



YPSA POLICY OF PREVENTION FROM SEXUAL, EXPLOITATION, ABUSE AND HARASSMENT OF ADULT (PSEAH)



YPSA (Young Power in Social Action)

(An Organization for Sustainable Development)

[Organization in Special Consultative Status with the United Nations Economic and Social Council (UN ECOSOC)]



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ইপসা (ইয়ং পাওয়ার ইন সোশ্যাল একশন)

স্থায়ীত্বশীল উন্নয়নের জন্য সংগঠন

YPSA (Young Power in Social Action)

An Organization for Sustainable Development

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YPSA

is a non-governmental voluntary non Profit non Political Organization for Sustainable Development registered with various departments of Bangladesh Government.

YPSA established in 1985 being inspired by the spirit of International Youth Year declared by the UN. YPSA works in close co-operation with Government, INGOs & UN agencies. YPSA awarded International Youth Peace Prize 1999 for it's outstanding social development Programmes.

Vision

YPSA envisions a society without poverty where everyone's basic needs and rights are ensured.

Mission

YPSA exists to participate with the poor and vulnerable population with all commitments to bring about their own and society's sustainable development

Core Values

- Patriotism and commitment to national interest, sovereignty and national pride
- Justice, transparency and accountability
- Mutual respect and gender friendliness
- Quality and excellence
- Humility and confidence
- Respect for diversity
- Support for environment and ecology

Ref: YPSA/HO/2453-5/2023

Date: 26th November, 2023

OFFICE MEMORANDUM

Subject: YPSA Policy of Prevention from Sexual Exploitation Abuse and Harassment of Adult (PSEAH)- (Reviewed)

The set of guidelines on the above subject has been approved by the General Council Meeting on 30th June, 2023. The reviewed policy will be effect from 1st December, 2023.

We record our gratitude and thanks to the General Council and Executive Committee members of YPSA for providing necessary briefing and guidelines during finalizing this policy. Thanks to the YPSA staff for their suggestions during developing the policy.

Our heartiest thanks to our Donors/Partners for their technical support for developing the policy.

This supersedes all other provisions guidelines and office orders on the subject.

(Md. Arifur Rahman)
Chief Executive
YPSA



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1.1 Title and brief on Policy

The policy shall be called Prevention from Sexual Exploitation, Abuse and Harassment of Adult and shortly called YPSA PSEAH Policy. In earlier organization Gender Policy has some similar provisions as like this policy. This adaption is made with considering the context and to prevent sexual exploitation, abuse and harassment (SEAH) incidents, bullying and manage those that may occur to adult who ages 18+ (adult). YPSA is fundamentally committed to protecting adult (men, women transgender and others) from violence, abuse, bullying, exploitation and harassment in all their forms at working place to promoting their rights as set out the Universal Declaration of Human Rights, Convention on the Elimination of All Forms of Discrimination Against Women, Convention on the Rights of Persons with Disabilities and National policies and laws.

1.2 Purpose and Scope

This Policy has been developed to uphold YPSA commitment to the prevention of sexual exploitation, abuse and harassment. The policy outlines expectations and requirements for all YPSA personnel (as defined below) to prevent sexual exploitation, abuse and harassment (SEAH) incidents, and manage those that may occur. This policy is in line with organization values, principles forms part of our code of conducts and is referred to within both to support compliance and risk management. This policy is intended to compliment and reinforce other YPSA Policies and Procedures that are relevant to Safeguarding. This Policy should be read in conjunction with YPSA Child Safeguarding Policy, HR Policy and Code of Conducts.

This Policy of Prevention from Sexual Exploitation, Abuse and Harassment of Adult applies for the following:

- General member and Executive committee
- All staffs of YPSA
- Part time/temporary staff
- Individual consultants
- Fellows
- Volunteers
- Partners that have a formal/contractual relationship with YPSA
- Interns
- Suppliers

For others engaged by YPSA having contact with adult for a period of one day or longer such as:

- Donor
- Guest
- All visitors including the spouse/partner or family member of YPSA staffs
- Other stakeholders and Beneficiaries

1.3 Principles

This policy formed to ensure the rights and protection of the adult. However, the basic principles of PSEAH Policy approaches are;

Zero tolerance of inaction of incidents of SEAH

The SEAH of adults is never acceptable and YPSA recognizes that achieving a culture that prevents and reduces incidences of SEAH is at the core of all good practices. YPSA has a zero tolerance to inaction where incidents (suspected or actual) have or are at risk of occurring.

Strong leadership accelerates culture change

PSEAH is the responsibility of personnel at all levels of the organization. Leaders are responsible for setting cultural standards and are expected to set and model clear standards of behavior in their interactions at work.

Victim/survivor needs are prioritized

YPSA is committed to prioritizing the rights, needs and wishes of the victim and survivor while ensuring procedural fairness. YPSA is committed to involving victims/survivors in decision making, ensuring they are provided with comprehensive information and treated at all times with dignity and respect.

