



Association for Social Development and Aid Mobilization

PRINCIPLE DOCUMENT FOR PREVENTING AND PROVIDING
SUPPORT AGAINST SEXUAL EXPLOITATION, ABUSE AND
HARASSMENT

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1. Aim

Sexual exploitation, sexual abuse and sexual harassment encountered to a great degree in all areas of social life are forms of discrimination and phenomena resulting from gender inequality among other reasons. Also, sexual exploitation, sexual abuse and sexual harassment are a violation of rights which amounts to a criminal offence and can adversely affect in a number of ways those who are exposed to such acts.

In institutional environments where hierarchical relations are the norm, sexual harassment often goes unnoticed due to the difficulties experienced by victims of harassment in talking about such incidents. This is harmful to both the victim and the institution.

Since sexual exploitation, abuse and harassment are forms of discrimination based on gender relations, sexual exploitation, sexual abuse and sexual harassment affect women and also persons with specific needs due to discrimination based on their sexual orientation and gender identity. In addition, men also can

be victims of acts of sexual exploitation, sexual abuse and sexual harassment, and these kinds of acts can occur among persons of the same sex.

This Principle Document aims to determine principles and introduce regulations for the creation of a work environment free of all forms of sexual exploitation, sexual abuse and sexual harassment. With this Document, Association for Social Development and Aid Mobilization (ASAM) manifests that it is ready to make efforts to raise awareness of its employees about sexual exploitation, sexual abuse and sexual harassment, to prevent such incidents and to put in place an effective investigation mechanism and take disciplinary action in cases involving allegations and complaints of such conduct. ASAM undertakes to inform its employees with regard to sexual exploitation, sexual abuse and sexual harassment, to provide relevant support for the victims of such conduct, to employ a victim-centered approach, to conduct an effective investigation into all allegations

and complaints of sexual exploitation, sexual abuse and sexual harassment and to engage in restorative justice practices depending on the consent of parties involved.

However, this Principle Document is not intended to regulate interpersonal affairs, prevent consensual sexual relations, impose a specific sexual morality, prevent freedom of speech and debate, involve all kinds of personal tensions and discomfort of a sexual nature in legal processes, or impose severe sanctions in this regard. This Document principally seeks to create awareness about the issues of sexual exploitation, sexual abuse and sexual harassment, to prevent prohibited conduct, and to support victims of such acts. It also aims to ensure that victims of sexual exploitation, abuse and harassment express themselves more clearly and to empower them to stand up against unwanted advances.

ASAM has produced a Directive to accompany this Document in order to maintain its strong stance against sexual exploitation, sexual abuse and sexual

harassment effectively. Titled as “Directive for Support Team against Sexual Exploitation, Sexual Abuse and Sexual Harassment”, the Directive defines and explains the course of action to be taken for potential sexual exploitation, abuse and harassment cases within ASAM, the formation, duties and responsibilities of the Support Team organized for the assessment of the process, and how it shall operate. The Directive in question and this Position Paper are inseparable and shall be enforced together.

ASAM sets forth its general approach under the headings of “Scope, Prevention, Definitions, Principles, Precautions that can Be Taken by Individuals Who Suspect That They Have Been Subjected to Sexual Exploitation, Sexual Abuse and Sexual Harassment, Recommendations for Individuals Who Realized That They Are Displaying Disturbing Behaviors, Enforcement” in order to complement the Directive annexed to this Document.

2. Scope

Provisions set out in this Document apply to all members of workplace. This Document applies, regardless of venue or time, to all situations where all ASAM staff members and all partners, including suppliers that have signed a contract with ASAM, function together “due to work, education and training relations”. This policy encompasses incidents within the workplace as well as all actions between members of the workplace that occur outside but are brought to the workplace or have the potential to impact work environment.

