



PREVENT SEXUAL EXPLOITATION AND ABUSE (SEA) POLICY



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INTRODUCTION .

Serving Humanity Foundation (SHF) is committed to the highest standards of integrity and ethical behavior, particularly in protecting the rights and dignity of vulnerable individuals and communities. This Prevent Sexual Exploitation and Abuse (SEA) Policy outlines SHF’s commitment to preventing, addressing, and responding to sexual exploitation and abuse (SEA) within its operations, programs, and partnerships. SHF has a zero-tolerance policy towards all forms of sexual exploitation, abuse, and harassment.

This policy applies to all SHF staff, volunteers, consultants, contractors, and any individuals or organizations acting on behalf of SHF.

POLICY OBJECTIVES .

The objectives of this policy are:

- A** To prevent sexual exploitation and abuse by establishing a zero-tolerance culture within SHF.
- B** To provide clear guidelines for reporting, investigating, and addressing any cases of SEA involving SHF staff, volunteers, or partners.

POLICY STATEMENT .

- A** SHF has zero tolerance for any form of sexual exploitation, abuse, or harassment, and will take immediate and appropriate action in response to any reported incidents. SHF is committed to maintaining a safe environment in which sexual exploitation and abuse are prevented, and any violations are addressed swiftly and effectively.
- B** SHF will implement measures to protect all individuals, especially vulnerable populations such as women, children, and marginalized communities, from sexual exploitation and abuse in all its programs and operations.
- C** SHF will take a survivor-centered approach in handling SEA cases, ensuring that survivors receive the necessary support, protection, and confidentiality.

- C** To protect and support survivors of SEA by providing access to appropriate services and ensuring their safety and confidentiality.
- D** To ensure that all SHF personnel are aware of their responsibilities and adhere to the highest standards of conduct in their interactions with beneficiaries, partners, and communities.

DEFINITION OF TERMS .

SEXUAL EXPLOITATION

Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. This includes profiting from or using another person’s vulnerability for sexual gain.

SEXUAL ABUSE

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

SURVIVOR-CENTERED APPROACH

An approach that prioritizes the rights, needs, and wishes of survivors, ensuring their dignity, safety, and confidentiality throughout the response

ZERO TOLERANCE

SHF’s commitment to taking swift and decisive action in response to any allegations of SEA, ensuring that perpetrators are held accountable and

PRINCIPLES OF PREVENTING SEXUAL EXPLOITATION AND ABUSE

The following principles guide SHF's approach to preventing sexual exploitation and abuse:

ZERO TOLERANCE

SHF will not tolerate any form of sexual exploitation, abuse, or harassment by its staff, volunteers, or partners. Any breach of this policy will result in disciplinary action, including termination of employment or contract.

CONFIDENTIALITY

SHF will handle all reports of SEA with strict confidentiality to protect the identity and safety of survivors and witnesses.

PREVENTION

SHF will implement proactive measures to prevent SEA, including regular training, awareness-raising, and the establishment of clear codes of conduct for staff and partners.

SURVIVOR-CENTERED APPROACH

SHF is committed to supporting and protecting survivors of SEA, ensuring that their needs, dignity, and choices are respected throughout the reporting and response

ACCOUNTABILITY

SHF will hold all individuals, including staff, volunteers, and partners, accountable for adhering to this policy and will ensure that robust mechanisms are in place to report and investigate SEA incidents.

ROLES AND RESPONSIBILITIES.

BOARD OF DIRECTORS

Ensure that SHF's policies and practices related to SEA prevention align with the organization's mission and values.

Oversee the implementation and regular review of the SEA Policy.

SAFEGUARDING OFFICER

Act as the primary point of contact for SEA concerns and complaints, providing support to survivors and ensuring that cases are handled appropriately and confidentially.

Monitor compliance with the SEA Policy and conduct regular reviews of SHF's safeguarding measures.

Ensure that all staff and volunteers understand their roles and responsibilities regarding SEA prevention

CEO

Provide leadership in the implementation of the SEA Policy, ensuring that staff and volunteers adhere to SHF's zero-tolerance approach.