Preventing Sexual Exploitation, Abuse and Harassment is a shared responsibility

YPSA recognizes it is everyone's responsibility to prevent incidences of SEAH. Organization leaders and personnel set and strive to live up to expectations of ethical and professional standards of behavior that



prioritize the prevention of SEAH and uphold the rights of all parties with whom we engage. YPSA emphasizes and encourages feedback from all stakeholders as to our practice standards and is committed continuously improving our practice.

Gender Inequality and other Power Imbalances are Addressed

All YPSA's personnel, particularly leaders, are responsible for working to embed gender equality and an overarching awareness of the importance of preventing SEAH. A culture of respect for all beneficiaries is at the heart of YPSA's work. YPSA recognizes that power imbalances, including gender inequality, are central to SEAH and consequently recognizes the importance of an inclusive and diverse culture in preventing harassment and discrimination.

Stronger Reporting will Enhance Accountability and Transparency

Sexual exploitation, abuse and harassment is a failure of responsibility and reporting these incidents is at the core of YPSA's work. YPSA is accountable to funding partners, but also to the communities, customers and clients for whom we work. Stronger reporting allows better monitoring of SEAH, understanding risks, improving assurance and improving systems and safeguards accordingly

1.4 Legislative Context

It is a requirement under this Policy that all local legislations, international declarations, conventions, agreements, in relation to sexual exploitation, abuse and harassment of adults must be adhered to (only the Bangladesh Government Ratified Instruments).

Moreover, YPSA is committed to ensuring the PSEAH policy is communicated to all stakeholders including the communities in which we work. The PSEAH policy is easily accessible to all organizational personnel and via the organization's website.

1.5 Definitions

Key policy definitions can be found in Annex 2 of this Policy.

1.6 Approaches to Meet the Commitment of YPSA

YPSA will act at all times to ensure adult safety and protection. YPSA believes that all the people have the same rights so YPSA will meet its commitment to safeguarding through the following means:

Awareness: Ensure that all staff and others are aware of the consequence sexual harm, gender based violence, exploitations, disparity in all forms, all forms of violence, domestic abuse, abuse and bullying related to a person's or ethnicity and a range of human rights issues.

Prevention: Ensure, through awareness and personal and professional conduct, that staff and others minimize the adult risk.

Reporting: Ensure that staff and others have clear steps to follow where concerns arise regarding the rights and safety of adult.

Responding: Ensure that action is taken to support and protect adult where concerns arise regarding possible abuse. Appropriate action is taken to ensure the adult is assisted and to prevent similar situations occurring again.

1.7 Roles and Responsibilities

Responsibilities of Core and Senior Management

YPSA Core and Senior Management is responsible for promoting adult rights and championing. The Core Management is responsible for implementation of PSEAH Policy and procedures as set out in this document and will comply with the responsibilities at all stages.

Responsibility of staffs

YPSA's staffs and others are responsible for having a thorough knowledge of the PSEAH Policy and procedures as set out in this document, acting in accordance with these policies and procedures and complying with the responsibilities. YPSA's staffs, by the nature of their work, interact with vulnerable communities and children and will therefore be aware of sensitive information concerning people.

Act in accordance with the Policy at all times

- Ensure that all training requirements are complied with as outlined in the Policy and related documents



Immediately report all concerns, suspicions and incidents in accordance with reporting requirements as outlined in the policies and related documents (please see the reporting template, Annex-7).

- Demonstrate the highest professional and ethical standards in their day-to-day conduct.
- Provide a welcoming, inclusive and safe environment for all.
- Work with adult in an open environment.
- Not use physical or humiliating punishment to adults.
- Whenever a staff member of YPSA has concerns of abuse or exploitation, detailed notes of circumstances and dialogue must be included in records and kept confidential.
- Any knowledge regarding partner/staff prior record of community based activities which are questionable should be raised with the line manager.
- Comply with and observe the laws, customs and traditions of locality where any staff work in or visit.
- Support to line manager or responsible person on conducts event risk assessment that identifies and mitigates risks to adult exploitation and abuse (please find the event risk assessment toll-Annex-5)

Responsibilities during travel

If anyone/senior citizen travel his/her place to another place for the program purpose, YPSA should follow the following actions-

- Select a staff for accompany with senior citizen who have a good track record regarding adult care and protection.
- Ensure safe travel and safe accommodation.
- Ensure the protection of adult during the travel period.
- After completion of the program YPSA staff must handover the senior citizen into his/her house to their guardians or duty bearer.

Responsibility of line manager/supervisor/project manager/coordinator/program manager

- Encourages that every program and event has a risk assessment that identifies and mitigates risks to SEAH (please find the risk assessment toll, Annex-4 and 5).
- Ensure all relevant partners/program responsible on appropriate agreements in place, and safeguarding capabilities are assessed as suitable.
- To report (reporting template, Annex-7) and record any incident of concern about adult safeguarding to the safeguarding committee.
- Ensure that staffs are aware of, and provide induction to, as well as have access to Human Rights documents.
- Ensure that staffs are aware of procedures for reporting and their responsibilities.
- Ensure that staffs are accountable for the welfare of adult during YPSA activities.
- Ensure that a culture of openness exists amongst staff to enable any issues or concerns to be raised and discussed.
- Ensure that poor practice or potentially abusive behavior by YPSA staff and others do not go unchallenged.
- Ensure the visibility of safeguarding promotion materials and reporting channel to every premises.

