



PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE
(INCLUDING CHILD)
AND SEXUAL HARASSMENT

POLICY

Latest revision October 2020

INDEX

INDEX.....	i
ACRONYMS.....	ii
1 Terms and definitions.....	1
2 Introduction.....	2
3 Scope of the policy	2
3.1 Policy statement.....	2
4 Core Principles and Behavior protocols	3
5 Commitments.....	4
6 Strategic approach.....	5
• TRAINING AND AWARENESS	5
• PREVENTION:.....	5
• REPORTING:.....	5
• RESPONSE:.....	6
7 Roles and responsibilities	6
8 Training and awareness.....	6
9 Prevention	7
9.1 Safe recruitment.....	7
Recruitment Process:.....	7
9.2 Safe cooperative arrangements	8
9.2.1 Contractors:.....	8
9.2.2 Partners:	8
9.2.3 Visitors:.....	9
9.3 Safe programming	10
9.4 Safe communication	10
10 Reporting	10
10.1 Complaint Mechanisms	10
10.2 In-country CP Focal Point and Referent	11
10.3 Reporting procedures.....	11
11 Response	13
11.1 Interview with SEA survivors	13
11.2 Referral of CP cases for assistance	14
11.3 Investigation into the SEA allegations	15
11.4 Disclosure of information about CP incidents.....	17
12 Implementation and Review	17



ACRONYSM

CHM	Compliant Handling Mechanism
CP	Child Protection
FP	Focal Point
GBV	Gender-Based Violence
GBVIMS	Gender-Based Violence Information Management System
HOM	Head of Mission
HQ	Head Quarters
HR	Human Resources
IACPIMS	Inter-Agency Child Protection Information Management System
ODV	Organismo di Vigilanza
PSEA	Protection from Sexual Exploitation and Abuse
SEA	Sexual Exploitation and Abuse
SH	Sexual Harassment
SoC	Subject of Concern/Subject of Complaint
SOP	Standard Operating Procedure
TORs	Terms of Reference

1 Terms and definitions

OIKOS Employees and Related Personnel: The term “OIKOS Employees and Related Personnel” includes all employees of OIKOS International, OIKOS Affiliates and OIKOS Country Offices. The term also includes board members, volunteers, interns, and international and local consultants, day labourers, in addition to individual and corporate contractors of these entities and related personnel. This includes non-OIKOS entities and their employees and individuals who have entered into partnership, sub-grant or sub-recipient agreements with OIKOS.

Sexual Harassment: Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another. Such conduct also be considered sexual harassment when it interferes with work, is made a condition of employment or creates will an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.

Sexual Exploitation: 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. OIKOS recognises that the terms sexual abuse and exploitation represent a wide spectrum of behaviours and is not limited to the act of sexual intercourse.

Sexual Abuse: The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This would include forced marriage and sexual slavery and also includes sexual activity with a child (any person under the age of 18)

Child Sexual Abuse: When a child is used by another child, adolescent or adult for his or her own sexual stimulation or gratification. Sexual abuse involves contact and non-contact activities which encompasses all forms of sexual activity involving children, including exposing a child to online child sexual exploitation material, or taking sexually exploitative images of children.

Survivor: The person who it is alleged has been the subject of sexual harassment, abuse or exploitation.

Complainant: The person who raises a complaint (this may or may not be the survivor).

Subject of Complaint/Subject of Concern/SOC: The person against whom the allegation, complaint or concern has been raised.

2 Introduction

ISTITUTO OIKOS (OIKOS) places human dignity at the centre of its relief and development work. At the heart of OIKOS' efforts to impact poverty and social justice is its engagement with marginalized communities, and vulnerable adults and children.

Vulnerable adults and children are particularly at risk of sexual exploitation and abuse. This policy defines OIKOS' commitment to the protection from sexual exploitation and abuse (PSEA) of vulnerable adults, involving OIKOS Employees and Related Personnel. In recognition of the special vulnerability of children, this policy also affirms OIKOS' commitment to the welfare and protection from sexual exploitation and all forms of abuse of children, involving OIKOS Employees and Related Personnel. **OIKOS has a zero tolerance toward sexual exploitation and abuse, sexual harassment and child abuse.** OIKOS takes seriously all concerns and complaints about sexual exploitation and abuse and child abuse involving OIKOS Employees and Related Personnel. OIKOS initiates rigorous investigation of complaints that indicate a possible violation of this policy and takes appropriate disciplinary action, as warranted.

3 Scope of the policy

This document presents OIKOS' vision for preventing and responding to sexual exploitation and abuse (SEA), sexual harassment (SH) and child abuse, and sets out concrete strategies and interventions for creating and maintaining a safe and respectful environment for the people OIKOS supports and for OIKOS employees and related personnel.

According to this commitment Oikos firmly believes that the "Protection from Sexual Exploitation and Abuse (PSEA) "Policy is necessary to ensure that:

- **Women, child and vulnerable people are protected:** no policy procedure or standard can offer a complete protection but they can help to minimize the risk of harm for women, child and vulnerable people;
- **Organization staff is protected:** implementing the policy and standards the staff will be clear about how they are expected to behave with children and what to do if there are concerns about the safety of for women, child and vulnerable people;
- **The organization and its reputation is protected:** implementing the policy and the standards the organization makes clear its commitment to keeping vulnerable people safe and it is less vulnerable to false or unfounded accusations related to child protection concerns.

The principles set forth in this policy apply all times, during and outside the office hours and during the periods of leaves, with no exception.

OIKOS has adopted the UN standard definition for SEA, SH, child abuse, which are provided in the chapter 1 "terms and definition".

The use of the term "sexual exploitation and abuse" throughout this policy refers to children as well as vulnerable adults.

3.1 Policy statement

SEA are a violation of OIKOS Ethical Code. OIKOS does not tolerate any form of sexual exploitation and abuse, as well as bullying and a range of non-sexual abuse of power perpetrated by OIKOS employee and related personnel against any individual regardless of age, gender, sexuality, disability, religion or ethnic origin. OIKOS commits to do all the needful for preventing programs having any negative effects such as SEA by OIKOS employee and relate personnel against beneficiaries and members of the community. OIKOS takes

seriously all the complaints and concerns about sexual exploitation and abuse and it initiates rigorous investigation of complaints that indicates a possible violation of this policy and OIKOS Ethical Code.

This policy complement without replacing:

- OIKOS Ethical Code;
- OIKOS Whistleblowing Policy;
- OIKOS Human resources policy.

4 Core Principles and Behaviour protocols

In order to protect the most vulnerable populations, particularly vulnerable adults and children, and to ensure the integrity of OIKOS activities, the following **six Core Principles**¹ must be adhered to:

1. Sexual exploitation and abuse, sexual harassment and child abuse by OIKOS Employees and Related Personnel constitute acts of gross misconduct and are therefore grounds for termination of employment.
2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of the majority or age of consent locally. Mistaken belief in the age of the child is not a defence and will not be tolerated as justification.
3. Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour by OIKOS Employees and Related Personnel is prohibited. This includes the exchange of assistance that is due to programme participants.
4. Sexual relationships between OIKOS Employees/Related Personnel and programme participants are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of OIKOS' relief and development work.
5. Where a OIKOS Employee or Related Personnel develops concerns or suspicions regarding sexual abuse or exploitation and child abuse by a fellow worker, whether in OIKOS or not, he or she must immediately report such concerns to the Oikos focal point according to existing Complaint Handling Mechanisms.²
6. OIKOS Employees and Related Personnel are obliged to create and maintain an environment that prevents sexual exploitation and abuse and child abuse and promotes the implementation of this Policy. OIKOS Managers at all levels have particular responsibilities to support and develop systems, which maintain this environment.

OIKOS International's capacity to achieve its vision and mission depends upon the individual and collaborative efforts of all OIKOS Employees and Related Personnel. To this end, all OIKOS Employees and Related Personnel must uphold and promote the highest standards of ethical and professional conduct and abide by OIKOS' policies. This policy sets the minimum standards to be followed by all OIKOS Employees and Related Personnel to protect programme participants and communities from sexual exploitation and abuse and child abuse by OIKOS Employees and Related Personnel.

These Standards apply to all OIKOS Employees and Related Personnel and are intended to provide an illustrative guide for employees and related personnel to make decisions that exemplify OIKOS' Code of Conduct and core values in their professional and personal lives. Any violation of these Standards is a serious concern and may result in disciplinary action, up to and including dismissal, in accordance with disciplinary procedures of each OIKOS Member or Affiliate and applicable laws. All OIKOS Employees and Related Personnel must sign these standards:

¹ The six Core Principles are from the UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13). They have been modified by CARE International to refer to child abuse and "CARE Employees and Related Personnel".

² The established complaints mechanism may at times be an internal OIKOS mechanism however OIKOS is also committed to participating in inter-agency community based complaints mechanisms in humanitarian contexts and therefore inter-agency complaints mechanisms may be the established system in some contexts.



- OIKOS Employees and Related Personnel will not request any service or sexual favour from participants of OIKOS programs, children or others in the communities in which OIKOS works, in return for protection or assistance, and will not engage in sexually exploitative or abusive relationships.
- OIKOS Employees and Related Personnel will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This prohibition against exchange of money for sex means OIKOS Employees and Related Personnel may not engage the services of sex workers.
- OIKOS Employees and Related Personnel are strongly discouraged from having sex or engaging in sexual activities with program participants because there is an inherent conflict of interest and potential for abuse of power in such a relationship. If an employee engages in sex or sexual activities with a program participant, the employee must disclose this conduct to his /her supervisor for appropriate guidance. Failure to report such conduct may lead to disciplinary action pursuant to OIKOS's policies and procedures.
- OIKOS Employees and Related Personnel must refrain from sexual activity with any person under the age of 18, regardless of the local age of consent, i.e. the local or national laws of the country in which the employee works. Ignorance or mistaken belief of the child's age is not a defence. Failure to report such a relationship may lead to disciplinary action pursuant to OIKOS's policies and procedures.
- OIKOS Employees and Related Personnel will not support or take part in any form of sexual exploitative or abusive activities, including, for example, child pornography or trafficking of human beings.
- OIKOS Employees and Related Personnel will treat all children with respect and not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- OIKOS Employees and Related Personnel will not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities or which places them at significant risk of injury.

5 Commitments

OIKOS is dedicated to fulfilling the six Core Principles through implementation of the following Commitments. This includes time-bound, measurable indicators of progress to enable all entities of OIKOS HQs and others, to monitor OIKOS performance.

- The Ethical Code is published on the web site and is distributed and duly known to everyone who collaborates in any way with OIKOS. The Ethical Code contains the mission, the vision, the declaration of values and principles, the set of rights, duties and responsibilities that it holds with whoever collaborates with OIKOS or benefits from its projects or programs;
- Incorporate OIKOS' standards on sexual exploitation and abuse and child protection in relevant codes of conduct and in induction materials and training courses for OIKOS Employees and Related Personnel, including specific provisions for child sexual exploitation and abuse.
- OIKOS employee and related personnel are completely aware of the Core Principles contained in this Policy, and the related principles included in OIKOS Ethical Code.
- Develop organization-specific strategies to prevent and respond to sexual exploitation and abuse and child abuse, including incorporating appropriate job responsibilities (such as staff training, complaints and response mechanisms, and coordinating high-level oversight and progress reports by directors) in specific staff positions to support and ensure effective implementation of organization strategies to prevent and respond to sexual exploitation and abuse;

- Ensure that when engaging in partnerships, sub-grant or sub-recipient agreements, these agreements a) incorporate this Policy as an attachment; b) include the appropriate language requiring such contracting entities and individuals, and their employees and volunteers to abide with a Code of Conduct that is pursuant to the standards of this Policy; and c) expressly state that the failure of those entities or individuals, as appropriate, to take preventive measures against sexual exploitation and abuse and child abuse, to investigate and report allegations thereof, or to take corrective actions when sexual exploitation or abuse or child abuse has occurred, shall constitute grounds for OIKOS to terminate such agreements.
- Ensure that complaint mechanisms for reporting sexual exploitation and abuse and child abuse are accessible and that OIKOS focal points for receiving complaints understand how to discharge their duties. This should link to existing Compliant Handling Mechanism (CHM) and include a documented reporting procedure in a relevant local language for sexual exploitation and abuse and child abuse allegations and policy for non-compliance, including available sanctions for breaches.
- Provide support and assistance to complainants of sexual exploitation and abuse or child abuse. This may include medical treatment, legal assistance and psychosocial support as appropriate and according to the wants and needs of the survivor whilst also taking account of confidentiality, cultural sensitivities and survivor safety.
- In compliance with applicable laws, prevent perpetrators of sexual exploitation and abuse and child abuse from being (re)hired or (re)deployed. Managers and Human Resource teams must ensure robust recruitment screening processes for all personnel, particularly for personnel who will have any direct or indirect contact with children. This could include use of background and criminal reference/ record checks, verbal referee checks, and interview plans that incorporate behavioural-based interview questions.
- Engage the support of communities and governments to prevent and respond to sexual exploitation and abuse and child abuse by OIKOS Employees and Related Personnel.
- Take swift and appropriate action, including legal action when required, against OIKOS Employees and Related-Personnel who commit sexual exploitation and abuse and child abuse. This may include administrative or disciplinary action, and/or referral to the relevant authorities for appropriate action, including criminal prosecution, in the abuser's country of origin as well as the host country.
- Take appropriate actions to the best of OIKOS' abilities to protect persons from retaliation where allegations of sexual exploitation and abuse or child abuse are reported involving OIKOS Employees or Related Personnel.
- Ensure high-level oversight and information systems on sexual exploitation and abuse and child abuse reports received and actions taken, in order to monitor effectiveness, report progress and improve efforts to prevent and respond to sexual exploitation and abuse and child abuse.

