are not deemed by the survivor and the reporter to be at further risk. If the survivor is a member of a highly vulnerable group or the direct beneficiary community, reporting is mandatory.

SEA cases shall also be reported in accordance with the community complaint mechanisms (CBCM) that shall be jointly established by the community and humanitarian partners in place (where possible), or report directly to the leadership of UNIDOR at all levels. Reporting of SEA incidence must be treated as a matter of urgency and confidentiality. Failure to report a case of SEA is a breach of UNIDOR policy and constitutes gross misconduct.

The identity of individuals involved in SEA (as perpetrators, survivors and informants) shall be protected in accordance with UNIDOR procedures. Confidentiality will be waived only with the express consent of the persons concerned or in where the SEA case is transferred to other competent authorities for appropriate response. Any violation of confidentiality at any level of the process is considered as gross misconduct that calls for appropriate disciplinary measures. Other reporting and response procedures not mentioned here shall apply in line with the provisions of the UNIDOR Staff Handbook.

False or malicious reporting of SEA without evidence or reasonable suspicions with the intention of harming another person's integrity or reputation amounts to gross misconduct and is subject to disciplinary measures. This is distinct from reports of suspected wrong-doing made in good faith and based on the judgment and information available at the time of the report, which may or may not be confirmed by a thorough investigation.

Implementation of this policy is the prime responsibility of the UNIDOR Executive Director. The Executive Director may appoint and delegate powers to other Staff as appropriate, and ensure effective accountability of this policy implementation.

9. STAFF COMMITMENTS TO PREVENTING SEA

I, the undersigned, have read and understood, and fully adhere to the UNIDOR zero tolerance policy on prevention of sexual exploitation and abuse. I recognize that engagement in any acts of sexual exploitation and abuse, or sexual harassment constitutes gross misconduct that is grounds for appropriate disciplinary measures, and or possible prosecutions. I hereby commit and agree that:

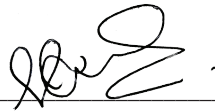
- I shall not perpetrate sexual exploitation and abuse, which constitute acts of gross misconduct by humanitarian workers, and are therefore grounds for termination of my employment,
- I shall not engage in sexual activity with children (persons under the age of 18 which is prohibited regardless of the age of majority or age consent in my country or the host community), including marriage, sexual favors or other forms of humiliating, degrading or exploitative behavior, which is prohibited. I am aware that mistaken belief in age of a child is not a defense for me;
- I shall not engage in exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, which is prohibited. This includes exchange of assistance that is due to the community members (beneficiaries);
- I shall not engage in sexual exploitation and abuse knowing that sexual relationships between humanitarian workers and community members (beneficiaries) are prohibited since they are based on inherently unequal power dynamics. Such relationships exacerbate the vulnerability of community members and undermine the credibility and integrity of UNIDOR and the humanitarian work it does;
- I must report concerns and suspicions regarding sexual exploitation and abuse by a fellow worker, whether in the same organization or not, through established UNIDOR reporting mechanism. The only exception is when the survivor him/herself discloses SEA to me and requests for confidence to be upheld and both the survivor and I

deem that there is no imminent risk for further exploitation/ assault/ harassment, etc. Failure to do so will lead to serious administrative sanctions that could include anything from suspension to termination of employment;

- I have the responsibility of creating and maintaining an environment, which prevents sexual exploitation and abuse, and promotes the implementation of the humanitarian workers' code of conduct. I recognize that every UNIDOR staff member has the responsibility to support and develop a system which prevents and punishes acts of SEA in UNIDOR operating areas;
- I fully understand that any proven act of SEA will result in measures that can include but are not limited to: suspension, immediate dismissal, payment for damages, a ban from future UNIDOR employment and/ or prosecution by competent courts of justice.

Dr. Makena Kaburu Chairperson BOD _____

Printed name



Signature 01/01/2021

Executive Director James Keah _____

Printed name



Signature 01/01/2021

Employee Signature: _____

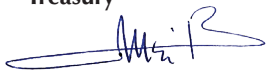
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Signature Date

Dr. Makena Kaburu
Chairperson BOD

A handwritten signature in black ink, consisting of stylized, overlapping loops and strokes.

Robert Bother
Treasury

A handwritten signature in blue ink, featuring a long horizontal stroke followed by a series of vertical and diagonal strokes.

James Keah
Secretary/ED

A handwritten signature in blue ink, starting with a large circular loop and followed by several vertical strokes.