Responsibility of Human Resources Management and Development Department

- Ensure the PSEAH policy is included in the offer letter to all new staffs and all YPSA Board members. As part of the acceptance procedure, staffs will be asked to sign a declaration of the policy stating that they are aware of its existence and will abide/adhere to it. The declaration (Annex-3) will be kept on the staff members file and may be referred to in legal proceedings if a staff/member is found to be in breach of the policy.
- Roles and responsibilities regarding the PSEAH to be incorporated into appointment letter /job descriptions.
- At the beginning of each project, during induction of new staff and on a continuous basis, all staff will consider and be informed of their responsibilities to individuals and communities in ensuring PSEAH Policy.
- HRM&D should maintain an incident log file for further reference check and investigation at recruitment.



1.8 PSEAH Committee

Formation

The PSEAH committee, consisting of 5 members from YPSA staff, will be formed by the Chief Executive for 2 years. After each 2 years new committee will be formed. But before forming the new committee old committee will play their regular role. A focal person of the committee will be selected for coordinating with the Safeguarding's committees. If any member of the committee resigns for any reason, a new member will be adopted by Chief Executive of YPSA.

The role of committee

- The safeguarding committee will play role in protecting and preventing adult from violence, bullying, exploitation and harassment at YPSA premises.
- The committee only reportable to Chief Executive.
- The committee will sit periodically based on the needs and situation.
- The committee (maximum member) will be based on YPSA head office and all the files and documents of the committee will be preserved in YPSA Head office.
- The Committee will receive all allegation and complaint relevant of adult rights violation in YPSA premises.
- The committee will investigate the allegation/complaint and take necessary action against the misconduct.
- The Committee will preserve all adult safeguarding related documents and files.
- The Committee will maintain relation with relevant government department, appropriate service center, hospital etc. if necessary
- Committee will recommend for disciplinary procedures for staff members found to have violated the Policy to the Chief Executive.
- If any person found to be engaged, or suspected of being engaged in the crime related with misconduct of safeguarding then the committee will be reported to the relevant law enforcing agency.
- After receiving complaint against any persons, YPSA will withdraw the accused person from his/her responsibility till the final decisions based on investigation report.

1.9 Code of Conduct

The purpose PSEAH policy Code of Conduct is to clearly outline the expected standard of behavior for all personnel in their interaction with or in the presence of adult. YPSA Code of Conduct has been designed to reflect the highest standards of practice in the environments in which personnel can reasonably expect to engage adult. Compliance with this Code of Conduct is mandatory. Non-compliance will result in disciplinary action up to and including termination of engagement with YPSA and criminal proceedings.

The Code of Conduct can be found in Annex 1.

1.10 Reporting procedure

Reporting of alleged or suspected cases of sexual exploitation, abuse, harassment and bullying of all staffs and others must report any concerns they have for the safety or wellbeing of an adult. Reports will be handled professionally, confidentially and as quickly as possible and will meet YPSA Safeguarding Policy and national legislative requirements. Any person who intentionally makes a false allegation or malicious allegation will face disciplinary action.

All incidents or suspicions must be reported immediately to the Safeguarding committee. In the instance that a suspicion or incident is initially reported to a Manager/supervisor or direct safeguarding committee. If incident reported to Manager/supervisor. Then becomes the Manager's responsibility to report to the Safeguarding Committee. Any allegation should report to Safeguarding committee as soon as possible (usually within 24 hours) on the Incident Report Form at Annexure 7.

YPSA staffs have the option of submitting complaints via written, SMS, telephone, internet, or electronic mail. If the allegation is in relation to PSEAH Policy then the matter must immediately be reported to the Safeguarding committee. If the allegation relates to an adult where further action needed then immediately report the matter to the relevant authorities of Bangladesh or law enforcing agencies. In the reporting while must be considered best interests of victims.



1.11 The investigation process

There are two types of investigation process as internal and external.

Internal

- In all reports of suspected sexual exploitation, abuse, harassment and bullying involving YPSA staff or others who comes contact with YPSA, the Safeguarding committee will conduct or arrange an internal investigation in a timely manner.
- Internal investigations as outlined above will undertake a confidential, thorough, impartial and prompt process.
- Within 48 hours of receiving the allegation safeguarding committee will meet and discuss about the matter and will take decisions.
- An internal investigation team consists of 3 or 5 members, formed by the Safeguarding Committee, who will investigate the allegation as well as develop a ToR/Job responsibility for investigation team.
- The investigation team may involve external legal or expert advice and participation if required.
- The investigation may consist of interviews with witnesses and others as appropriate, collection of information about the alleged conduct, gathering of documentation, or other procedures as appropriate.
- The individual alleged to have violated this policy would have the opportunity to present his or her view of the events in question. Committee will hold its determination until the investigation is completed.
- The investigation team will submit a report with their recommendation to the committee within 15 – 30 working days which will be depends on types of incident and geographical location.
- The investigation team never accused to victims for the incident and follow the standards while investigate the incidents.
- The Safeguarding committee will submit a report with recommendation to the Chief Executive of YPSA.
- Decisions resulting from an investigation shall be made by Chief Executive.
- Any action taken against the violation should be reported to respective department/ project/regional office, human resource management and department, finance department, donor and complainant.
- No assumptions are to be made regarding guilt or innocence, with the investigation process remaining confidential until a decision has been reached by Chief Executive. Regardless of the decision made, the process must be documented and filed, with all printed and electronic matter being kept in a secure and confidential place at all times.
- The final incident report should be kept to HRM&D and Committee for reference and disclosure to respective concern.