6 Strategic approach

OIKOS intends to fulfil its commitment to the PSEA through the following approach:

- **TRAINING AND AWARENESS:** Ensuring that all OIKOS personnel and associates, as well as beneficiaries and target communities, are aware of what SEA is, the risks and consequences related to SEA, and OIKOS zero tolerance towards SEA.
- **PREVENTION:** Ensuring prevention of SEA by OIKOS personnel and associates through safe recruitment, safe cooperative arrangements, safe programming and safe communication practices, and by promoting an environment where all OIKOS personnel and associates work to minimize the risks of SEA.
- **REPORTING:** Ensuring that complaint mechanisms for reporting SEA are in place and accessible, particularly to beneficiaries of OIKOS programs, and that all OIKOS personnel and associates are clear what procedures to follow where concerns or suspicions arise regarding a SEA incident.

- **RESPONSE:** Ensuring that appropriate measures are taken to protect and support survivors where concerns arise regarding a SEA incident, and that commensurate actions are taken where suspicions of SEA are validated.

7 Roles and responsibilities

Although it is the responsibility of all OIKOS personnel and associates to create and maintain an environment which prevents sexual exploitation and abuse, OIKOS recognizes that a clearly defined management will facilitate implementation of and adherence to the PSEA Policy.

The following outlines relevant management, roles and responsibilities within the Organization:

Executive management: OIKOS Board of Directors and President will have overall responsibility for the implementation of and adherence to the PSEA Policy, as well as for mobilizing the associated necessary resources.

Senior Management: The OIKOS Director General, Heads of departments, Program Managers, Communication and Fundraising Unit at HQ will be responsible for ensuring the implementation of and adherence to the PSEA Policy across the Organization. The OIKOS Country Coordinators will be responsible for developing and regularly revising the country-specific PSEA strategies and related SOPs, as well as for ensuring the implementation of and adherence to the PSEA Policy within the country missions. The OIKOS Country coordinators will also be responsible for mobilizing the associated necessary resources at the country level.

The **OIKOS Supervisory Body (ODV- ORGANISMO DI VIGILANZA)** is an Organizational Body established to monitor and regularly audit and report on progress to implement and adhere to all Oikos Procedures and Policies, for more details please refer to the OIKOS Whistleblowing Policy (PR19). The ODV will meet on ad-hoc basis to provide oversight and management support for alleged SEA Incidents.

A **HQ PSEA Focal Point** will also be appointed to lead the development of training and awareness materials on the content of the PSEA Policy and related standards of behaviour, a proposed Policy updating.

8 Training and awareness

For effective implementation, OIKOS commitment to protection from sexual exploitation and abuse needs to be understood clearly and accurately by all OIKOS personnel and associates, as well as beneficiaries and target communities.

Therefore, OIKOS is committed to the following:

- Include in the induction process for all new Employees and Related Personnel - international and national – a mandatory module on what SEA is and the content of the PSEA Policy in order to ensure that all OIKOS personnel is aware of the PSEA Policy guiding principles, the related standards of behaviour, the implications of breaching these standards and the incident reporting procedures.
- Conduct repeated refresher training for personnel at both field and HQ level on the content of the PSEA Policy and related standards of behaviour.
- Raise awareness widely amongst target communities on what SEA is, their right to be safe from SEA, OIKOS zero tolerance towards SEA and options for reporting SEA incidents.

- Inform beneficiaries on options for reporting SEA incidents in a manner which is age, gender and diversity sensitive. This includes organizing workshops with beneficiaries to define acceptable and unacceptable behaviour, and discuss openly with them about their contacts and relationships with OIKOS staffs and others. Appropriate support should be made available to workshop participants who experience an emotional reaction to the topics covered.
- Make the PSEA Policy summary available in local languages and develop a child friendly version to be disseminated in target communities, with partners and other relevant stakeholders. Posters of the PSEA Policy commitments and related standards of behaviour must also be displayed in each country office/base.
- Monitor and regularly review the effectiveness of the PSEA training and awareness materials and programmes.

Simple guidelines for trainings are in the Annex 1 where are listed links to video, on line trainings

9 Prevention

9.1 Safe recruitment

OIKOS is committed to undertake SEA-safe recruitment and screening practices before formalizing collaboration with staffs, volunteers, community committee members, interns and consultants.

Recruitment Process:

The mandatory practices required for recruitment of international and national positions are:

- All job advertisements will state that OIKOS has a PSEA Policy that the successful candidate will be expected to comply with and promote.
- Candidates who are short-listed for interview will be provided with the PSEA Policy in advance of their interview and there will be specific standardized interview questions on protection from sexual exploitation and abuse (see Annex 2: Guidelines for Safer Recruitment).
- Particular attention will be paid to gaps in an individual's employment history and frequent changes of employment and/or address.
- All prospective staffs and consultants will be required to provide at least two references, including the last line manager. References from family members will not be accepted. References will be checked on any allegation of SEA, and dismissal or pending investigation into behavioural misconduct (see Annex 2: Guidelines for Safer Recruitment).
- Volunteers and interns will also be required to provide at least two references, if possible including at least one among the staffs of the entity they have previously been working or volunteering for. References from family members will not be accepted.
- The successful candidate will be required to provide proof of identity (passport or national identity document) and a personal declaration stating any criminal conviction, including spent convictions (see Annex 3: Declaration of Criminal Convictions – English and Italian versions). Where possible, a criminal record check in the candidate's country of origin will be conducted.
- The PSEA Policy will be included in the proposal of collaboration. All staffs, volunteers, community committee members, interns and consultants will be required to acknowledge in writing the receipt, understanding and commitment to the PSEA Policy and related standards of behaviour prior to commencement of their contract/ placement. The signed statement of commitment to the PSEA Policy will be kept on file together with the signed employment or collaboration contract (see Annex 4: Declaration of agreement to be bound by and uphold the OIKOS PSEA POLICY for personnel).

- An assessment of the individual's commitment to comply with and promote implementation of the PSEA Policy will be included in the standard internal performance review process cycle (see Annex 2: Guidelines for Safer Recruitment).

Hiring Restrictions:

OIKOS reserves the right not to hire or employ an applicant if the recruitment process or background check reveals that the applicant has been previously reported for a SEA incident or is not suitable to work with beneficiaries. OIKOS will not hire or employ anyone with a prior conviction for SEA or related offence. In the case that applicable national laws prohibit this rule, no person with such a conviction will be hired into, or permitted to hold a position with direct contact with beneficiaries or access to their personal information, including photographs.

9.2 Safe cooperative arrangements

9.2.1 Contractors:

OIKOS will not enter into contractual agreements for the supply of goods, services or works with contractors which are known to utilize sexual exploitative or abusive practices, or are involved in any other humiliating, degrading or exploitative behaviour.

The Logistics Unit at the HQ and country level will be responsible for supporting the implementation of the following mandatory practices:

- As part of the pre-qualification and bidding processes, all potential contractors will be required to submit together with the official documentation the Supplier/Tenderer's Declaration to the effect they are aware and formally agree to abide by the ethics clauses specified in the OIKOS Code of Ethics, and commit to immediately inform OIKOS if any change occurs in this respect at any stage of the award process or during the fulfilment of the contract itself. This declaration must cover all the partners in joint venture/consortium, as well as all the sub-contractors and suppliers of the potential contractor (see Annex 5 Declaration of agreement to be bound by and uphold the OIKOS PSEA Policy for contractors).
- Where possible, an independent background check into the contractor's business practices will be conducted to inform the pre-qualification assessment or bid analysis.
- The Supplier/Tenderer's Declaration and the information from a possible independent background check will be used by the Evaluation Committee in the selection process. Copies of all official documentation will be kept on file.

The above-mentioned ethics clauses will be integral part of any supply, service or works contract.

OIKOS reserves the right to suspend or cancel a contractual agreement for the supply of goods, services or works, if sexual exploitative or abusive practices, or any other humiliating, degrading or exploitative behaviour, are discovered at any stage of the award process or during the fulfilment of the contract itself on the basis of investigation into SEA allegations.

However, OIKOS will ensure that termination of a contractual agreement is carefully considered as a last resort and dependent on the contractor's mishandling of the SEA concern rather than on the basis of the SEA concern having arisen, reported and handled according to the OIKOS PSEA Policy.

9.2.2 Partners:

Acceptance of and compliance with the PSEA Policy and related standards of behaviour must be a condition of every partnership agreement or sub-agreement. OIKOS will not enter into partnership arrangements with

entities – international or national, humanitarian or institutional – which do not recognize that all forms of SEA violate universally recognized international norms and standards, and do not commit to protection from sexual exploitation and abuse.

OIKOS must ensure the following mandatory practices when working with partners:

An assessment about the partner’s commitment and capacity to prevent and respond to SEA will be conducted prior to signing a partnership agreement or sub-agreement, as well as at regular intervals during the implementation.

Partners which do not have their own robust PSEA Policy will be required to sign up to the OIKOS PSEA Policy as a condition of any partnership arrangement (see Annex 6: Declaration of Agreement to be Bound by and Uphold the OIKOS PSEA Policy for Partners). The statement of commitment to the OIKOS PSEA Policy must be signed by the legal representative of the partner and will be kept on file by both parties. The personnel of the partner will need to be made aware of the content of the OIKOS PSEA Policy and related standards of behaviour.

Where possible, training will be offered to partners to identify SEA risks and define related SEA mitigation measures throughout programming.

OIKOS reserves the right to suspend or cancel a partnership agreement or sub-agreement on the basis of investigation into SEA allegations. However, OIKOS will ensure that termination of a partnership agreement or sub-agreement is carefully considered as a last resort and dependent on the partner’s mishandling of the SEA concern rather than on the basis of the SEA concern having arisen, reported and handled according to the OIKOS PSEA Policy.

9.2.3 Visitors:

Visitors to OIKOS or OIKOS partners’ program activities will also be bound by the PSEA Policy standards of behaviour.

In order to protect beneficiaries from SEA, the following practices are applied for visitors, including journalists, photographers, celebrity ambassadors, authorities, donors, personnel of other agencies or organizations, and other stakeholders:

- All visitors should be advised that the PSEA Policy prohibits unannounced visits.
- A clear agenda should be developed and approved by the Country coordinator prior to visit.
- Prior to commencement of their visit, visitors should be provided with the abstract of the PSEA Policy (see Annex 8: Abstract of the OIKOS PSEA Policy – In Italian, Portuguese, Kiswahili and Burmese), briefed about the related standards of behaviour by an OIKOS representative at the HQ or country level, and required to sign a declaration to the effect they are aware and formally agree to comply with these standards (see Annex 7: Declaration of Agreement to be Bound by and Uphold the OIKOS PSEA Policy Standards of Behaviour for Visitors).
- OIKOS and OIKOS partners’ personnel must never disclose information that identifies beneficiaries to any unauthorised person or make such information available to the general public. In the case this may be necessary, a written informed consent of the subject must be gathered and the need to disclose identifying information discussed with the COUNTRY COORDINATOR prior to submitting any request to the beneficiary.
- For interviews with beneficiaries, visitors will be required to gain a written informed consent of the beneficiary as for PR18 “FREE PRIOR AND INFORMED CONSENT PROCEDURE”

If a visitor is found in breach of the PSEA Policy standards of behaviour, OIKOS reserves the right to suspend or terminate the visit, and handle the case in accordance with the established procedures.

ANNEX 12 summarize the Actions to implement when signing a contract or agreement with staff and related personnel (Annex 14: Matrix for managing Staff and related personnel).

9.3 Safe programming

All OIKOS programmes need to be designed and implemented to minimise actual or potential risks which might lead to sexual exploitation and abuse by OIKOS personnel and associates against beneficiaries or other members of the community they come into contact with or impact upon directly or indirectly, especially women and children. OIKOS is committed to ensuring SEA-safe programmes by identifying risk factors for vulnerability to SEA which may be related to the context or the specificity of the programmes themselves, and taking all necessary mitigation measures.

SEA-safe programming considerations need to be mainstreamed throughout the programme cycle phases: assessment, planning, resource mobilization, implementation and evaluation.

- It will be the responsibility of the OIKOS Country Coordinators to conduct SEA risk analyses and elaborate SEA mitigation strategies at the country level.
- It will be the responsibility of the OIKOS Country Coordinators and Programme Managers to integrate SEA considerations into the design of needs assessment and new project proposals, including identification of activity-specific SEA risks and related SEA mitigation measures.
- It will be the responsibility of the OIKOS Programme Managers and Project Managers for all sectors to undertake review of on-going projects in order to ensure that activity-specific SEA risks are taken into consideration and related SEA mitigation measures developed.
- It will be the responsibility of the OIKOS Programme Managers and Project Managers for all sectors to ensure that the SEA mitigation measures designed are put into practice during the project implementation.
- It will be the responsibility of the OIKOS Programme Managers and Project Managers for all sectors to monitor and regularly review the effectiveness of the SEA mitigation measures designed, and report about any challenge faced in implementation.

SEA-safe programming should involve the participation of beneficiaries and target communities as and where appropriate.

9.4 Safe communication

OIKOS has a duty of care towards the beneficiaries of its programmes and at all times must put their best interests first. Beneficiaries have the right to be accurately represented and OIKOS accepts its responsibility not to portray a manipulated or sensationalized image of the beneficiaries' well-being and circumstances. Beneficiaries must be presented as human beings with their own identity and dignity preserved. All OIKOS personnel and associates need to be aware that photos and other identifying details of beneficiaries represent a risk to their safety and dignity, particularly in conflict and post-conflict situations. The "Do No Harm" principle must guide the collection and use of images and information about beneficiaries.

10 Reporting

10.1 Complaint Mechanisms

OIKOS Country Coordinators will be responsible to ensure that complaint mechanisms for reporting SEA are developed and integrated within complaint and feedback structures existing at the base and country level.