With this Principle Document for Preventing and Providing Support against Sexual Exploitation, Abuse and Harassment, ASAM undertakes to assess all claims of sexual exploitation, sexual abuse or sexual harassment, and to duly take administrative measures in accordance with the relevant legislation to facilitate the investigation and/or protect the complainant when required. It takes immediate and active action in the following cases in particular:

1. Where sexual attitudes and advances in question occur between the parties who have different statuses in the institutional hierarchy and who have asymmetrical power relations due to status held within the institution and where this situation adversely affects the career of the victim of harassment,
2. Where unwanted sexual advances are used as a means of reward, retaliation or revenge; where certain sexual advances severely affect one’s work environment due to their frequency or severity, creating a hostile, degrading or offensive setting; and
3. Where ASAM staff members and those with which it has working relationships engage in prohibited conduct such as sexual exploitation and sexual abuse against individuals being provided with assistance and other members of the vulnerable groups.

3. Prevention

ASAM undertakes to ensure a work environment free of discrimination, harassment, sexual harassment, sexual exploitation, sexual abuse and abuse of authority, where all individuals are treated with respect and dignity.

Institutional Obligations:

- Fulfilling the necessary responsibilities set out in the relevant UN instruments with a view to building a suitable and safe work environment and protecting staff members as well as the community members, who are being provided with assistance by staff members, against prohibited conduct;
- In the recruitment process, employing candidate staff members upon informing and warning the relevant candidate that in the event that his/her statements and undertaking as regards having no history of abusive acts or no history involving the conduct of other prohibited acts proved to be contrary to the facts, his/her employment contract will be terminated;
- Ensuring that all contractors, including suppliers that have a contract with ASAM, and partners act in compliance with the zero tolerance policy, taking the necessary actions in cases where prohibited conduct occurs, and notifying that the conduct of such acts constitutes a ground for the termination of contract;
- Improving standards and developing target-oriented trainings on issues concerning diversity, respect and equality;
- Ensuring that information and access mechanisms are accessible to all staff members;
- Developing and putting in place mandatory online and face-to-face trainings to be completed by all staff members;
- Organizing awareness raising and informative activities on sexual exploitation and sexual abuse for communities being assisted by ASAM; and
- Ensuring that information and access mechanisms are accessible to all individuals who are receiving assistance and support.

Obligations of Staff Members

- Making a commitment to show zero tolerance for prohibited conduct; treating all individuals in the workplace with respect and dignity, and also acting with an awareness about how their own behavior may be perceived and/or interpreted by others;
- Encouraging everyone to refrain from engaging in prohibited conduct; creating and maintaining a work environment that prevents inappropriate sexual behaviors, and making sure that other employees act in compliance with the established code of conduct; Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.
- Participating in training opportunities offered by the institution as well as by other institutions;
- Engaging in behaviors that are compliant with the Prohibition of Sexual Exploitation and Sexual Abuse;
- Complying with the prohibition of sexual intercourse with children under the age of 18 (Mistaken belief in the age of a child is not a defense);
- Not offering to pay for sex with money, employment, goods or services, including goods and services intended as aid to people in need, in his/her capacity as a staff member;
- Not using promises of such things as a means to make persons in need accept any kind of degrading or abusive behavior (This includes paying money for sex to a sex worker);
- Raising awareness about very specific threats of harassment and abuse that persons with specific needs may face;
- In the event of witnessing prohibited conduct; taking action after consulting with the victim of the act in question and providing support to the victim to the best of his/her abilities where possible, and in accordance with the consent of the victim;
- In the event of developing concerns or suspicions regarding the violation of rules on sexual conduct by a fellow worker, whether in the Association or in another affiliated workplace; reporting such concerns via his/her institution's established reporting mechanisms;
- Being aware of the fact that those affected are also indirect victims and may avail themselves of such mechanisms; and
- Reporting potential prohibited behaviors and cooperating during investigations, inspections and examinations.

4. Definitions

Prohibited Conduct: For the purposes of this Document, discrimination, harassment and abuse of authority, including sexual exploitation, sexual abuse and sexual harassment, shall be collectively referred to as “prohibited conduct”. Normally, lack of agreement as regards job performance or other work-related matters is not considered as a prohibited conduct, and such issues are addressed within the context of performance management, not in scope of the provisions of the present document.