External

- Depending on the nature of the allegation and what is found during the internal investigation the Committee may refer the matter to the police. If the matter becomes part of a criminal investigation, YPSA will cooperate fully with the relevant authorities which may include discontinuing the internal investigation whilst a police investigation is undertaken.
- In case of any allegations, disclosures or observations of sexual exploitation, abuse, harassment and bullying or concerns for the safety or wellbeing of an adult, Safeguarding committee within 24 hours or as soon as practically possible and an adult at serious risk of harm immediately report to local police, authority/government department, community-based protection/Safeguarding committee or similar.
- Where any crime leads to sexual exploitation, abuse, harassment and bullying, the Police or Judiciary may decide to investigate criminal acts.
- Debriefing/counseling to be offered, if needed through referring to local support/counseling organization or service.
- All parties' safety needs must be assessed and responded to adult against whom the report is made
- Feedback to be given where possible to those directly involved or affected, protecting confidentiality and privacy.

Confess by the Subject of Concern (SOC): If any Subject of Concern (SOC) confesses his/her guilt/offense, no further investigation process will be required but the decision will be made by Chief Executive.



1.12 Penalization

Breaches in the policy can lead to disciplinary action including possible dismissal and criminal proceedings. For partners, breaches can lead to termination of agreement. Failure to meet training requirements leads to reassessment of duties and performance management until compulsory activities are complete.

Procedure of penalization

- The Chief Executive will give the concerned person the frame of charge of the committed misconduct in written.
- The Chief Executive in person or through authorized person will hand over the letter to the concerned person

Penalty: Based on the recommendation of the Safeguarding Committee, Chief Executive will finally determine the penalty to accused person. The penalty will cover warning letter to termination of the accused person event though handover to the law enforcement authority.

Written warning: A warning letter will be issued by Chief Executive to the accused person for the misconduct.

Employee under observation: Convicted person may be taken under observation if it assumes that she/he may change his/her misconduct or the convicted person pray for that the proper authority may give her/him an opportunity taking under observation for the justification of correctness.

Suspension: The person could be penalized for maximum 7 days of suspension. During the suspension period she/he does not receive her/his basic salary and conveyance allowance.

Salary decrement: if any person is convicted to breach of the policy in that case maximum of 12 months the basic salary will be cut back at the rate of 10%.

Termination: Staff can be terminated by the Chief Executive if found any serious issue related to misconduct and recommended by the committee.

1.13 Confidentiality

Confidentiality is crucial to a fair and effective reporting procedure. It is unacceptable and potentially defamatory for concerns of adult sexual exploitation, abuse, harassment and bullying (and alleged abusers) to be spread throughout the organization rather than being directed through a formal complaints process. Confidentiality protects the adult, the complainant, the respondent and the organization, and ensures a fair and proper process. The Safeguarding Committee will maintain the procedure for ensure confidentiality.

- The Safeguarding committee will maintain the confidentiality of all the information related to adult sexual exploitation, abuse, harassment and bullying and the allegation. Committee only uses this information for reporting as describe in the policy and for protecting the victim.
- Regardless of the decision made, the process must be documented and filed, with all printed and electronic matter being kept in a secure and confidential place at all times.
- Safeguarding committee will guarantee the complainer that all the information will not be disclosed.

1.14 Risk management

Risk management means identifying the potential for an incident or harm to occur and taking steps to reduce the likelihood or severity of its occurrence. Implementing risk management processes that actively anticipate, respond to and prevent adult risks (PSEAH) is paramount in YPSA practice.

Monitoring and reviewing risks regularly (including after incidents, near misses and complaints) is vital to ensuring the ongoing learning and improvement. YPSA is committed to reviewing any systemic issues which may be contributing to or hindering the organization from being safe for adult.

1.15 Recruitment and selection

YPSA is committed to ensuring robust recruitment and selection processes that signal the organization's commitment to safeguarding at all stages of engagement. All personnel undergo rigorous selection processes to identify suitable personnel and deter unsuitable personnel. All contracts for engagement with YPSA include



provisions for suspension or transfer of duties for any personnel under investigation and provisions for dismissal at the conclusion of an investigation.

There is a focus on emphasizing appropriate standards of behavior at every stage of engagement through:

- All prospective positions are risk assessed and appropriately screened.
- YPSA commitment to safeguarding adult is included on all advertisements, position descriptions and contracts
- A request that any prospective personnel discloses being charged with any SEAH offences
- A requirement for verbal referee checks
- A requirement for criminal record checks (police clearance is appreciated) and working with vulnerable people checks.
- A requirement for all prospective candidates working with children to undergo interviews incorporating behavioral based questions.