In order to be accessible and effective:

- Complaint mechanisms for reporting SEA should be developed and regularly reviewed with the involvement of beneficiaries and target communities. Complaint mechanisms for reporting SEA should have multiple entry points, allowing individuals the opportunity to report at the organizational level or at the community level. Complaint mechanisms for reporting SEA should blend both formal and informal community structures, where individuals are able and encouraged to safely report incidents of SEA.
- Beneficiaries and target communities need to be aware of their right to be safe from SEA and OIKOS zero tolerance towards SEA.
- Beneficiaries and target communities need to be enabled to recognise inappropriate behaviour by OIKOS staffs and others.
- Beneficiaries and target communities need to be aware of the existing complaint mechanisms for reporting SEA and know how to access them.

Awareness amongst beneficiaries and target communities needs to be raised in a manner which is age, gender and diversity sensitive, and language appropriate.

10.2 In-country CP Focal Point and Referent

OIKOS' Programme Managers and Country Coordinators will be responsible to identify among the in-country staffs at least one PSEA Focal Point who will be the person designated to receive complaints and reports about alleged acts of SEA involving OIKOS personnel or associates, or other humanitarian aid workers, in the field. Where appropriate, a PSEA Focal Point can be identified for each country office/base. The in-country PSEA FP(s) must commit to the TORs for the role (see Annex 9: In-Country PSEA Focal Point Terms of Reference).

Since the in-country PSEA FP(s) should be person(s) the other staffs trust, it is advisable to involve all staffs in the identification, while the senior management team (including the Country Coordinator where present) must guarantee that the person(s) identified is appropriate to the role.

All personnel and partners, as well as beneficiaries and target communities, need to be properly and widely informed of the role and identity of the in-country PSEA FP(s), and know how to contact them.

Upon appointment, the in-country PSEA FP(s) will undergo specific and systematized training on protection from sexual exploitation and abuse.

The in-country PSEA FP(s) will perform their tasks with the support and under the supervision of the in-country PSEA Referent who needs to be appointed by the senior management team among the mission protection staffs. The in-country PSEA Referent must commit to the TORs for the role (see Annex 10: In-Country PSEA Referent Terms of Reference).

Where there is no senior level protection staff within the mission, the in-country PSEA Referent role needs to be covered by the Country Coordinator who will perform the related tasks with the support of the Project Managers.

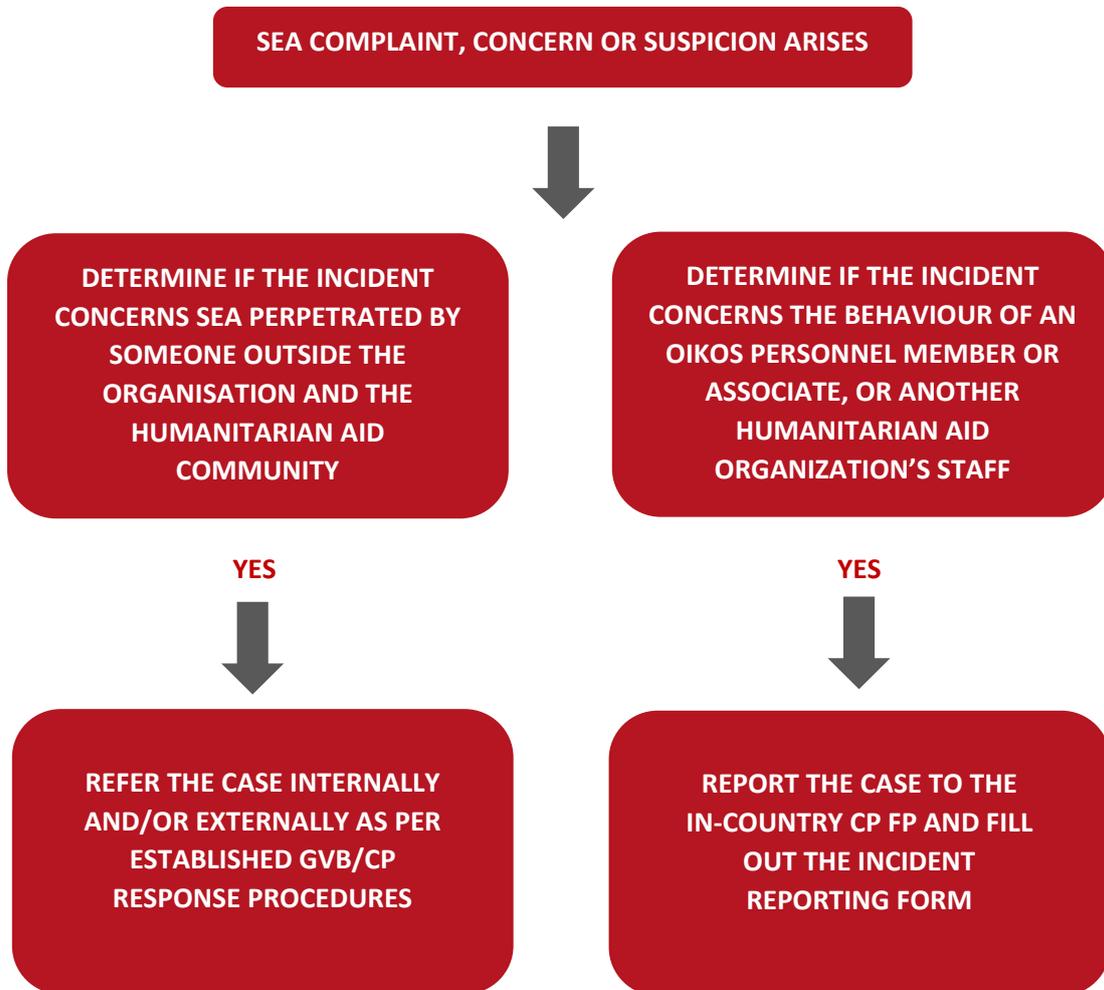
10.3 Reporting procedures

It is essential that all OIKOS personnel and partners, as well as beneficiaries and target communities, understand that:

- SEA may be committed by staffs, volunteers, community committee members, interns or consultants within OIKOS, OIKOS partners or other OIKOS associates;
- SEA may be committed by other humanitarian aid workers.
- SEA may be committed by authorities or leaders.

- SEA may occur within families, communities, institutions or other care arrangements.
- Beneficiaries may also be perpetrators of SEA

When there is a complaint, concern or suspicion of harm perpetrated against a child or a vulnerable person who benefits from OIKOS programmes or a child who is not involved in OIKOS activities, this needs to be handled in accordance with the procedures illustrated in the flowchart below.



When alleged acts of SEA involve OIKOS personnel or associates, or other humanitarian aid workers:

The complainant must report the case to the in-country PSEA FP or his/her alternate within 24 hours from when the complaint, concern or suspicion arises.

The complainant must fill out the Incident Reporting Form as soon as possible and submit it to the in-country PSEA FP or his/her alternate (see Annex 11: PSEA Incident Reporting Form). Within 24 hours from when the form has been received, the PSEA FP have to send a copy to the Country Coordinator (if not involved) and to the OIKOS ODV (odv@istituto-oikos.org). Anonymous reports, i.e. those lacking the elements that allow their author to be identified, even if delivered following the procedure outlined in this document and in the PR19 Whistleblowing Policy, will be treated only if they have a content that is adequately detailed and circumstantial as to bring out facts and situations related to specific contexts. An employee/collaborator who makes an anonymous report will not be subject to the protective measures detailed in the PR19 Whistleblowing Policy.

It is **MANDATORY** for all OIKOS personnel to handle complaints, concerns or suspicions of SEA in accordance with the established procedures. This includes acts or omissions resulting in placing an individual at risk of SEA, or an act of SEA itself. When an OIKOS personnel member is aware of a SEA incident involving OIKOS personnel or associates, or other humanitarian aid workers, and fails to report it, he/she may be subject to disciplinary action, up to and including dismissal.

Any intentionally false, malicious or vexatious statement, misrepresentation or accusation against another OIKOS personnel member or third party will also be considered serious misconduct.

Confidentiality of information is extremely important when working with SEA survivors and incidents, and needs to be addressed with the utmost care. It is essential that all OIKOS personnel and associates understand the importance of this principle and ensure that the data protection and sharing protocols outlined below are adhered to. **Any breach of the data protection and sharing protocols may be subject to disciplinary action, up to and including dismissal.**

Each OIKOS Local Office will be responsible to develop a data protection system for recording, storing and sharing data related to SEA survivors and incidents, and protect information, at the base and country level.

The following protocols need to be observed when handling data related to SEA survivors and incidents (including case files, photos and other personal details):

- Data will not be shared with any unauthorized person and will never reveal the identity or identifying features of survivors.
- When coordinating with other actors or entering data into information management systems such as the GBVIMS or IACPIMS, data will be safeguarded, accessed and shared only by staffs trained on data sharing protocols and relevant SOPs. This includes the sharing of incident reports, trends analyses and referral pathways.
- For the purposes of case management meetings or other inter-agency support mechanisms, information about an individual survivor may be discussed but identifying information (including the name of the person affected) will NOT be disclosed to other agencies, organizations or government bodies.
- Information related to SEA incidents involving OIKOS personnel or associates, or other humanitarian aid workers, are particularly sensitive and will be shared only with the in-country PSEA FP or his/her alternate who will take over the case and inform immediately the in-country PSEA Referent to discuss the way forward.
- All materials pertaining to complaints and reports about alleged acts of SEA involving OIKOS personnel or associates, or other humanitarian aid workers, will be handled in strict confidence in order to protect the rights of all involved. However, such complaints and reports may be used, where necessary, for action.

11 Response

11.1 Interview with SEA survivors

The in-country PSEA FP(s) and their alternate(s) need to properly manage interview with alleged SEA survivors. Repeated interviews with survivors can contribute to a survivor's trauma. Therefore, coordination must be maintained with all other stakeholders to avoid duplication of interviews with an individual survivor. Furthermore, the following protocols need to be observed when interviewing alleged SEA survivors:



- Survivors will be told of the purpose of the interview and informed consent must be sought before the interview is conducted.
- Interviewers will ensure that survivors feel safe at all times.
- Interviews will not be conducted in any space where it may create suspicion amongst outsiders (including authorities, community members, etc.).
- All efforts will be made to ensure that survivors do not feel exposed or vulnerable during the interview.
- Interviewing techniques and methodologies should be age- and gender-appropriate.
- As much as possible, follow-up interviews/discussions will be conducted by the same interviewer.
- Survivors will be informed of all possible steps and must, including referral for assistance and eventual investigation.
- At all times, interviewers must ensure the “Do No Harm” principle is adhered to.

Appropriate measures will be taken in order to ensure safety and protection for survivors, as well as alleged perpetrators and complainants if different from the survivors. Where there is any conflict of interest between the survivor and another involved party, the survivor’s wishes must be the principle consideration in case handling, particularly when there is a risk of additional physical and/or emotional harm.

OIKOS where possible adheres to the inter-agency community-based complaint mechanism to handle reports of sexual abuse and exploitation by aid workers. Country Coordinator is in charge to set and run this collaboration in the Countries where OIKOS works and guidelines and SOPs are included in Local Office Protocols.

11.2 Referral of CP cases for assistance

Identified cases of SEA need to be referred immediately to internal and/or external GBV/CP specialized services as per GBV/CP response procedures established at the base or country level, ensuring that the principles of the survivor-centred approach are adhered to, including informed consent or assent. Information is to be shared only on a need-to-know basis with the service provider, and the safety of the survivor and others involved paramount.

Where OIKOS Local Office and partners are not engaged in providing directly GBV/CP case management services, adequate mechanisms need to be established in order to guarantee that SEA survivors are provided with timely and appropriate access to comprehensive assistance and care. Each OIKOS Local Office will be responsible to ensure that GBV/CP referral pathways and related SOPs are operational and regularly updated in each country office/base in accordance with the standard Inter-Agency Child Protection and Gender-Based Violence SOP guidance, and the following steps:

- Identify GBV/CP case management services provided by different agencies, organizations or structures at the base and country level.
- Agree on SOPs for case referral with each agency, organization and structure that OIKOS will refer cases to.
- Display the local referral SOPs in each country office/base. If security considerations do not allow the display of this information publically, the local referral SOPs can be kept with pertinent staffs, including the in-country PSEA FP(s) and their alternate(s).

Update the information in the local referral SOPs for each country office/base at minimum on a bi-annual basis.

Ensure that agencies, organizations and structures that OIKOS refers cases to, act according to a survivor-centred approach and relevant guiding principles. In line with the “Do No Harm” principle, where there are

serious concerns related to meeting standards of care and relevant guiding principles, OIKOS should seek an alternative service solution based.

