



Review Date	04/04/2022
Revision	1.2
Reviewed by	Board
Review Frequency	Annually

Prevention from Sexual Exploitation & Abuse (PSEA) Policy

Purpose

The purpose of this policy is to protect people (including children) from sexual exploitation and abuse at the hands of the WFAV team.

Scope

WFAV prohibits any sexual exploitation and abuse (SEA). SEA violates universally recognised international legal norms and standards and WFAV considers such acts as serious misconduct that would constitute grounds for disciplinary measures which may include summary dismissal and criminal prosecution.

This policy addresses the prevention of and response to SEA of adults and is strongly linked to The Child Protection Policy, covering safeguarding of children.

This policy lays out the commitments made by WFAV and informs WFAV Team members of their responsibilities in relation to Prevention from Sexual Exploitation and Abuse. WFAV commits to addressing SEA through prevention, reporting and response.

Policy

In line with the Prevention from Sexual Exploitation and Abuse Policy intent, WFAV is committed to a Safeguarding Code of Conduct:

- Sexual exploitation and abuse by any WFAV Team members constitutes an act of gross misconduct and are therefore grounds for termination of contract/employment/placement and reporting to law-enforcement authorities
- Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally
- Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes exchange of assistance that is due to End Users
- Sexual relationships between the WFAV team and End Users are prohibited since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work
- If WFAV staff or volunteers develop concerns or suspicions regarding sexual abuse or exploitation by a member of the WFAV Team, s/he must report such concerns in accordance with this policy
- The WFAV Team are obliged to create and maintain an environment that prevents sexual exploitation and abuse, and promotes compliance to the Code of Conduct. Board members have particular responsibilities to support and develop systems that maintain this environment.



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Procedures

Duty to behave ethically

WFAV Staff and volunteers:

- Have an obligation to behave ethically, with integrity and with discretion
- Have a duty to abstain from engaging in any acts that may be perceived as SEA
- Are expected to create and maintain an environment that prevents SEA

Duty to report SEA

- WFAV staff and volunteers who witness or become aware of acts of SEA by fellow WFAV Team members or collaborators have a duty to report
- WFAV staff and volunteers who by the nature of their function may be in close contact with End Users may suspect or detect signs of SEA. They have a duty to report suspicions of such acts
- Failure to report constitutes a breach of the Code of Conduct and other policies, including this one, and the individual may be subject to disciplinary measures.
- Malicious reports of SEA made with the intention to harm the reputation of an individual or the organisation or to take undue advantage of SEA mechanisms for personal benefit are considered misconduct

Obligations of WFAV

WFAV is committed to acting to prevent SEA by:

- Raising awareness of Prevention from Sexual Exploitation and Abuse
- Facilitating reporting of SEA
- Giving priority to Prevention from Sexual Exploitation and Abuse
- Ensuring prompt and effective response to reports of SEA

Raising awareness and prevention from sexual exploitation and abuse

WFAV raises awareness by:

- Instituting this policy and other related policies such as Child Protection Policy and Code of Conduct.
- Making this policy and other related policies available on WFAV's website
- Training new and existing personnel in SEA using the training modules from [InterAction.org](https://www.interaction.org)
- Requiring new personnel to commit to and sign the Code of Conduct, Child Protection Policy & Prevention from Sexual Exploitation and Abuse Policy declarations.
- Communicating the Prevention from Sexual Exploitation and Abuse Policy via:
 - MOU and education from CEO, to inform Woreda Municipal Government;
 - Contract and induction to inform Contractors and Support Crew;
 - Initial village meetings to inform End Users of the behaviour they can expect from the WFAV Team and its collaborators and how to make complaints.
- Conducting background checks on WFAV staff and volunteers via police checks, working with children checks and referee reports.

Reporting



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- WFAV staff or volunteers who witness or become aware of acts of SEA by WFAV Team members or collaborators have a duty to report immediately to the SEA focal.
- Reports from End-Users may also be made via the In-Country Manager to the SEA focal.
- Reporting is to be conducted on WFAV's SEA Report Form.
- The Board is to be notified immediately of any reports and the SEA Report Form will be forwarded to the Board President for further action as soon as possible.
- Reports are to be given priority and to be addressed immediately.
- Reports will be managed in confidence.

Response

WFAV will initiate its own fact-finding investigation into reports of SEA as a priority using the PSEA Report Form. Based on the gravity of the situation and the evidence available, WFAV will refer the matter to authorities for criminal proceedings as appropriate and will collaborate with authorities. Upon conclusion of the investigation, the WFAV Board will make a decision on the appropriate course of action. This will be without prejudice to criminal proceedings.

Discipline

Based on the gravity of proven cases of SEA involving the WFAV Team and in addition to any criminal verdict that may result from legal proceeding for cases that are referred to authorities for criminal prosecution, or other measures taken against the WFAV team member concerned, WFAV will apply disciplinary measures that may include summary dismissal.

Disciplinary sanctions will apply to staff or volunteers who are proven to have failed to report SEA or to have encouraged or condoned SEA to happen.

Malicious reporting of SEA without evidence or reasonable suspicions with the intention of harming another person's integrity or reputation amounts to misconduct and is subject to disciplinary action. This is distinct from reports of suspected wrongdoing made in good faith based on the judgment and information available at the time of the report that may not be confirmed by an investigation.

In the event of conflict, this Policy shall take precedence over the Human Resources Policy with regards to Discipline.

Measures in case of violation of this policy by WFAV collaborators, Support Crew and Contractors

In the case of SEA involving collaborators, support crew and contractors WFAV will take measures on a case-by-case basis that may include immediate termination of relationship or contract.

SEA focal

The SEA focal will be trained using training materials (Modules 1-3) from InterAction.

The SEA focal at WFAV is the CEO. If the CEO is not available, cases of SEA or suspected SEA must be reported immediately to a Board member for their action.



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Definitions

End User – a person who receives assistance as part of humanitarian relief or development programmes.

Child – any individual under the age of 18 years, irrespective of local country definitions of when a child reaches adulthood

Collaborators – individuals who work with WFAV in country to support WFAV activities such as members of the Municipal Government

InterAction - InterAction is the largest alliance of international NGOs and partners in the United States.

Prevention from sexual exploitation and abuse – the term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of people by WFAV Team members. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Prevention from Sexual Exploitation and Abuse

SEA – sexual exploitation and abuse

Sexual abuse – actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Occurs when a person is used by another person for their own sexual stimulation or gratification. These can be contact or noncontact acts including sexualized language, voyeurism, fondling genitals or breasts, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object and exposing a child to or involving a child in pornography.

Sexual exploitation – any actual or attempted abuse of 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 exploitation and abuse focal – a person specifically designated and trained to receive SEA complaints and to provide support on SEA matters