All personnel are required to:

- Provide a current criminal record check (or equivalent, police clearance report is appreciated) and references during recruitment.
- Disclose whether or not they have been charged with any SEAH related offences (via Code of Conduct)
- Inform the organization of any changes to their circumstances in regards to SEAH offence during their engagement with the organization.
- Sign the Policy and Code of Conduct

1.16 Ongoing Training

YPSA is committed to ensuring that education on the PSEAH Policy is provided in order to build a culture of respect, accountability and equity. YPSA seeks to ensure that all personnel are informed and understand the policy and all related obligations.

- YPSA provides training on PSEAH within twelve weeks of personnel starting.
- Refresher training is undertaken by all personnel at a minimum of one year.
- Upon engagement with YPSA personnel are required to sign the PSEAH Policy to affirm their understanding of the policy and their obligations.
- Supervision and performance appraisals also include a focus on adherence to the PSEAH Policy and related procedures.

1.17 Policy review

This policy is reviewed at every five years. The review process will seek contribution and feedback from personnel and external stakeholders. YPSA is committed to reviewing the PSEAH Policy following incidents and near misses. Changes may also be made to the policy following key legislative change or emerging best practice standards.



Annexures (different forms/templates)

Annex 1: Code of Conduct

I acknowledge that I have read and understand YPSA PSEAH Policy, and agree that in course of my association with YPSA, I must:

- > Treat all with respect.
- > Not use language or behaviour towards staffs or who comes contact at YPSA that is inappropriate, harassing, bullying, abusive, sexually provocative, demeaning or culturally inappropriate.
- > Behave physically in a manner which is inappropriate or sexually provocative to women.
- > Trying to have sex with an adult in an illegal and immoral way.
- > Prohibits transactional sex in the field for all staff and downstream partners while engaged with YPSA.
- > Never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass adult, or access exploitation material through any medium.
- > Hit or otherwise physically assault or physically abuse like torture, other cruel inhuman or degrading treatment or punishment.
- > Discriminate against, show differential treatment or favour particular staff to the exclusion of others.
- > Prohibits fraternisation for all non-national personnel in the field while engaged.
- > Condone or participate in conduct which is illegal, abusive or unsafe for adult.
- > Religious and cultural inappropriate behaviour cannot be tolerated
- > Comply with all relevant local legislation, including laws in relation to adult at risk.
- > Develop any form of relationship with staff which could in any way be deemed exploitative or abusive.
- > Immediately report concerns or allegations of SEAH offences and policy non-compliance in accordance with appropriate procedures
- > Immediately disclose all charges, convictions and other outcomes of an offence that relates to SEAH offences, including those under traditional law.
- > Do not use photographs, videos and original name of any victims which stigmatize the adult. It includes but not limited to rape, sexual harassment, sex workers etc.

These behaviors are not intended to interfere with normal family interactions

When photographing or filming an adult or using adult images for work-related purposes:

- > take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming an adult
- > obtain informed consent from the adult before photographing or filming. An explanation of how the photograph or film will be used must be provided
- > ensure photographs, films, videos and DVDs present adult in a dignified and respectful manner and not in a vulnerable or submissive manner.



Annex-02: Definition

Glossary	
Abuse	<p>physical abuse—the use of physical force against an adult that results in harm to the child. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning.</p> <p>neglect—the failure by a parent or caregiver to provide an adult (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing.</p> <p>emotional abuse—refers to inappropriate verbal or symbolic acts toward an adult, or a pattern of failure over time to provide an adult with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging an adult self-esteem or social competence.</p> <p>sexual abuse— Sexual abuse is abusive sexual behavior by one person upon another. Sexually abusive behaviours can include fondling genitals; masturbation; oral sex; vaginal or anal penetration by a penis, finger or any other object; fondling breasts; voyeurism; exhibitionism; and exposing, or involving the adult in pornography.</p>
Child or children	In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being under the age of 18 unless under the law applicable to the child, majority is attained earlier. For the purposes of this policy, YPSA considers a child to be a person under the age of 18 years
Contractor	<p>The individuals engaged to perform specific services under a contract and includes:</p> <ul style="list-style-type: none"> • specified personnel nominated in a head agreement with an intermediary company (the contractor) to which payment is made; or • if the person performing the service is the service provider, he/she is an individual contractor
Criminal record check	A check of an individual's criminal history record in law enforcement agency.
Grooming	Generally, refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender might build a relationship of trust with the adult, and then seek to sexualise that relationship (for example by encouraging romantic feelings, or exposing the adult to sexual concepts through pornography)
Harm	Any detrimental effect on an adult physical, psychological or emotional wellbeing. Harm may be caused by financial, physical or emotional abuse, neglect, and/or sexual abuse or exploitation whether intended or unintended
Impact	The overall long-term effect produced by an investment. This includes positive and negative changes produced by an investment (directly or indirectly, intended or unintended)
Individual contractor	See Contractor
Online grooming	The act of sending an electronic message to an adult, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender.
Perpetrator	A person (or group of persons) who commits an act of SEAH or other type of crime or offence.
Personnel	Personnel are either employed by an organisation, engaged by an organisation on a subcontract basis, or engaged by an organisation on a voluntary or unpaid basis. Personnel can include paid staff, volunteers, interns, trustees, general members.
Police clearance certificate	The certificate showing the results of a criminal record check, which is issued by the police or other authority responsible for conducting such checks
Penalization	The failure to abide by YPSA policy