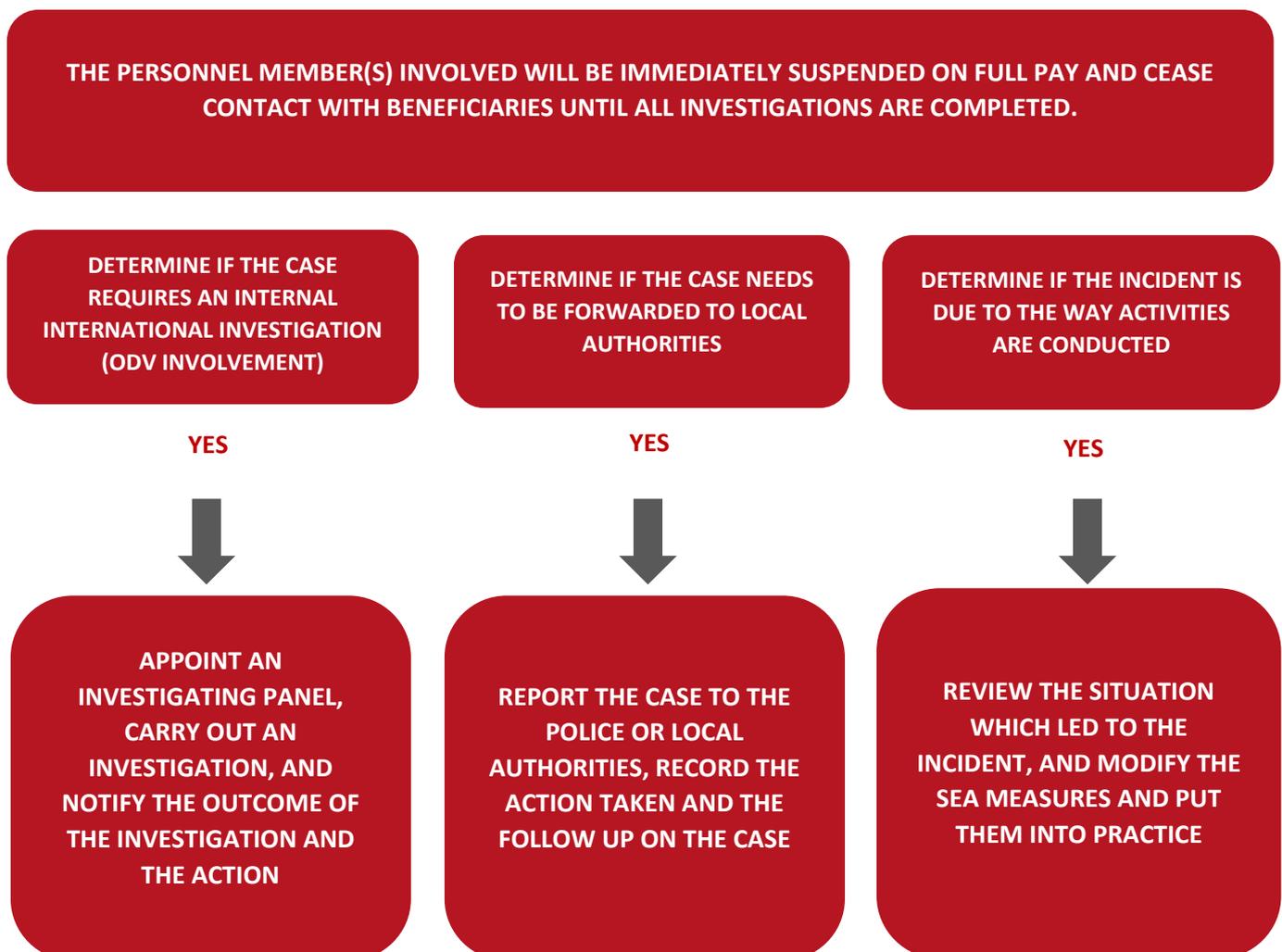
Pertinent staffs need to be trained on safe and ethical referral, as well as the established referral pathways and related SOPs.

When SEA incidents involve OIKOS personnel or associates, considering that OIKOS or OIKOS partner’s case management team may know the alleged perpetrator, referral to a third party service provider is recommended even if OIKOS or one of its partners provide directly GBV/CP case management services.

The in-country PSEA FP will be responsible to follow-up on the case together with the specialized case management team (internal or external), record action taken and support provided, keeping the in-country PSEA Referent up to date. All response strategies need to be developed in a manner that balances respect for due process with a survivor-centered approach in which the survivor’s wishes, safety, and well-being remain a priority in all matters and procedures.

11.3 Investigation into the SEA allegations

When a case of SEA is committed by an OIKOS personnel member or associate, this needs to be handled in accordance with the procedures illustrated in the flowchart below.



The in-country PSEA Referent will inform the Country Coordinator, the HQ PSEA FP and the ODV within 24 hours from when the incident is reported.

The personnel member(s) involved will be immediately suspended on full pay and cease contact with beneficiaries until all investigations are completed. In the event of an allegation that involves a criminal offence, the subject of the complaint will be informed that, in addition to disciplinary action, the case may be forwarded to the appropriate local authorities for further investigation.

An initial clarification will be conducted by the in-country PSEA FP, the in-country PSEA Referent and the Country Coordinator (the HQ PSEA FP will allocate an independent investigator where one of these is implicated) who will record all information, investigate the facts and assess the condition of the survivor(s) within 48 hours, where possible.

If the outcome of the initial clarification requires a full investigation, a panel composed by three members will be convened to carry out the investigation and determine whether the case is to be forwarded to the local authorities. The members of the investigating panel will commit to strict confidentiality (see Annex 12: Oath of Confidentiality for Investigators), information will be limited to those involved in the investigation and documentation will be filed securely as per data protection protocols.

The investigating panel will be charged by the OIKOS ODV and will report to the OIKOS ODV itself. All members of the OIKOS ODV who will be reviewing the case will also commit to strict confidentiality by signing the Oath of Confidentiality for Investigators.

- If the incident involves a personnel member of an OIKOS partner, then the Country Coordinator and the Project Manager will raise the issue with the relevant person within the partner organisation that must report back on how they are investigating and following up the case. It will be the responsibility of the OIKOS Country Coordinator and/or in-country PSEA Referent to monitor this.
- If the incident involves another humanitarian aid worker outside OIKOS and OIKOS partners, then the Country Coordinator will raise the issue with the relevant person within the entity the alleged perpetrator work for.
- If any OIKOS personnel member or associate is found to have violated the PSEA Policy and related standards of behaviour, immediate action will be taken. This may include:
 - Staffs – disciplinary action, up to and including dismissal. International staffs will be repatriated to their country of origin and police reports may be filed.
 - Volunteers, community committee members and interns – termination of the collaboration with OIKOS.
 - Consultants – termination of the collaboration contract with OIKOS.
 - Partners – if the SEA allegation is mishandled, withdrawal of funding/support and termination of the partnership agreement or sub-agreement with OIKOS.
 - Depending on the type of SEA allegation, the instance may be reported to the UN Risk Management Unit.
 - Contractors – termination of the contractual agreement with OIKOS.
 - Visitors – suspension of the visit and repatriation to their country of origin.
- For all categories of OIKOS personnel and associates, the case may be forwarded to the police or local authorities for prosecution where possible criminal acts have been committed. The decision of forwarding the case to the police or local authorities for criminal prosecution should be taken only if

the survivor provides his/her informed consent and if found, after analysing the risks, that this is in his/her best interests.

- The outcome of the investigation and the action taken will be recorded and stored as per data protection protocols.
- A review of the SEA risks identified and the SEA mitigation measures designed will be conducted, and new action set to further minimize the risks of SEA by OIKOS personnel and associates. This process need to be conducted and documented within 2 weeks of the end of the investigation.
- A final report about the investigation and the action taken will be submitted to the OIKOS ODV.

11.4 Disclosure of information about CP incidents

- When survivors disclose personal information to OIKOS personnel, it is essential that OIKOS personnel understand that this information may be sensitive and ensure that such information is shared only on a need-to-know basis agreed with informed consent or assent and in the best interests of the survivor.
- While OIKOS maintains appropriate confidentiality for individuals involved in SEA incidents, OIKOS may disclose information about incidents as required by national laws to report criminal cases.

12 Implementation and Review

In order to successfully implement and adhere to the PSEA Policy, each **OIKOS Local Offices are required to:**

- Develop a country-specific PSEA strategy and related SOPs which contextualize the PSEA Policy and include SEA risk analyses, SEA mitigation strategies and adherence to national laws without diluting the PSEA Policy principles and standards of behaviour (See Annex 13: Checklist for Country-Specific PSEA Strategies).
- Develop a country-specific annual implementation plan and mobilise the necessary resources for implementation.
- Disseminate the PSEA Policy, including providing full and summary copies to personnel, partners, beneficiaries and target communities, and translating into local languages and publicly posting the PSEA Policy commitments and related standards of behaviour in all operational offices/bases.
- Quarterly report about progress on implementation, as well as any challenge faced and capacity support required, to the ODV and HQ PSEA FP.
- Revise the country-specific PSEA strategy and related SOPs on an annual basis.

The ODV and the HQ PSEA FP is required to:

- Develop an annual implementation plan at the HQ level.
- Support the OIKOS Local Office to implement and adhere to the PSEA Policy.
- Monitor and quarterly report about progress on implementation to the OIKOS Board of Directors.
- Provide oversight and management support for alleged SEA Incidents committed by an OIKOS personnel member or associate.
- Revise the PSEA Policy on an annual basis.



Annex 1 – Trainings simple guideline

Induction training to all staff contracted by OIKOS will comprise

- 1) Briefing on the PSEA given by PSEA FP
- 2) <https://www.youtube.com/watch?v=L8ntRIYrzIU#action=share>
- 3) Only humanitarian staff will have to submit within 15 days from contract signing, the attendance certificate of one of the following on line course:
 - InterAction training: <https://kayaconnect.org/course/info.php?id=273>
 - UNHCR training: <https://kayaconnect.org/course/info.php?id=1212>

Annex 2 -Guidelines for Safer Recruitment

Suggested wording for job advertisements:

“The successful candidate will be expected to comply with the following as a condition of employment:

- Providing the name, position and contact information of at least two references.
- Signing a personal declaration stating any criminal conviction, including spent convictions.
- Getting a satisfactory clearance through a criminal record check in the country of origin, where possible.
- Accepting and committing formally to the OIKOS Protection from Sexual Exploitation and Abuse Policy.”

Guidance on addressing CP and PSEA issues in interviews:

During the interview process, candidates should be asked about their awareness of and attitude towards CP and PSEA. Remember that abusers look completely ‘normal’, are often very skilled at deception, salesmanship and ‘grooming’ (of organisations, as well as children and individuals).

- All personnel who would be hired or employed to work directly with children and/or vulnerable individuals should be interviewed face-to-face or through skype using video link for at least one of the interviews, where possible.
- The interview panel should pay attention to and make a clarification of the following issues:
 - Gaps in employment history, if the candidate worked for a protection-focused organisation before.
 - Frequent changes of employment, if the candidate worked directly with children and/or vulnerable individuals before. Ask the reason for leaving.
- The following specific questions should be included in the HR interview:
 - Are you aware of the OIKOS PSEA Policy? Considering the position, you applied for, which are according to you the responsibilities you will have towards these policies?
 - For positions dealing with children specifically: When might it be appropriate and inappropriate to be alone with a child? When and how might it be appropriate to comfort a child?
 - Have you ever worked anywhere where colleagues were alleged of child abuse or SEA? If yes, what happened and how was the allegation handled? Would you have handled it differently yourself? If not, how would you handle a complaint, concern or suspicion of child abuse or SEA by a colleague?
 - For communication positions specifically: What sort of things might make a photograph of street children inappropriate for publication in the organisation’s annual report? The interviewer should be looking for things like: if the children are not adequately clothed; if the photograph depicts prostituted children / children in conflict with the law their faces should be blurred and their names changed; if the photograph was taken without the children’s permission; etc.
 - Is there anything we might find out during the reference check that you would like to talk about?
- During the HR interview, the candidate should be informed that:
 - OIKO Stakes seriously all issues of protection, including CP and PSEA.
 - References will be checked on any allegation of child abuse or SEA.
 - If successful, the candidate will be required to sign up to the OIKOS PSEA Policy.
- The following warning signs should be taken into consideration (including, but not limited to and based on common sense):
 - Strange or inappropriate questions / statements about children and/or women
 - Interest in spending time alone with children / in working with children of a particular age or gender.

Guidance on addressing CP and PSEA issues in reference checks:

For positions dealing with children and/or vulnerable individuals, where possible it is advisable to speak directly by phone to references to ask questions related to PSEA. In this case, notes of the reference's comments should be taken and placed on the personal file of the candidate.

In all cases, the reference check will be an integral part of the recruitment process. References should be asked about their relationship with the candidate – this has often revealed that the reference only has a small amount of knowledge about the candidate – and the following specific questions:

- Do you know of any SEA issue or incident involving the candidate?
- Do you know of any dismissal or pending investigation into the candidate's behavioural misconduct?
- What is your opinion on the suitability of the candidate to have direct contact with children and/or vulnerable individuals?

References should also be asked to confirm that there are no child abuse or SEA investigations pending or validated regarding the candidate they are aware of.

Guidance on conducting criminal record checks before formalising collaboration:

Different countries have different procedures for criminal record checks which should be updated by the HR Department for all areas of operations and the main countries that international staffs are recruited from. The declaration of criminal convictions should be used as a last resort where it is not possible to access a criminal record check in the candidate's country of origin.

Guidance on addressing CP and PSEA issues in internal performance reviews:

A category of performance regarding the "Adherence to Safeguarding Policies" should be included in both the Staff Performance and the Staff Self-Evaluation Forms. Specifically, the following aspects should be rated from 1 (performance at an insufficient level of effectiveness) to 5 (performance at an exceptionally high level of effectiveness) by both the supervisor and the staff member himself/herself:

- Actively promotes the OIKOS Global Child Protection Policy.
- Actively promotes the OIKOS Protection from Sexual Exploitation and Abuse Policy.
- Adheres to and promotes safe communication practices.
- Adheres to and promotes data protection and sharing protocols.

In the section "Overall Performance and Career Development" of the Staff Performance Form, the supervisor should also be asked to comment on the staff member's commitment to comply with and promote implementation of the safeguarding policies; while in the "Other Comments" section of the Staff Self-Evaluation Form, the staff member should be asked to describe what actions he/she has taken to promote the safeguarding policies, highlighting any gap or challenge faced in implementation and adherence to these policies.

Annex 3 -Declaration of Criminal Convictions

ENGLISH VERSION

Do you have any prosecution pending, or have you ever been convicted, bound over or cautioned by the police or received a formal reprimand or final warning for any offence, including road traffic offences?