Approve all necessary actions to address incidents of SEA and ensure the safety and well-being of survivors.

STAFF AND VOLUNTEERS

Abide by SHF's Code of Conduct and SEA Policy at all times, ensuring respectful and appropriate behavior in all interactions.

Report any suspicions, concerns, or allegations of SEA to the Safeguarding Officer or through SHF's established reporting mechanisms.

HUMAN RESOURCES DEPARTMENT

Ensure that all staff, volunteers, and partners undergo mandatory training on SEA prevention and reporting.

Support the development of policies and procedures that promote a safe and respectful work environment.

Manage all complaints and investigations related to SEA, ensuring confidentiality and due process.

PARTNERS AND CONTRACTORS

Ensure that their policies and practices align with SHF's SEA Policy and that their staff are trained on SEA prevention.

Work collaboratively with SHF to prevent SEA in joint programs and activities.

POLICY PROVISIONS.

CODE OF CONDUCT

SHF will establish and enforce a Code of Conduct that prohibits all forms of sexual exploitation and abuse. All staff, volunteers, and partners must sign the Code of Conduct and commit to upholding its principles.

SEA PREVENTION TRAINING

SHF will provide mandatory SEA prevention training to all staff, volunteers, and partners. Training will cover recognizing SEA, reporting mechanisms, survivor support, and maintaining professional boundaries.

REPORTING MECHANISMS

SHF will establish safe, confidential, and accessible reporting mechanisms for SEA incidents. These mechanisms will be communicated clearly to staff, beneficiaries, and partners.

Anonymous reporting options will be made available, and individuals who report SEA will be protected from retaliation.

INVESTIGATION PROCEDURES

All reports of SEA will be investigated promptly and thoroughly by trained personnel. SHF will take appropriate action based on the findings of the investigation, which may include disciplinary measures or legal action.

The Safeguarding Officer will oversee all investigations, ensuring that the rights and dignity of survivors are upheld throughout the process.

SUPPORT FOR SURVIVORS

SHF will ensure that survivors of SEA have access to appropriate support services, including medical care, counseling, and legal assistance. SHF will prioritize the safety, dignity, and well-being of survivors in all actions taken.

MONITORING AND EVALUATION

SHF will regularly monitor and evaluate the effectiveness of its SEA prevention measures. The Safeguarding Officer will conduct periodic reviews of the policy and recommend improvements to ensure continued compliance and effectiveness.

REPORTING PROCEDURES .

HOW TO REPORT SEA

- Individuals who experience or witness sexual exploitation or abuse should report the incident to the Safeguarding Officer or through SHF's anonymous reporting channels.

Reports can be made in person, by phone, by email, or through an online reporting platform. SHF will ensure that all reports are treated with the utmost confidentiality.

HANDLING REPORTS

- SHF will acknowledge receipt of SEA reports within [X] business days and will initiate an investigation into the matter. The Safeguarding Officer will oversee the investigation, ensuring impartiality and fairness.

FOLLOW-UP AND RESOLUTION

- SHF will take appropriate actions based on the investigation findings, which may include disciplinary measures, termination of employment or contracts, and referral to law enforcement if necessary. SHF will also provide feedback to the complainant on the outcome of the investigation, where appropriate.

SANCTIONS .

DISCIPLINARY ACTIONS

• Staff, volunteers, or partners found to be engaging in sexual exploitation, abuse, or harassment will face disciplinary measures, up to and including termination of employment or contracts. SHF will also refer cases to law enforcement where applicable.

LEGAL CONSEQUENCES

• SHF reserves the right to take legal action against any individual or entity found to be in violation of this SEA Policy, particularly in cases where survivors' safety or dignity has been compromised.

POLICY REVIEW .

A This policy will be reviewed every two years or as necessary to ensure compliance with evolving international best practices and legal standards.

B The Safeguarding Officer, in collaboration with senior management, will conduct the policy review and recommend any necessary updates to the Board of Directors.



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