Sexual Abuse	The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It covers sexual offences including but not limited to: attempted rape (which includes attempts to force someone to perform oral sex); and sexual assault (which includes non-consensual kissing and touching).
Sexual Exploitation	Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially, or politically from sexual exploitation of another.
Sexual harassment	<p>A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours, or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.</p> <p>Sexual harassment can take various forms. It can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender. Sexual harassment can be perpetrated against beneficiaries, community members, citizens, as well as staff and personnel.</p> <p>Some examples of behaviour that may be sexual harassment include:</p> <ul style="list-style-type: none"> - staring or leering; - unnecessary familiarity, such as unwelcome affection or touching; - suggestive comments or jokes; - insults or taunts of a sexual nature; - intrusive questions or statements about your private life; - displaying posters magazines or screen savers of a sexual nature; - sending sexually explicit emails or text messages; - inappropriate advances on social networking sites; - accessing sexually explicit internet sites; - requests for sex or repeated unwanted requests to go out on dates; and - behaviour that may also be considered to be an offence under criminal law such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.
Transactional sex	The exchange of money, employment, goods or services for sex, including sexual favours.
Working with adult	Working with adult means being engaged in an activity with an adult where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid works
victim/survivor	A person who is, or has been, sexually exploited, harassed or abused.



Annex 3: Self-Declaration Form

I, (insert name) acknowledge that I have read, understand and agree to comply with YPSA PSEAH Policy and Code of Conduct. I understand and agree that it is my responsibility, as a person employed/engaged by YPSA, to use common sense and avoid actions that are abusive or exploitative of children and young people or could be construed as such. I know what to expect if a report is made by me or an allegation is made against me. I understand and agree that a breach of the Policy may provide grounds for my employment/engagement with YPSA to be terminated. I also understand that a breach of the Policy could result in criminal prosecution. I authorise YPSA to undertake any necessary inquiries, including criminal record checks and reference checks, as part of my appointment or recruitment process

Name:

Position:

Signed:

Date:



Annex-4: Managers checklist for safe programming Safeguarding, checklist for Safe Programming

Name of program/project:

Project duration:

Implementing Partners:

	Checklist for Adult Safeguarding (please √)	Yes	No	NA
Policy Introduction	The project will be implemented directly with Adult			
	Project has implementing partners			
	Implementing partners agreed to adopt with Safeguarding Adult at Risk Policy			
	Implementing partners who have their own policy are agreed to share their policy with YPSA			
	Project has agreement and effort that all recruitment and selection of staff and others must reflect YPSA's commitment to safeguard adult by ensuring checks and procedures are in place			
Budget and Implementation	There is money allocation for Safeguarding Adult at Risk in the project budget			
	There is provision of dedicated Safeguarding focal person in the project			
	Project has scope and budget to provide training on safeguarding for project staff			
	Project has scope for volunteers (if any) awareness building on safeguarding			
	Project has budget to develop and publish IEC materials on safeguarding			
	Project has identified potential risk to adult			
	Project has risk mitigation plan for safeguarding			
	Project has considered the disaster situation and increased risk of safeguarding and has clear plan to mitigate			
	Project has identified area specific support networks for adult safeguarding and links			
	All reporting format will include adult safeguarding as compulsory area of reporting			
	Project will follow donor safeguarding reporting format both at YPSA			
	Safeguarding reporting procedure will be displayed in all project/field offices			
	Project has plan to make the safeguarding policy widely available for stakeholders			
Monitoring, Evaluation, Accountability and Learning	Indicators is set for monitoring concerns over injury, abuse and other harm on an ongoing process in program MEAL mechanism			
	Project has scope of modification of programme intervention in between the ongoing project, based on beneficiaries feedback, safeguarding assessment and risk identification			

Overall Risk for the Program/Project and support services in mitigation plan for Adult Safeguarding	
Potential Risk	Support service in mitigation plan

Name of Project Director/ Manager

Signature with Date



Annex-5: Managers Checklist for Event Risk Management on Adult Safeguarding

Name of the Event:	Total # of Adult:
Date and Duration:	Male: Female:
Address of the Venue:	
Safety and Security hotline #	

	Event Risk Assessment Checklist (please ✓ only)	Yes	No	NA
Prior to departure and Traveling	Safeguarding Focal Person/represent is selected for the event			
	Special Attention and arrangement in use for adult with disability/special needs			
	Adult is briefed what needs to be taken with while travelling and not to be taken			
	Adult is briefed what s/he can expect from the accompanying			
Venue	Emergency contact number is recorded if adult travelling in groups			
	Assessment of safety venue has been undertaken and any necessary precautions taken/warnings issued			
	Adult know things work in the room (toilet, bath, hot-cold water, television, air condition)			
	Adults have details of accompanying adults in case of emergency			
	Every person know who is the safeguarding focal person of the organizer and have contact numbers			
	Every adult know whom to report at the venue and who to ensure safe departure			
	Adult know the evacuation plan in case of emergency			
	Staff at the venue are briefed about the importance of safeguarding			
	First aid and facilities of primary health and hygiene services are available			
	Appropriate food and beverage is ensured for adult during stay and travelling			
	Safeguarding focal person of YPSA is informed about the event			

Overall Risk for the event and Mitigation Plan		
Things may go wrong/potential risk	Action would be taken	Person responsible

Name of the Manager/Organizer:	Signature with Date
Organization and Designation:	
Phone:	



Annex-6: Consent Form

Please read this form carefully. Please complete, sign and return this form to a representative of the Young Power in Social Action (YPSA).