Yes _____ No _____

If yes, please provide details, including those prosecutions or convictions considered spent, and declare any previous investigation or allegation made against you. These will be kept confidential by OIKOS relevant staffs that will assess whether they pose any risk or not in relation to child protection or protection from sexual exploitation and abuse.

“I, the undersigned, hereby declare that the information I have provided is complete and true, and I understand that to make a false statement knowingly may result in termination of any agreement held between myself and OIKOS”

Signature of the Employee/Collaborator: _____

Name of the Employee/Collaborator: _____

Date: _____

For Oikos:

Signature: _____

Name: _____

Date: _____



AUTOCERTIFICAZIONE DI ASSENZA DI CONDANNE PENALI

(art. 46 del D.P.R. 28 dicembre 2000.n. 445)

Il/la sottoscritto/a _____

nato/a a _____ il _____

residente a _____ in

via _____ tel _____

a conoscenza di quanto prescritto dall'art. 76 del D.P.R. 28/12/2000, n. 445, sulla responsabilità penale cui può andare incontro in caso di dichiarazioni mendaci, ai sensi e per gli effetti di cui all'art. 46 del citato D.P.R. n. 445/2000 e sotto la propria personale responsabilità

DICHIARA DI

- [1] non aver riportato condanne penali ;
- [2] non essere destinatario/a di provvedimenti che riguardano l'applicazione di misure di prevenzione, di decisioni civili e di provvedimenti amministrativi iscritti nel casellario giudiziale ai sensi della vigente normativa;
- [3] non essere a conoscenza di essere sottoposto/a a procedimenti penali;

Luogo e Data

leggibile)

Firma del/la dichiarante (per esteso e

Esente da imposta di bollo ai sensi dell'art. 37 del D.P.R. 445/2000

Annex 4 –EN - Declaration of agreement to be bound by and uphold the OIKOS PSEA POLICY for personnel

I, the undersigned _____, hereby acknowledge that I have received, read and understood the OIKOS Protection from Sexual Exploitation and Abuse Policy, and pledge to abide by the expectations and provisions therein.

I commit to follow the on line training (only for humanitarian staff) and to send a proof of evidence to OIKOS HR office .

I am fully aware that should I fail to comply with these policies and related standards of behavior, I will be liable to suspension, summary dismissal and/or face legal implications commensurate to the offence/crime I will have committed.

I testify that I have no prior criminal record in any country related to child abuse or sexual exploitation and abuse, and I have never been involved in any form of child abuse or sexual exploitation and abuse before.

I commit to respect and promote implementation of these policies at all times while under collaboration with OIKOS by the way I conduct myself and by reporting any violation of the related standards of behavior that come to my knowledge.

To show my acceptance and commitment to comply with the OIKOS Protection from Sexual Exploitation and Abuse Policy, I

hereby sign this declaration form.

Signature: _____

Name: _____

Position: _____

Place: _____

Date: _____

Relationship with OIKOS: _____

Relationship categories include:

»» *Staff*

»» *Volunteer / Intern*

»» *Consultant*

»» *Other (specify)*

Annex 4 – IT Dichiarazione del personale di impegno e vincolo a sostenere la OIKOS PSEA POLICY

Io sottoscritto _____, con la presente dichiaro di aver ricevuto, letto e compreso la Politica di Protezione dallo Sfruttamento, Abuso, Molestia Sessuale (inclusi i minori) di OIKOS e mi impegno a rispettare le aspettative e le disposizioni ivi contenute.

Mi impegno a seguire la formazione on line (solo per il personale umanitario) e ad inviare una prova di prova all'ufficio HR di OIKOS (solo per il personale umanitario in partenza per l'estero).

Sono pienamente consapevole del fatto che, in caso di mancato rispetto di queste politiche e dei relativi standard di comportamento, sarò passibile di sospensione, licenziamento e/o affronterò implicazioni legali commisurate al reato che avrò commesso.

Dichiaro di non avere precedenti penali in nessun paese relativi ad abusi o sfruttamento sessuali di nessun genere e di non essere mai stato coinvolto in alcuna forma di abuso o sfruttamento e molestia sessuale di minori.

Mi impegno a rispettare e promuovere l'attuazione di queste politiche in ogni momento, in collaborazione con OIKOS, per il modo in cui mi comporto e segnalando qualsiasi violazione dei relativi standard di comportamento di cui vengo a conoscenza.

Attraverso la sottoscrizione di questa dichiarazione dimostro la mia accettazione e il mio impegno a rispettare la politica di protezione dallo sfruttamento e dall'abuso sessuale di OIKOS,

Firma: _____

Nome: _____

Posizione: _____

Luogo: _____

Data: _____

Relazione con OIKOS: _____

Le categorie di relazione includono:

"Personale

"Volontario / Stagista

"Consulente

"" Altro (specificare)

Annex 5 –EN Declaration of agreement to be bound by and uphold the OIKOS PSEA Policy for contractors

_____ (NAME OF THE ENTITY) hereby acknowledges that it has received and read a copy of the OIKOS Protection from Sexual Exploitation and Abuse (PSEA) Policy.

_____ (NAME OF THE ENTITY) agrees that all forms of sexual exploitation and abuse violate universally recognized international norms and standards, and the principles upon which humanitarian action is based.

_____ (NAME OF THE ENTITY) is fully aware to be liable to suspension or cancellation of the partnership agreement or subagreement with OIKOS should any of its personnel member or associate be found in breach of the OIKOS PSEA Policy standards of behaviour, and the concern be mishandled.

Signature: _____
Name: _____
Position: _____
Place: _____
Date: _____
On behalf of: _____

Signature: _____
Name: _____
Position: _____
Place: _____
Date: _____
On behalf of OIKOS:

Annex 6 - Declaration of agreement to be bound by and uphold the OIKOS PSEA Policy for Partners

_____ (NAME OF THE ENTITY) hereby acknowledges that it has received and read a copy of the OIKOS Protection from Sexual Exploitation and Abuse (PSEA) Policy.

_____ (NAME OF THE ENTITY) agrees that all forms of sexual exploitation and abuse violate universally recognized international norms and standards, and the principles upon which humanitarian action is based.

_____ (NAME OF THE ENTITY) accepts and commits to actively prevent acts of sexual exploitation and abuse by its personnel and associates, and to respond to sexual exploitation or abuse incidents that are perpetrated against beneficiaries or other members of the community in compliance with the OIKOS PSEA Policy.

_____ (NAME OF THE ENTITY) ensures that no personnel hired, deployed or engaged in projects implemented in partnership with OIKOS or with the support of OIKOS, have ever been involved in any form of sexual exploitation and abuse before.

_____ (NAME OF THE ENTITY) ensures that all personnel hired, deployed or engaged in projects implemented in partnership with OIKOS or with the support of OIKOS, will read, understood and agree with OIKOS PSEA Policy and related standards of conduct.

_____ (NAME OF THE ENTITY) is fully aware to be liable to suspension or cancellation of the partnership agreement or subagreement with OIKOS should any of its personnel member or associate be found in breach of the OIKOS PSEA Policy standards of behaviour, and the concern be mishandled.

Signature: _____

Name: _____

Position: _____

Place: _____

Date: _____

On behalf of: _____

Signature: _____

Name: _____

Position: _____

Place: _____

Date: _____

On behalf of OIKOS:

Annex 7 -Declaration of agreement to be bound by and uphold the OIKOS PSEA Policy for Visitors

I, the undersigned _____, hereby acknowledge that I have received, read and understood the abstract of the OIKOS Protection from Sexual Exploitation and Abuse (PSEA) Policy.

I declare that I have been briefed about and given every opportunity to discuss both the principles and the standards of behaviour contained therein with an OIKOS representative.

I accept and commit to comply with these principles and standards of behaviour at all times while visiting OIKOS and/or OIKOS partners' programme activities.

I am fully aware that should I be found in breach of the OIKOS PSEA Policy standards of behaviour, OIKOS can take the initiative to suspend or terminate my visit, and forward the case to the police or local authorities for prosecution where possible criminal acts have been committed.

Signature: _____

Name: _____

Position: _____

Place: _____

Date: _____

On behalf of OIKOS:

Signature: _____

Name: _____

Position: _____

Place: _____

Date: _____

Annex 8 - Abstract of the OIKOS PSEA Policy

Our values, principles and beliefs:

ISTITUTO OIKOS (OIKOS) places human dignity at the centre of its relief and development work. At the heart of OIKOS' efforts to impact poverty and social justice is its engagement with marginalized communities, and vulnerable adults and children.

Vulnerable adults and children are particularly at risk of sexual exploitation and abuse. This policy defines OIKOS' commitment to the protection from sexual exploitation and abuse (PSEA) of vulnerable adults, involving OIKOS Employees and Related Personnel. In recognition of the special vulnerability of children, this policy also affirms OIKOS' commitment to the welfare and protection from sexual exploitation and all forms of abuse of children, involving OIKOS Employees and Related Personnel. **OIKOS has a zero tolerance toward sexual exploitation and abuse, sexual harassment and child abuse.** OIKOS takes seriously all concerns and complaints about sexual exploitation and abuse and child abuse involving OIKOS Employees and Related Personnel. OIKOS initiates rigorous investigation of complaints that indicate a possible violation of this policy and takes appropriate disciplinary action, as warranted.

Key definitions:

Sexual Exploitation: "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: "The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions."

Our behaviour protocols:

OIKOS International's capacity to achieve its vision and mission depends upon the individual and collaborative efforts of all OIKOS Employees and Related Personnel. To this end, all OIKOS Employees and Related Personnel must uphold and promote the highest standards of ethical and professional conduct and abide by OIKOS' policies. This policy sets the minimum standards to be followed by all OIKOS Employees and Related Personnel to protect programme participants and communities from sexual exploitation and abuse and child abuse by OIKOS Employees and Related Personnel.

These Standards apply to all OIKOS Employees and Related Personnel and are intended to provide an illustrative guide for employees and related personnel to make decisions that exemplify OIKOS' Code of Conduct and core values in their professional and personal lives. Any violation of these Standards is a serious concern and may result in disciplinary action, up to and including dismissal, in accordance with disciplinary procedures of each OIKOS Member or Affiliate and applicable laws. All OIKOS Employees and Related Personnel must sign these standards:

- OIKOS Employees and Related Personnel will not request any service or sexual favour from participants of OIKOS programs, children or others in the communities in which OIKOS works, in return for protection or assistance, and will not engage in sexually exploitative or abusive relationships.
- OIKOS Employees and Related Personnel will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This prohibition against exchange of money for sex means OIKOS Employees and Related Personnel may not engage the services of sex workers.
- OIKOS Employees and Related Personnel are strongly discouraged from having sex or engaging in sexual activities with program participants because there is an inherent conflict of interest and potential for abuse of power in such a relationship. If an employee engages in sex or sexual activities

with a program participant, the employee must disclose this conduct to his /her supervisor for appropriate guidance. Failure to report such conduct may lead to disciplinary action pursuant to OIKOS's policies and procedures.

- OIKOS Employees and Related Personnel must refrain from sexual activity with any person under the age of 18, regardless of the local age of consent, i.e. the local or national laws of the country in which the employee works. Ignorance or mistaken belief of the child's age is not a defence. Failure to report such a relationship may lead to disciplinary action pursuant to OIKOS's policies and procedures.
- OIKOS Employees and Related Personnel will not support or take part in any form of sexual exploitative or abusive activities, including, for example, child pornography or trafficking of human beings.
- OIKOS Employees and Related Personnel will treat all children with respect and not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- OIKOS Employees and Related Personnel will not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities or which places them at significant risk of injury.

The standards set out above are not intended to be an exhaustive list. Other types of sexually exploitative or abusive behaviour may be grounds for disciplinary action pursuant to the OIKOS Code of Ethics. OIKOS personnel must not engage in any form of humiliating, degrading or exploitative behaviour under any circumstances. Acceptance of and compliance with these standards of behaviour is also a condition of every cooperative arrangement. OIKOS will not enter into cooperative arrangements with entities or individuals – including contractors, partners and visitors – which do not recognise that all forms of SEA violate universally recognised international norms and standards, and do not commit to protection from sexual exploitation and abuse.

Safe communication:

OIKOS has a duty of care towards the beneficiaries of its programmes and at all times must put their best interests first. Beneficiaries have the right to be accurately represented and OIKOS accepts its responsibility not to portray a manipulated or sensationalized image of the beneficiaries' well-being and circumstances. Beneficiaries must be presented as human beings with their own identity and dignity preserved. Photos and other identifying details of beneficiaries represent a risk to their safety and dignity, particularly in conflict and post-conflict situations. The "Do No Harm" principle must guide the collection and use of images and information about beneficiaries.

All OIKOS personnel and associates are obliged to adhere to the following standards of behaviour when recording and using images and stories:

- Ensure when making images of beneficiaries (photos, video, etc.) that they are respectful, that people are adequately clothed and that sexually suggestive poses are avoided.
- Choose images and related messages based on values of respect and equality. Images should represent a broad range of people – male and female, and various ages, abilities and origin -and not present them as victims.
- Truthfully represent the particular situation both in its immediate and wider context.
- Avoid approaches that potentially stereotype or sensationalise people, situations or places.
- Ensure that people whose situation is being represented have the opportunity to communicate their stories themselves.
- Take and use images and stories only with the full understanding and permission of the subject (parent/legal guardian/caregiver where applicable). The informed consent needs to be signed (or verbally agreed to) and filed in a secure location. No image and/or story where beneficiaries are identifiable can be made public through the OIKOS website or other means without the informed consent or assent of the subjects.