Discrimination: Discrimination is the unfair and prejudicial treatment of people and groups based on characteristics such as race, sex, gender, sexual orientation, gender identity, gender expression, religion, nationality, ethnic origin, disability, age, language, social origin or other similar characteristics. Discrimination may come in the form of incidents ostracizing an individual or a similarly positioned group of individuals, or in the form of harassment or abuse of authority.

Gender-Based Violence (GBV): It is an

umbrella term that covers all harmful acts and/or threats that take place against one’s will and result from gender inequality. There are various types of gender-based violence: sexual, physical, socioeconomic, emotional, verbal and psychological violence, as well as harmful traditional practices. GBV is a life-threatening, global health and human rights issue that violates international human rights law and principles of gender equality. While obtaining GBV data is a challenging task, taking action to prevent and respond to gender-based violence as earliest as possible is a priority. As is the case with all humanitarian responses, protection and prevention lie at the core of the regulations concerning humanitarian workers.

All forms of sexual exploitation, sexual abuse and sexual harassment fall under the category of GBV.

Harassment: Harassment can be defined as any unwelcome behavior which is interfering with work or which creates an intimidating, hostile or offensive work environment, and which

is considered or perceived by the victim as a feeling of being attacked and humiliated. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, deceive, demean, intimidate, belittle, humiliate or embarrass another. Harassment may be directed towards a single person or multiple persons with common characteristics or qualifications as stated in the definition of discrimination. Harassment normally implies a series of incidents.

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

Sexual Abuse: Similar to that of sexual exploitation, the term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

- Sexual exploitation and sexual abuse are terms that are used to describe inappropriate sexual conduct by humanitarian workers towards individuals being provided with assistance and other members of the vulnerable groups.
- Sexual Exploitation and Abuse violate the fundamental human rights and are a betrayal of the core values of the United Nations.

- Sexual exploitation and abuse constitute acts of serious misconduct and are therefore grounds for disciplinary measures, including summary dismissal.
- Sexual Exploitation and Abuse undermine the credibility and integrity of the work of the United Nations and betray the trust the most vulnerable populations we are tasked with protecting.
- Sexual exploitation and abuse include all forms of unwanted sexual conduct, including touching one’s intimate body parts.
- Sexual Exploitation and Abuse lead to severe consequences and traumas on the part of the affected individuals and communities. Sexual exploitation and abuse harm the victims physically, economically, emotionally, psychologically and socially.
- As humanitarian organization workers, ASAM staff members have influence over who receives goods and services. This places them in a position of power in relation to people who need assistance. For that reason, it is a prohibited act for humanitarian organization workers to have sexual relationships with anyone affected by a humanitarian emergency. Such relationships make humanitarian action seem less honest and credible.

Bodily harm: Bruises and injuries,

reproductive system problems, unplanned pregnancy, unsafe abortions, sexual dysfunction, HIV and other sexually transmitted infections.

Emotional and psychological harm:

Feelings of shame and guilt, low self-esteem, anxiety, depression, suicidal behavior and self-harm, post-traumatic stress disorder.

Social harm: Many countries have strict social norms about how people are expected to behave. In cases where sexual exploitation and abuse have taken place, families and communities may inflict punishment on the victims on the ground of violating those social norms. The victims may be beaten by their family members, forced to leave their homes and therefore, lose the financial support of their family. The victims may be ostracized by their community and arrested by police due to engaging in sexual intercourse out of wedlock. Moreover, a child born as a result of sexual exploitation and abuse may be at a lifelong disadvantage and suffer from discrimination.

Sexual Harassment: Sexual harassment is defined as verbal expressions, attitudes and other forms of behavior with sexual content without the consent of the other party even though they do not entail physical contact. Continuity of advances is not a requirement, either a single act or persistently repeated acts could be considered sexual

harassment. Depending on the nature and frequency of the unwelcome advances, acts of sexual harassment are divided into three categories, namely simple harassment, continuous harassment and severe harassment. While the types of harassment are not limited to the followings, the definitions below are provided to enable a better understanding of certain types of harassment.