Event/Project/Activity:	
Target audience of the event/project/activity:	
Responsible team/dept. of the event/project/activity:	
Name of the Participant	
Age	Date of Birth
Cell no.....	Email

I hereby:

- Confirm that I never involved any activities against State and not involve with any kind of fundamentalist organization.
- Assure that there are no criminal and civil charges against me and I don't have any involvement with the violation the rights of other people.
- I agree to the YPSA's all the policies, rules and regulation.
- Agree that photographing and/or recording me and give permission to the YPSA to use any material in the photographs and/or recordings where the copyright or any other rights are owned by me;

TO BE COMPLETED WHERE THE INDIVIDUAL IS 18 YEARS AND ABOVE

By signing this Consent Form, I agree to these terms set out above

Name

.....

Signature

Cell:..... Email:.....



Annex-7: SEAH Incident Reporting Form

CONFIDENTIAL AND PRIVILEGED

Case Number:
Date:
Completed by Name:
Job Title/Designation:
Location:
Email:
Phone/Cell:

Note: Fill in first draft of basic details and send as supporting documents within 24 hrs at the earliest. You can finalize additional information later.

What has happened? Or What is the concern?

Where did this happen or Where is the place where the concern arise?

Who is the victim?
Full Name: _____
Age: _____ Date of Birth: _____
Address: _____

Who is the Perpetrator? (accused person)
Full Name: _____
Age: _____ Date of Birth: _____
Address: _____
Job Position or Role: _____

When did this happen (Date and Time)

What is the Situation of the victim?



Did they need immediate assistance/aid?

What assistance was given?

What other information can you provide?

Donor:

Project Name:

Is inform to donor:

List of the evidence:

Name of the Witness:

This form to be completed by designated safeguarding focal and signed off by Chief Executive, YPSA

Date Received:

Child Safeguarding Case? Yes/No

Adult Safeguarding Case? Yes/No

To be immediately reported to Police? Yes/No

Internal/External Case?

Support Provided to Victim? Yes/No

Case to be Investigated? Yes/No

Date Reported to Donor? Yes/No

Investigation Findings:

For cases which are immediately closed
Case Outcome (Including report to Police)

Date Case Closed:

Signed/Dated Chief Executive



Annex-8: Incident Investigation Reporting Template

Incident Details

Case Number:
Incident Reported Date:
Date alleged incident occurred:

Details of Allegation

Incident Type	
Incident Classification	
Description	
Immediate actions taken	
Has there been a breach of YPSA's procedures or policies?	
Has the matter been reported to the local police or any other law enforcement agency?	
If no: Why has the matter not been reported to the local police or any other law enforcement agency?	
Did the incident occur in member/YPSA/partner/other?	
Name of alleged perpetrator known? (yes/no)	
Signed statement of victim, witness, perpetrator, complaints or any other persons.	
List of collected evidences	
Recommendations	

Report Prepared by

Name and Designation	Name and Designation	Name and Designation
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Report Received by

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Annex-9: Safeguarding Investigation TOR

Case Number:
Date of Incident:
Date of first report:
Date of the report:

Terms of Reference

Introduction and Background:

Complaint:

What Sections/Clauses of the Policy have been breached?

SI	Alleged Violation	Section under policy/ Law	Specific elements to be proven

*Allegation is the exact section of the Policy which is alleged to have been breached

Objectives

Objectives-01	Clarify the details of the allegations
Objectives-02	Gather relevant evidences in relation to the allegation that would assist in PROVING or DISPROVING the allegation
Objectives-03	Prepare a report outlining the findings of the investigation and making a conclusion and recommendation based on reasonable inference from the evidences. It should include clear chronology from prior to the incident to the time it was reported and include all salient details between those periods.
Objectives-04	Propose a plan of action for the CO/RO/Centre

Scope and Principles of Investigation

The Investigation team will abide by the following principles during this investigation

- Commitment to safety, health and welfare of all concerned
- Confidentiality
- Good planning and reviewing
- Timeliness
- Thoroughness
- Professionalism
- Independence
- Respect for all involved
- Working in partnership
- Adherence to the law

Proposed Methodology

- Interview with complainants
- Interview any witnesses
- Interview the alleged victims (adult and child)
- Interview the subject of concern



Interview any witnesses

Check the signed documents of SOC (code of conduct, anti-harassment, child safeguarding, induction sheet)

- Check the vehicle log sheet
- Check security log book

Stakeholders & Communication

Investigation Team Composition

Supporting Policies & Documentation

- Child Safeguarding Policy
- Safeguarding Adult at Risk Policy/PSEAH Policy
- HR/Personnel Policy

Deliverables

An investigation report

Timeline and Budget



Annex-10: PSEAH Frequently Asked Questions (FAQs)

What is PSEAH?