- Change the names of beneficiaries to protect their identity, unless they have explicitly stated a preference that their genuine name should be used, and security implications are not a factor.
- Do not disclose personal information (such as location) which could put beneficiaries at risk on the OIKO Swebsite or in public literature.
- Report in a timely manner any concern or suspicion about inappropriate or intrusive images through the same procedures as for reporting SEA concerns or suspicions. Social media – e.g. blogs, Facebook or twitter entries - generated by OIKOS are subject to the same safe communication practices as outlined above.

Read and agreed:

.....

Name of the Partner/Volunteers/Visitor/Contractor

.....

Place and date

.....

Signature

.....

Name of reference contact within OIKOS

Annex 8 – IT Sintesi della OIKOS PSEA Policy

I nostri valori e principi:

ISTITUTO OIKOS (OIKOS) pone la dignità umana al centro del suo lavoro di cooperazione e di sviluppo. Al centro degli sforzi di OIKOS per incidere sulla povertà e sulla giustizia sociale c'è il suo impegno con le comunità emarginate e con gli adulti vulnerabili e i bambini.

Gli adulti vulnerabili e i bambini sono particolarmente a rischio di sfruttamento e abuso sessuale. Questa politica definisce l'impegno di OIKOS per la protezione dallo sfruttamento e dall'abuso sessuale (PSEA) degli adulti vulnerabili, coinvolgendo i dipendenti e il personale correlato di OIKOS. In riconoscimento della particolare vulnerabilità dei bambini, questa politica afferma anche l'impegno di OIKOS per il benessere e la protezione dallo sfruttamento sessuale e da tutte le forme di abuso dei bambini, coinvolgendo i Dipendenti e il Personale Correlato di OIKOS. OIKOS ha una **tolleranza zero** nei confronti dello sfruttamento e degli abusi sessuali, delle molestie sessuali e degli abusi sui minori. OIKOS prende in seria considerazione tutte le preoccupazioni e le denunce relative allo sfruttamento e agli abusi sessuali e agli abusi sui bambini che coinvolgono i dipendenti OIKOS e il personale correlato. OIKOS garantisce l'avvio di un'indagine rigorosa sui reclami che indicano una possibile violazione di questa politica e prende le opportune misure disciplinari.

Definizioni chiave:

Sfruttamento sessuale: "Qualsiasi abuso effettivo o tentato di abuso di una posizione di vulnerabilità, di potere differenziale o di fiducia, per scopi sessuali, incluso, ma non limitato a, trarre profitto monetario, sociale o politico dallo sfruttamento sessuale di un altro".

Abuso sessuale: "L'intrusione fisica effettiva o minacciata di natura sessuale, sia con la forza che in condizioni disuguali o coercitive".

I nostri protocolli di comportamento:

La capacità di OIKOS di raggiungere la sua visione e la sua missione dipende dagli sforzi individuali e collaborativi di tutti i dipendenti OIKOS e del suo personale correlato. A tal fine, tutti i Dipendenti e il Personale Correlato di OIKOS devono sostenere e promuovere i più alti standard di condotta etica e professionale e rispettare le politiche di OIKOS. Questa politica stabilisce gli standard minimi che tutti i Dipendenti e il Personale Correlato di OIKOS devono seguire per proteggere i partecipanti al programma e le comunità dallo sfruttamento e dall'abuso sessuale e dall'abuso di minori da parte dei Dipendenti e del Personale Correlato di OIKOS.

Questi standard si applicano a tutti i Dipendenti e Personale Correlato di OIKOS e hanno lo scopo di fornire una guida illustrativa per i dipendenti e il personale correlato per prendere decisioni che esemplificano il Codice di Condotta OIKOS e i valori fondamentali della loro vita professionale e personale. Qualsiasi violazione di questi Standard è un problema serio e può portare ad azioni disciplinari, fino al licenziamento di ogni Membro o Affiliato OIKOS, in conformità con le procedure disciplinari e le leggi applicabili. Tutti i dipendenti OIKOS e il personale correlato devono firmare questi standard:

- I Dipendenti e il Personale Correlato di OIKOS non richiederanno alcun servizio o favore sessuale ai partecipanti ai programmi OIKOS, ai bambini o ad altri nelle comunità in cui OIKOS lavora, in cambio di protezione o assistenza, e non intraprenderanno relazioni di sfruttamento sessuale o di abuso.

- I Dipendenti e il Personale Affine di OIKOS non scambieranno denaro, impiego, beni o servizi in cambio di sesso, inclusi i favori sessuali o altre forme di comportamento umiliante, degradante o di sfruttamento. Questo divieto di scambio di denaro in cambio di sesso significa che i Dipendenti e il Personale Correlato di OIKOS non possono avvalersi dei servizi dei lavoratori del sesso.

- I Dipendenti e il Personale Correlato di OIKOS sono fortemente dissuasi dal fare sesso o dall'intraprendere attività sessuali con i partecipanti al programma perché esiste un conflitto di interessi intrinseco e un potenziale abuso di potere in tale relazione. Se un dipendente ha rapporti sessuali o attività sessuali con un partecipante al programma, il dipendente deve informare il proprio supervisore di questo comportamento per ottenere una guida appropriata. La mancata segnalazione di tale comportamento può portare ad azioni disciplinari in conformità con le politiche e le procedure dell'OIKOS.

- I dipendenti e il personale correlato di OIKOS devono astenersi dall'attività sessuale con qualsiasi persona di età inferiore ai 18 anni, indipendentemente dall'età del consenso locale, ovvero dalle leggi locali o nazionali del Paese in cui il dipendente lavora. La non conoscenza o l'errata convinzione dell'età del bambino non è una difesa. La mancata denuncia di tale relazione può portare ad azioni disciplinari in conformità con le politiche e le procedure di OIKOS.
- I dipendenti e il personale correlato di OIKOS non sosterranno o prenderanno parte ad alcuna forma di sfruttamento sessuale o attività abusiva, inclusi, ad esempio, la pornografia infantile o il traffico di esseri umani.
- I Dipendenti e il Personale Correlato di OIKOS tratteranno tutti i bambini con rispetto e non useranno un linguaggio o un comportamento inappropriato, molesto, abusivo, sessualmente provocatorio, umiliante o culturalmente inappropriato nei confronti dei bambini.
- I dipendenti e il personale ausiliario di OIKOS non assumeranno bambini per lavori domestici o di altro tipo che siano inappropriati, data la loro età o il loro stadio di sviluppo, che interferiscano con il loro tempo a disposizione per attività educative e ricreative o che li pongano in una situazione di rischio significativo di infortunio.

Le norme di cui sopra non intendono essere un elenco esaustivo. Altri tipi di comportamento sessualmente sfruttativi o abusivi possono essere motivo di azione disciplinare ai sensi del Codice Etico di OIKOS. Il personale di OIKOS non deve in alcun caso adottare comportamenti umilianti, degradanti o di sfruttamento. L'accettazione e il rispetto di questi standard di comportamento è anche una condizione di ogni accordo di cooperazione. OIKOS non stipulerà accordi di cooperazione con entità o individui - inclusi appaltatori, partner e visitatori - che non riconoscano che tutte le forme di SEA violano le norme e gli standard internazionali universalmente riconosciuti e non si impegnino a tutelarsi dallo sfruttamento e dall'abuso sessuale.

Comunicazione sicura:

OIKOS ha un dovere di attenzione nei confronti dei beneficiari dei suoi programmi e deve sempre mettere al primo posto i loro interessi. I beneficiari hanno il diritto di essere accuratamente rappresentati e OIKOS si assume la responsabilità di non rappresentare un'immagine manipolata o sensazionalistica del benessere e delle circostanze dei beneficiari. I beneficiari devono essere presentati come esseri umani con la propria identità e dignità preservata. Le foto e altri dettagli identificativi dei beneficiari rappresentano un rischio per la loro sicurezza e dignità, in particolare in situazioni di conflitto e post-conflitto. Il principio "Do No Harm" deve guidare la raccolta e l'uso di immagini e informazioni sui beneficiari.

Tutto il personale e i collaboratori di OIKOS sono obbligati a rispettare i seguenti standard di comportamento quando registrano e utilizzano immagini e storie:

- Quando si realizzano immagini dei beneficiari (foto, video, ecc.), assicurarsi che siano rispettose, che le persone siano adeguatamente vestite e che si evitino pose sessualmente suggestive.
- Scegliere le immagini e i messaggi correlati sulla base dei valori di rispetto e di uguaglianza. Le immagini devono rappresentare un'ampia gamma di persone - uomini e donne, di età, capacità e origini diverse - e non presentarle come vittime.
- Rappresentare in modo veritiero la situazione particolare sia nel suo contesto immediato che in quello più ampio.
- Evitare approcci che potenzialmente stereotipano o sensazionalizzano le persone, le situazioni o i luoghi.
- Assicuratevi che le persone la cui situazione viene rappresentata abbiano l'opportunità di comunicare la loro storia in prima persona.
- Scattare e utilizzare immagini e storie solo con la piena comprensione e il permesso del soggetto (genitore/tutore legale/custode legale, se del caso). Il consenso informato deve essere firmato (o accettato verbalmente) e archiviato in un luogo sicuro. Nessuna immagine e/o storia in cui i beneficiari siano identificabili può essere resa pubblica attraverso il sito web di OIKOS o altri mezzi senza il consenso informato o il consenso dei soggetti.

Annex 8 – KISWAHILI - Dhahania ya Sera ya Kuzuia Unyonyaji na Unyanyasaji wa Kijinsia ya Shirika la OIKOS

Maadili, Kanuni na Imani yetu:

ISTITUTO OIKOS (OIKOS) inaweka utu na ubinadamu kuwa kipaumbele katika misaada na kazi zake za maendeleo. Kwa moyo huo jitihada zake za kupambana na umaskini na haki za kijamii, shirika la OIKOS linajishirikisha na jamii zilizotengwa, pia watu wazima na watoto walio katika mazingira magumu.

Watu wazima na watoto walio katika mazingira magumu, wako hatarini sana kukutwa na athari za unyanyasaji wa kijinsia. Sera hii inafafanua dhamira ya OIKOS kuzuia unyonyaji na unyanyasaji wa Kijinsia dhidi ya watu wazima walio katika mazingira magumu, ikihusisha wafanyakazi na watumishi wote wa shirika. **OIKOS haita vumilia kabisa unyonyaji, unyanyasaji wa kijinsia, na unyanyasaji wa watoto.** OIKOS itachukulia kwa uzito wa juu malalamiko yatakayohusishwa na unyanyasaji wa kijinsia na unyanyasaji wa watoto utakouhusisha wafanyakazi na watumishi wake wote. OIKOS itafanya uchunguzi wa kina kwa madai yatakayoonyesha **uwezekano** wa kuwepo ukiukwaji wa sera hii na itachukua hatua stahiki za kinidhamu, kama zitakavyohitajika.

Ufafanuzi Muhimu

Unyonyaji wa Kijinsia: “Ni kuwepo kwa uhalisia au jaribio la unyanyasaji kutokana na nafasi ya watu walio katika mazingira magumu, utofauti wa nguvu, au uaminifu kwa malengo ya unyanyasaji, lakini bila kuweka zui, ikiwepo kufaidika kifedha, kijamii, au kisiasa kutokana na unyanyasaji wa kijinsia kwa wengine.

Unyanyasaji wa kijinsia: “Ni kuwepo kwa uhalisia au tishio la kuingiliwa kimwili kwa ajili ya ngono, iwe kwa nguvu au chini ya mazingira yasiyo ya usawa au ya kulazimishwa”

Itifaki ya tabia zetu:

Uwezo wa kimataifa wa shirika la OIKOS kufikia dira na dhamira yake inategemea jitihada binafsi na za ushirikiano wa wafanyakazi na watumishi wote. Kwahiyo, wafanyakazi na watumishi wote wanatakiwa kudumisha na kukuza kiwango cha juu kabisa cha maadili na weledi na kutii sera zote za OIKOS. Sera hii inaweka viwango vya chini kabisa vya kufuatwa na wafanyakazi na watumishi wote wa OIKOS ili kuwalinda washiriki wa programu na wanajamii dhidi ya unyonyaji na unyanyasaji wa kijinsia na unyanyasaji wa watoto dhidi ya wafanyakazi na watumishi wa OIKOS.

Viwango hivi vinatumika kwa wafanyakazi na watumishi wote kwa nia ya kutoa vielelezo na muongozo kwa wafanyakazi na watumishi katika kufanya maamuzi yanayotoa mfano wa maadili ya OIKOS katika maisha yao ya kitaalam na binafsi. Ukiukwaji wowote wa viwango hivi ni jambo kubwa ambalo litaweza kusababisha hatua za kinidhamu kuchukuliwa, ikiwa hata kuachishwa kazi, pia kulingana na taratibu za kinidhamu kwa kila mwanachama wa OIKOS au washirika na sheria zinazohusika. Wafanyakazi na watumishi wote wa OIKOS watatakiwa kusaini huu muongozo:

- Wafanyakazi na watumishi wote wa OIKOS hawataomba huduma yeyote au upendeleo wa kijinsia kutoka kwa washiriki wa programu za OIKOS, watoto au wanajamii wengine ambako OIKOS inafanya kazi, kwa ajili ya kupata kinga au msaada katika kazi zao, na hawatajijihusisha kwenye mahusiano ya unyonyaji au unyanyasaji wa kijinsia.