PSEAH is the Prevention from Sexual Exploitation, Abuse and Harassment. YPSA has a responsibility to safeguard its staff, volunteers, consultants, program participants and other stakeholders and protect them from harm. PSEAH is part of our Safeguarding mandate which also includes Child Protection and protecting vulnerable adults.

Who is responsible for PSEAH?

It is an organizational commitment but is the responsibility of everyone. If you witness/see, hear about, or suspect inappropriate behavior, you are required to report it as soon as possible. YPSA has a zero-tolerance approach towards sexual harassment, exploitation, and abuse and take all reports seriously. PSEAH Focal Point that can assist with reporting or general questions about PSEAH. Once a report is made, a trained PSEAH investigator will carry out any investigation.

How do I support PSEAH?

PSEAH is an organizational commitment that starts with you. YPSA is not immune to sexual harassment, exploitation and abuse. In all sectors and workplaces, it is an uncomfortable reality that some people take advantage of their positions of power and exploit others. You must stay vigilant and aware of what's going on around you. If you witness/see, hear about, or suspect sexual harassment, exploitation, or abuse, say something. Make a report and encourage others to report. Reporting is what will protect and prevent the people we serve, our staff and our partners from being harmed. Our zero-tolerance approach ensures that all reports are taken seriously. Turning our commitment to PSEAH into action and into a safer reality for our program participants and your fellow colleagues starts with you.

What does sexual harassment, exploitation, or abuse look like?

Sexual harassment, exploitation, and abuse can take many forms and looks different across cultures. There is no one behavior to define sexual harassment, exploitation, and abuse. However, we can define them individually:

- Sexual Harassment is any unwelcome sexual advance, comment, expressed or implied sexual demand, touch, joke, gesture, or any other communication or conduct of a sexual nature, whether verbal, written or visual, by any person to another individual. This includes sexual harassment that is directed at members of the same or opposite sex and includes harassment based on sexual orientation.
- An example is a colleague brushing past you and repeatedly making contact with your body, even when there is space to get past you with no contact. This behavior makes you uncomfortable and is unwelcome.
- Sexual Exploitation is any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes. This includes an exchange of some kind, such as profiting monetarily, socially or politically from the sexual act. This could also be referred to as "quid pro quo."
- An example is a Program Manager not providing food aid to a program participant unless he/she engages in a sexual act.
- Sexual Abuse is any actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- An example is a YPSA staff member spending time socially with a colleague after work and then forcing himself on his colleague sexually without her consent.

What can I do if I am being sexually harassed?

It's strongly encouraged that you report it/ can speak directly to a manager, HR, or PSEAH Focal Point for help.



Is sexual harassment, exploitation, and abuse only men harassing women?

Sexual harassment, exploitation, and abuse can happen between two people of the same sex or different sex. Although evidence suggests that men are more likely to be perpetrators, women can also be perpetrators.

How do I know when/what to report?

Report anytime you witness/see, hear about, or suspect something that could be sexual harassment, exploitation, or abuse. The sooner you report your suspicions, the sooner it will be addressed, and appropriate action will be taken to protect and prevent the people we serve and our staff from experiencing sexual harassment, exploitation, or abuse.

Remember that when you report, you don't need to have all of the details. If you witnessed an uncomfortable interaction between two people in the kitchen, report it. If you heard a rumor about a senior leader meeting with a program participant at an unusual time, report it. It is okay to rely on your "gut" or "instincts." It is not important for you to have all the facts, but it is important that you report your suspicions.

How does YPSA keep the survivor (a program participant or staff) of sexual harassment, exploitation, or abuse safe after making a report?

After a report is made, a TOR was developed by the committee. The safety and security issues identified inform the next step in the investigation. For example, if a situation is identified as high-risk, the reporter and survivor(s) may be moved to a different location, or the subject of complaint (SOC) may be moved or suspended. Safety and security of the reporter and survivor(s) is the first consideration taken into account. Safety and security risks look different across cultures. We take all risks into account, including tradition and cultural practices.

Is sexual harassment, exploitation, and abuse ever a criminal matter?

The perpetrator's actions may be a crime, depending on the nature of harassment/abuse. The perpetrators may face criminal penalties. If it is found that the perpetrator violated any state or country laws in the investigation, a risk assessment will be carried out and a decision will be taken as to whether the perpetrator will be reported to the authorities. In the case of children (anyone under 18 years of age), perpetrators will be reported to the authorities.

A fellow employee told me a joke that had mild sexual content. I wasn't offended by it, and we both found the joke to be funny. Is the joke sexual harassment, exploitation, and abuse?

While one joke alone may not be sexual harassment, exploitation, or abuse, it could create a hostile work environment. And it is forbidden to make any adult joke with colleagues or other who come with YPSA. YPSA discourages such funny matter with colleagues or others.