- Wafanyakazi na watumishi wa OIKOS hatabadilishana pesa, ajira, bidhaa na huduma kwa ngono, pamoja na upendeleo wa kijinsia au aina zingine za udhalilishaji na unyonyaji wa kijinsia. Katazo hili dhidi ya kubadilishana pesa kwa ngono lina maana wafanyakazi na watumishi wote wa OIKOS hawawezi kushiriki kutoa huduma au kufanya biashara ya ngono.
- Wafanyakazi na watumishi wa OIKOS wanatahadharishwa kufanya ngono au kushiriki shughuli za kingono na washiriki wa programu ili kuzuia mgongano wa maslahi ama uwezekano wa kuwepo utumiaji mbaya wa madaraka katika mahusiano hayo. Kama mfanyakazi atakua na mahusiano au shughuli za kingono na washiriki wa programu, basi atahitajika kutoa taarifa ya huu uhusiano kwa msimamizi wake wa kazi ili kupata muongozo unaofaa. Iwapo atashindwa kutoa ripoti ya mwenendo huo kunaweza kusababisha hatua za kinidhamu kuchukuliwa dhidi yake kwa kufuata sera na muongozo wa OIKOS.
- Wafanyakazi na watumishi wa OIKOS lazima wajiepushe na vitendo vya ngono na mtu yeyote chini ya umri wa miaka 18, bila kujali idhini na umri wa eneo, yaani sheria za mitaa au za kitaifa za nchi ambayo mfanyakazi anafanya kazi. Ujinga au imani potofu ya umri wa mtoto sio utetezi. Kukosa kuripoti uhusiano kama huo kunaweza kusababisha hatua za kinidhamu kulingana na sera na taratibu za OIKOS.
- Wafanyakazi na watumishi wa OIKOS hawataunga mkono au kushiriki katika aina yoyote ya unyonyaji au unyanyasaji wa kijinsia au vitendo vya unyanyasaji, pamoja na, kwa mfano, picha/video za ngono za Watoto au usafirishaji wa binadamu.
- Wafanyakazi na watumishi wa OIKOS watawaheshimu watoto wote na hawatatumia lugha au tabia kwa watoto ambayo haifai, inanyanyasa, inahamasisha ngono, inadharau au haifai kitamaduni.
- Wafanyakazi na watumishi wa OIKOS hawataajiri watoto kwa kazi za nyumbani au kazi nyingine ambayo haifai kulingana na umri wao au hatua ya ukuaji, ambayo inaathiri wakati wao wa masomo na shughuli za kimichezo au ambayo inawaweka katika hatari kubwa ya kuumia.

Viwango vilivyowekwa hapo juu havijakusudiwa kuwa orodha kamili. Aina zingine za tabia ya unyonyaji na unyanyasaji wa kijinsia zinaweza kuwa sababu ya hatua za kinidhamu kulingana na kanuni za maadili za OIKOS. Wafanyakazi wa OIKOS hawapaswi kushiriki katika aina yoyote ya tabia ya kudhalilisha, kudhalilisha au unyonyaji kwa hali yoyote. Kukubali na kufuata viwango hivi vya tabia pia ni hali ya kila mpangilio wa ushirika. OIKOS haitaingia katika mipango ya ushirika na vyombo au watu binafsi - pamoja na wakandarasi, walengwa na wageni - ambao hawatambui kuwa aina zote za unyonyaji na unyanyasaji wa kijinsia zinakiuka kanuni na viwango vya kimataifa vinavyotambulika, na hawajitoi kulinda unyanyasaji wa kijinsia.

Mawasiliano Salama:

OIKOS ina jukumu la kutunza wanufaika wa mipango yake na wakati wote lazima iweke maslahi yao mbele. Wanufaika wana haki ya kuwakilishwa kwa ufasaha na OIKOS inakubali jukumu lake sio kuonyesha sura ya udanganyifu kwa ustawi wa mnufaika na mazingira yake. Wanufaika lazima wawakilishwe kama wanadamu na utambulisho na hadhi yao kuhifadhiwa. Picha na maelezo mengine ya kuwatambua wanufaika yanawakilisha hatari kwa usalama wao na hadhi, hasa katika migogoro na hali baada ya utatuzi wa migogoro. Kanuni ya "Usinidhuru" lazima iongoze ukusanyaji na matumizi ya picha na habari kuhusu taarifa za wanufaika.



Wafanyakazi wote na washirika wa OIKOS wanalazimika kuzingatia viwango vifuatavyo vya tabia wakati wa kurekodi na kutumia picha na hadithi:

- Hakikisha wakati wa kutengeneza picha za wanufaika (picha, video, n.k.) kwamba wana nidhamu, kwamba watu wamevaa mavazi yanayojitosheleza na kwamba mikao ya picha inayochochea ngono inaepukwa.
- Chagua picha na ujumbe unaohusiana kulingana na maadili na usawa. Picha zinapaswa kuwakilisha makundi ya watu - wa kiume na wa kike, na makundi ya umri, uwezo na asili - na sio kuziwasilisha kama waathirika wa unyanyasaji.
- Kiuhalisia hali fulani iwakilishwe vyema kwa upana wake.
- Epuka mbinu ambazo zinaweza kuwa za uwongo au kuathiri hisia za watu, hali au mahali.
- Hakikisha kwamba watu ambao hali yao inawakilishwa wana nafasi ya kuelezea hadithi zao wenyewe.
- Piga na utumie picha na hadithi tu kwa uelewa kamili na kwa idhini ya mhusika (mzazi / mlezi wa kisheria / mlezi pale inapofaa). Idhini hiyo inahitaji kutiwa sahihi (au kukubaliwa kwa maneno) na kuhifadhiwa mahali salama. Hakuna picha na / au hadithi ambayo wanufaika wanatambulika inaweza kuwekwa hadharani kupitia tovuti ya OIKOS au njia zingine bila idhini ya mlengwa au somo husika.
- Badilisha majina ya wanufaika ili kulinda utambulisho wao, isipokuwa watakaposema wazi kwa ridhaa yao kwamba jina lake halisi litumike, na haitakuwa kigezo cha athari za usalama wao.
- Usiweke wazi habari binafsi (kama vile mahali) ambayo inaweza kuweka wanufaika hatarini kwenye tovuti ya OIKOS au kwenye maeneo ya umma.
- Ripoti kwa wakati unaofaa wasiwasi wowote au tuhuma juu ya picha zisizofaa au za kuingiliana kupitia taratibu zilizo sahihi za kuripoti wasiwasi wa unyanyasaji wa kijinsia au tuhuma. Vyombo vya habari vya kijamii - kama blogs, Facebook au twitter - yanayotokana na OIKOS vinategemea mawasiliano salama kama ilivyoainishwa hapo juu.

Imesomwa na kukubalika:

.....

.....

Jina la Mlengwa / Wanaojitolea / Mgeni / Mkandarasi

Mahali na Tarehe

.....

Sahihi

.....

Jina la mdhamini ndani ya OIKOS

Annex (Anexo) 8 – PT Resumo da Política PESA Oikos

Nossos valores, princípios e crenças:

INSTITUTO OIKOS (OIKOS) coloca a dignidade humana no centro de seu trabalho de assistência e desenvolvimento. No coração dos esforços da OIKOS para impactar a pobreza e justiça social está seu envolvimento com comunidades marginalizadas, e adultos e crianças vulneráveis.

Adultos e crianças vulneráveis estão particularmente a risco de exploração sexual e abuso. Essa política define o compromisso da OIKOS a proteção contra exploração sexual e abuso (PESA) de adultos vulneráveis, envolvendo funcionários OIKOS e Pessoal Relacionado. Em reconhecimento da especial vulnerabilidade de crianças, essa política afirma também o compromisso da OIKOS ao bem-estar e proteção contra exploração sexual e todas as formas de abuso de crianças, envolvendo funcionários OIKOS e Pessoal Relacionado. **OIKOS possui tolerância zero em relação a exploração sexual e abuso, assédio sexual e abuso infantil.** OIKOS leva a sério todas as preocupações e reclamações sobre exploração sexual e abuso infantil envolvendo funcionários OIKOS e Pessoal Relacionado. OIKOS inicia uma investigação rigorosa das reclamações que indicam uma possível violação dessa política e toma medidas disciplinares apropriadas, conforme garantido.

Definições chave:

Exploração Sexual: “Qualquer abuso real ou tentativa de abuso de uma posição vulnerável, poder diferenciado, ou confiança, para fins sexuais incluindo, mas não somente a, lucro monetário, social ou político da exploração sexual de outro.”

Abuso Sexual: “Ameaça ou real intrusão física de natureza sexual, seja por força ou sob condições coercitivas ou desiguais.”

Nossos protocolos de comportamento:

A capacidade internacional da OIKOS de alcançar sua visão e missão depende dos esforços individuais e colaborativos de todos os funcionários OIKOS e Pessoal Relacionado. A este fim, todos os funcionários OIKOS e Pessoal Relacionado devem defender e promover os mais altos padrões de conduta ética e profissional e obedecer as políticas da OIKOS. Essa política define os padrões mínimos a serem seguidos por todos os funcionários OIKOS e Pessoal Relacionado para proteger os participantes dos programas e as comunidades de exploração sexual e abuso, e abuso infantil, por funcionários da OIKOS e Pessoal Relacionado.

Essas normas se aplicam a todos os funcionários OIKOS e Pessoal Relacionado e tem como objetivo fornecer um guia ilustrativo para funcionários e pessoal relacionado para tomar decisões que exemplifiquem o Código de Conduta e valores essenciais da OIKOS em suas vidas profissionais e pessoais. Qualquer violação dessas Normas é uma preocupação séria e poderá resultar em ações disciplinares, até e incluindo demissão, de acordo com os procedimentos de disciplina de cada Membro ou Afiliado OIKOS e leis aplicáveis. Todos os funcionários OIKOS e Pessoal Relacionado devem assinar a estas normas:

- Funcionários OIKOS e Pessoal Relacionado não solicitarão qualquer serviço ou favor sexual dos participantes dos programas OIKOS, crianças ou outros nas comunidades em que OIKOS trabalha, em troca de proteção ou assistência, e não se envolverão em relações abusivas e sexualmente explorativas.
- Funcionários OIKOS e Pessoal Relacionado não trocarão dinheiro, emprego, bens ou serviços por sexo, incluindo favores sexuais ou outras formas de comportamento explorativo, degradante ou humilhante. Essa proibição contra a troca de dinheiro por sexo significa que Funcionários OIKOS e Pessoal Relacionado não podem contratar os serviços de profissionais do sexo.
- Funcionários OIKOS e Pessoal Relacionado são fortemente desencorajados a fazer sexo ou se envolver em atividades sexuais com participantes do programa pois existe um inerente conflito de

interesses e potencial para abuso de poder em tal relacionamento. Se um funcionário se envolver em sexo ou atividades sexuais com um participante do programa, o funcionário deve divulgar essa conduta a seu supervisor/a para orientação apropriada. A falha em reportar tal conduta poderá acarretar em ação disciplinar de acordo com as políticas e procedimentos da OIKOS.

- Funcionários OIKOS e Pessoal Relacionado devem abster-se de atividades sexuais com qualquer pessoa menor de 18 anos, independentemente da idade local de consentimento, ou seja, as leis locais ou nacionais onde o funcionário trabalha. Ignorância ou crença errônea da idade da criança não é uma defesa. O não relato de tal relação pode levar a ações disciplinares de acordo com as políticas e procedimentos da OIKOS.
- Funcionários OIKOS e Pessoal Relacionado não apoiarão ou participarão em qualquer forma de exploração sexual ou atividades abusivas, incluindo, por exemplo, pornografia infantil ou tráfico de seres humanos.
- Funcionários OIKOS e Pessoal Relacionado tratarão todas as crianças com respeito e não utilizarão linguagem ou comportamento em relação às crianças que seja impróprio, ofensivo, abusivo, sexualmente provocativo, humilhante ou culturalmente inapropriado.
- Funcionários OIKOS e Pessoal Relacionado não contratarão crianças para trabalhos domésticos ou outro tipo de trabalho que seja inapropriado devido a sua idade ou estágio de desenvolvimento, que interfira com seu tempo disponível para educação ou atividades recreativas ou que os coloque a risco significativo de lesões.

As normas estabelecidas acima não pretendem ser uma lista exaustiva. Outros tipos de comportamento abusivo ou sexualmente explorativo podem ser motivo para ações disciplinares de acordo com o Código de Ética da OIKOS. O pessoal da OIKOS não deve se envolver em qualquer forma de comportamento humilhante, degradante ou de exploração sob qualquer circunstância. A aceitação e cumprimento dessas normas de comportamento são também condições de todos os acordos de cooperação. A OIKOS não entrará em acordos de cooperação com entidades ou indivíduos – incluindo contratados, parceiros e visitantes – que não reconhecem que todas as formas de ESA violam normas e padrões reconhecidos internacionalmente, e não se comprometam a proteção da exploração sexual e abuso.

Comunicação Segura:

OIKOS tem o dever de zelar para com os beneficiários de seus programas e a todos os momentos deve colocar os seus melhores interesses em primeiro lugar. Os beneficiários têm o direito de ser representados com precisão e OIKOS aceita a responsabilidade de não retratar uma imagem manipulado ou sensacionalista do bem-estar dos beneficiários e suas circunstâncias. Os beneficiários devem ser apresentados como seres humanos com suas próprias identidades e dignidades preservadas. Fotos e outros detalhes identificativos de beneficiários representa um risco para sua segurança e dignidade, particularmente em situações de conflito e pós conflito. O princípio “Não causar danos” deve guiar a coleta e uso de imagens e informações sobre os beneficiários.

Todo o pessoal OIKOS e associados são obrigados a aderir as seguintes normas de comportamento ao registrar e utilizar imagens e histórias:

- Assegurar-se que ao fazer imagens dos beneficiários (fotos, vídeos, etc.) essas sejam respeitadas, que as pessoas estejam adequadamente vestidas e que poses sexualmente sugestivas sejam evitadas.
- Escolher imagens e mensagens relacionadas baseando-se em valores de respeito e igualdade. As imagens devem representar uma ampla gama de pessoas – homens e mulheres, e diversas idades, habilidades e origens – e não as apresentar como vítimas.
- Representar com verdade a situação em particular em seu contexto imediato e amplo.
- Evitar abordagens que potencialmente sejam sensacionalistas ou estereotipem pessoas, situações ou locais.
- Assegurar-se que as pessoas cujas situações estão sendo representadas tenham a oportunidade de comunicar sua história eles mesmos.

- Tirar ou utilizar imagens e histórias somente com o completo entendimento e permissão do sujeito (pai/representante legal/cuidador quando aplicável). O consento informado deve ser assinado (ou concordado verbalmente) e preenchido em um local seguro. Nenhuma imagem e/ou história onde os beneficiários sejam identificáveis pode ser tornada pública através do website OIKOS ou outros meios sem o consento ou não consento dos sujeitos.
- Altere o nome dos beneficiários para proteger sua identidade, a menos que eles tenham declarado explicitamente a preferência do uso de seu nome verdadeiro, e implicações de segurança não sejam um fator.
- Não divulgue informação pessoal (como local) que podem colocar os beneficiários em risco no website OIKOS ou em literatura pública.
- Relate em tempo adequado qualquer preocupação ou suspeito sobre imagens intrusivas ou inapropriadas através do mesmo procedimento usado para relatar preocupações ou suspeitas de ESA. Mídias sociais – como blogs, Facebook ou Twitter – geradas pela OIKOS são sujeitas as mesmas práticas de comunicação segura descritas acima.

Lido e concordado:

.....

Nome do Partner/Voluntário/Visitante/Contratado

.....

Local e data

.....

Assinatura

.....

Nome da referência de contato na OIKOS

Annex 9 - In-Country PSEA Focal Point Terms of Reference

General purpose of the role:

With the support and under the supervision of the in-country PSEA Referent, the in-country PSEA Focal Point is designated to receive complaints and reports about alleged acts of SEA within his/her assigned geographical area of responsibility, and is in charge of ensuring proper and effective response in compliance with relevant guiding principles and the established procedures. Moreover, the in-country PSEA Focal Point is in charge of actively contributing to raise awareness on PSEA and revise the country-specific PSEA strategy and related SOPs.

Main responsibilities and tasks:

- Be the focal point for receiving complaints and reports about alleged acts of SEA involving OIKOS personnel or associates, or other humanitarian aid workers, within his/her assigned geographical area of responsibility;
- Ensure that all materials pertaining to complaints and reports are handled in strict confidence, and in line with applicable grievance and complaint handling procedures;
- Take appropriate measures to ensure safety and protection for survivors, as well as alleged perpetrators and complainants if different from the survivors;
- Where the survivor consents, refer immediately the case to internal and/or external available GBV/CP response mechanisms, so that survivors can receive the medical, psychosocial, legal and material support they need, or directly assist survivors to access immediate medical assistance where needed;
- Keep the in-country PSEA Referent up to date on the actions taken;
- Refer complaints and reports for investigation;
- Participate in investigations, ensuring there is no conflict of interest on the case and advising the investigating panel on actions which may be needed;
- Actively contribute to raising awareness on PSEA among OIKOS personnel and associates (including newcomers), as well as beneficiaries and target communities, with special focus on the internal procedures to raise complaints or report incidents of SEA;
- Maintain relations and collaborates with the in-country PSEA Focal Points of other agencies or organisations so as to promote consistency among entities, and benefit from lessons learned and best practices;
- Act as the alternate of the in-country CP Focal Point within his/her assigned geographical area of responsibility;
- Provide inputs, suggestions for improvements and recommendations for future actions for the regular revision of the country-specific PSEA strategy and related SOPs.

I, the undersigned _____, hereby acknowledge that I have read, understood and agree to perform the role of in-country PSEA Focal Point in accordance with this terms of reference.

Signature: _____ Date: _____

Annex 10: In-Country PSEA Referent Terms of Reference

General purpose of the role:

The in-country PSEA Referent is in charge of assisting the Head of Mission in ensuring the implementation of and adherence to the PSEA Policy within the country mission, with special focus on PSEA training and awareness. Moreover, the in-country PSEA Referent is in charge of supporting and supervising the in-country PSEA Focal Point(s) when there are complaints or reports about alleged acts of SEA to ensure proper and effective response in compliance with relevant guiding principles and the established procedures.

Main responsibilities and tasks:

- Support the development of the country-specific PSEA strategy and related SOPs, as well as the elaboration of the country-specific annual implementation plan and the identification of the necessary resources for implementation;
- Support the development of contextualised training and awareness materials on the content of the PSEA Policy and related standards of behaviour;
- Ensure that OIKOS personnel and associates (including newcomers and partners), as well as beneficiaries and target communities, are aware of what SEA is, OIKOS zero tolerance towards SEA and the content of the PSEA Policy;
- Monitor and regularly review the effectiveness of the PSEA training and awareness materials and programmes;
- Ensure that accessible and effective complaint mechanisms for reporting SEA are developed and integrated within existing complaint and feedback structures;
- Ensure that a data protection system for recording, storing and sharing data related to SEA survivors and incidents is developed and observed;
- Ensure that adequate GBV/CP referral pathways and related SOPs are operational and regularly updated in each country office/base to guarantee that SEA survivors are provided with timely and appropriate access to comprehensive assistance and care;
- Support and supervise the in-country PSEA Focal Point(s) when there are complaints or reports about alleged acts of SEA involving OIKOS personnel or associates, or other humanitarian aid workers, to ensure proper and effective response in compliance with relevant guiding principles and the established procedures;
- Participate in investigations, and in PSEA Policy Steering Committee ad-hoc meetings as required;
- Support the regular revision of the country-specific PSEA strategy and related SOPs, as well as the regular revision of the PSEA Policy.

I, the undersigned _____, hereby acknowledge that I have read, understood and agree to perform the role of in-country PSEA Referent in accordance with this terms of reference.

Signature: _____ Date: _____

Annex 11 - PSEA Incident Reporting Form

If you have seen an actual incident or suspect and have cause for concern regarding an incident of child abuse or SEA, please follow the guidelines and fill out the questions below where appropriate. It is important that you identify in this form whether it is an actual incident or a suspected incident.

Personnel Member Details:

Name: _____

Position: _____ Relationship with OIKOS: _____

Line Manager/Supervisor: _____

Contact Details: _____

Survivor Details:

Name: _____

Sex: _____ Age: _____

Nationality: _____

Village/Town: _____

Municipality/District: _____

Governorate/Region: _____

Country: _____

Parent/Legal Guardian/Caregiver Details

(only if the survivor is a child):

Name: _____

Sex: _____ Age: _____

Nationality: _____

Relationship with the survivor: _____

Village/Town: _____

Municipality/District: _____

Governorate/Region: _____

Country: _____

Incident Details (please identify whether it is an actual incident or a suspected incident):

Has the incident been seen or is the incident suspected? _____

Who disclosed the incident to you? _____

Date of the alleged incident: _____ Time of the alleged incident: _____

Location of the alleged incident: _____

Description of the alleged incident: _____

Was there any other individual involved in the alleged incident? If so, who? _____

Was there any witness? If so, who? _____

Alleged Perpetrator Details:

Name: _____

Sex: _____ Age: _____ Nationality: _____

Position: _____ Relationship with OIKOS: _____

Observations (physical injuries or other observations):

Action Taken:

SIGNATURE:

DATE:

Annex 12 - Oath of Confidentiality for Investigators

I, the undersigned, hereby commit myself to exercise the utmost discretion with regard to my involvement in the investigation being conducted by OIKOS. I will hold secret all information known to me by reason of my activities on behalf of the investigating panel. I will not use such information for private gain, or to favour or prejudice any third party.

I understand that this declaration will remain in force after the completion of my assignment with the investigating panel. I also understand that divulging confidential information to persons who are not authorised to receive it may amount to misconduct, and that the signed original of this declaration will be held in the relevant investigation file.

Signature: _____

Name: _____

Position: _____

Place: _____

Date: _____

To be filled out by an investigator before whom the oath of confidentiality is taken:

Case number (Country Code/Progressive Number):

Signature: _____

Name: _____

Position: _____

Place: _____

Date: _____

Annex 13- Checklist for Country-Specific PSEA Strategies

International Guidelines:

Useful international guidelines include:

- UN General Assembly Resolution on United Nations Comprehensive Strategy on Assistance and Support to Victims of Sexual Exploitation and Abuse by United Nations Staff and Related Personnel (A/RES/62/214 7), 7 March 2008.
- Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and Non-UN Personnel, August 2008 and revised December 2011.
- Minimum Operating Standards for Protection from Sexual Exploitation and Abuse by own Personnel (MOS-PSEA), April 2012.
- Guidelines to implement the Minimum Operating Standards for Protection from Sexual Exploitation and Abuse by UN and non-UN Personnel, March 2013.
- IASC Guidelines for Integrating Gender-Based Violence Interventions in Humanitarian Action – Reducing risk, promoting resilience and aiding recovery, 2015.
- IASC PSEA Global Standard Operating Procedures on Inter-Agency Cooperation in Community- Based Complaint Mechanisms, May 2016.

Risk Analysis:

The following is a basic checklist to identify and evaluate context-related and operations related risks which might lead to SEA:

Context-Related Risks	Context-Related Risks	YES	Risk Level
Area of chronic insecurity.			
Absent or weak policing and judiciary, thus high impunity.			
Big disparity of power between men and women.			
High incidence of gender-based violence, including domestic violence and sexual violence.			
Women have no say at all and are, to all intents and purposes, believed to be second-class citizens.			
Large numbers of military (of whatever variety), especially if they are undisciplined and/or unpaid/unrewarded.			
Operations-Related Risks			
Existing structures and services are unused to support operational or large-scale programmes			
We work through <remote> field offices/bases with little supervision/ support from senior management			
There is a marked disparity of <wealth> between humanitarian aid workers and beneficiaries			
The beneficiary population is deprived of the means to live in safety and dignity			
We work through partners			
The staffs are away from home, family and friends for prolonged periods of time, coupled with difficult communication			
There are highly stressful situations, be that due to workload, poor living conditions, insecurity, high trauma in beneficiaries, etc.			
There are high numbers of child-headed and/or female-headed households			
Humanitarian aid workers have control over resources that beneficiaries want and need			
The majority of the <frontline> field staffs are male			

Definition of Risk Significance Levels:

HIGH: highly likely to happen and significant impact on the survivor

MEDIUM: either highly likely to happen or significant impact on the survivor

LOW: less likely to happen and less of an impact on the survivor

Information to gather at the local and national level:

Legal Resources:

- Details of any government body or organisation with statutory authority for the safety and protection of SEA survivors.
- Summary of legislation governing safety/protection/welfare of SEA survivors.
- International conventions to which the country is a signatory or has ratified.
- Brief analysis of implementation/enforcement of legislation as far as this is known.
- Local police position on investigation of SEA allegations that involve a criminal offence and likelihood of prosecution of such offences.
- Legal age of consent in country and legislation covering this.

Other Agencies, Organisations and Structures:

- Details of health and other services that may be accessed as part of the response to SEA survivors.
- Details of agencies and organisations, relevant bodies and professional networks, including any local joint arrangement for dealing with GBV issues, HIV, women’s centres/refuges or safe housing.
- Details of locally-based agencies and organisations working on PSEA.

Affected and Local Communities:

- Information on the kinds of behaviour seen in the local area which might lead to SEA.
- Information on formal and informal community-based justice, safety and protection mechanisms, and how these function.
- Information on community resources such as local advocacy groups, community and faith groups, or organized activities which could support SEA prevention and response.

Annex 14: Matrix for managing Staff and related personnel

WHO	Research/recruitment	Documents to sign	TRAINING/Awareness
staff	<ul style="list-style-type: none"> • Safer recruitment (annex 2); • PSEA sharing with short listed; • Interview also on SEA; • Reference on SEA and CP 	<ul style="list-style-type: none"> • Annex 4 - Declaration of agreement to be bound by and uphold the OIKOS PSEA POLICY for personnel; • Annex 8 - Abstract of the OIKOS PSEA Policy • Declaration of criminal convictions where official criminal record is not possible. 	<p>Face to face training on PSEA Policy</p> <p>Video</p> <p>On line training as for Annex 1</p>
Volunteer /intern/ Service consultant	<ul style="list-style-type: none"> • Interview also on SEA 	<ul style="list-style-type: none"> • Annex 4 - Declaration of agreement to be bound by and uphold the OIKOS PSEA POLICY for personnel; • Annex 8 - Abstract of the OIKOS PSEA Policy • Declaration of criminal convictions where official criminal record is not possible 	<ul style="list-style-type: none"> • Face to face training on PSEA Policy • Video • On line training as for Annex 1 (only for long term over 2 weeks)
Contractor	<p>Tender dossier must include Declaration to be aware and agree to the Oikos Code of Ethics and PSEA Policy (summary of PSEA must be included in the tender dossier – Annex 8)</p> <p>Independent background check on Business practices</p>	<ul style="list-style-type: none"> • Annex 8 - Abstract of the OIKOS PSEA Policy • Annex 5 - Declaration of agreement to be bound by and uphold the OIKOS PSEA POLICY for contractor 	<p>Briefing at contract signing</p>
PARTNER	=	<ul style="list-style-type: none"> • Annex 6 - Declaration of Agreement to be Bound by and Uphold the OIKOS PSEA Policy for Partners attached to the agreement • Annex 8 - Abstract of the OIKOS PSEA Policy 	<p>Briefing at MoU signing and sharing of training and awareness material</p>
Visitor	=	<ul style="list-style-type: none"> • Annex 8 - Abstract of the OIKOS PSEA Policy • Annex 7 - Declaration of Agreement to be Bound by and Uphold the OIKOS PSEA Policy Standards of Behaviour for Visitors 	<p>Briefing at agreement signing</p>



www.istituto-oikos.org