1. **Simple Harassment:** It includes acts that do not involve threat, blackmail or insult, but lead to a disturbing and undesirable environment. For instance; verbal abuse, making jokes or compliments of a sexual nature or using slang, making excessive and persistent attempts at flirting, disturbing someone through material with pornographic elements, asking questions or spreading rumors about a person's sexual life, and engaging in discriminatory acts or using such speech about gender, sexual orientation or gender identity fall under the category of simple harassment.
2. **Continuous Harassment:** Continuous harassment occurs when acts of simple harassment take place in a continuous manner despite the warnings.
3. **Severe Harassment:** It involves acts such as threat, blackmail or insult and other similar conduct aiming to control the behaviors of

an individual. Severe harassment may also be related to behavior involving individuals misusing their professional authority. Such cases may also occur between individuals who have no difference in status. Severe harassment includes explicit or implicit statements indicating that the victim may suffer or gain unfair advantage with regard to their professional or academic life depending on whether they refuse or agree to perform sexual favors.

Sexual Assault: It is defined as violation of a person's bodily integrity through non-consensual sexual acts. Sexual assault may take place in two forms:

In the first form, sexual assault occurs as a violation of bodily integrity, however, it does not include sexual intercourse. Examples may include acts such as hugging, touching, grabbing, fondling, etc.

In the second form of sexual assault, a person's bodily integrity is violated through penetration of a sexual organ or other object into the body.

Abuse of Authority: It is the improper use of a position of influence, power or authority against another person. This is particularly serious when a person uses his or her influence, power or authority to improperly influence the career or employment conditions of another, including, but not limited to, appointment, assignment, contract renewal, performance evaluation or

promotion. Abuse of authority may also include conduct that creates a hostile or offensive work environment which includes, but is not limited to, the use of intimidation, threats, blackmail or coercion. Discrimination and harassment, including sexual harassment, are particularly serious when accompanied by abuse of authority.

Affected individual: An affected individual is the person directly affected by prohibited conduct in the workplace or work-related places.

Offender/alleged offender: Offender is the person engaging in prohibited conduct. Alleged offender is the person alleged to have engaged in prohibited conduct.

Impacted individuals: Impacted individuals include eyewitnesses and witnesses of potential prohibited conduct or of the impacts of such conduct on affected individuals, and all workers involved in the potential prohibited conduct.

Retaliation: It is a form of harassment where difficulties are deliberately created for individuals in their workplace, in an explicit or implicit way, for the purpose of revenge when someone refuses attempts or requests for sexual or emotional contact, or when the affected individual files or intends to file a complaint of harassment.

Child Sexual Abuse: Acts of sexual assault and sexual abuse towards

individuals under the age of 18 are referred to as “child sexual abuse”.

Restorative Justice: Restorative justice aims to fully understand the needs of an affected individual and to produce solutions by involving, in addition to the affected individual, his/her inner circle, the person alleged to have engaged in the act of harassment and also his/her inner circle in the resolution process. Such solutions can be recommended to the complainant by ASAM Support Team

against Sexual Exploitation, Sexual Abuse and Sexual Harassment, depending on the characteristics of a given situation. However, such solutions are envisaged as in-house solutions that do not result in the suspension or interruption of statutory limitation period with regard to disciplinary and criminal proceedings or other legal remedies and that are neither an alternative to the existing remedies nor a prerequisite for availing oneself of such remedies. Restorative justice in no way means mediation or conciliation.

International Instruments on Sexual Exploitation, Sexual Abuse and Sexual Harassment

- *UN Instruments*
 - *ST/SGB/2003/13*
 - *ST/SGB/2019/8*
 - *UN Protocol on Allegations of SEA involving Implementing Partners*
- *IASC Instruments*
 - *Minimum Operating Standards*
 - *Statement of Commitment on Eliminating Sexual Exploitation and Abuse*

The principles set out in the International Instruments on Sexual Exploitation, Sexual Abuse and Sexual Harassment are also binding on staff members of ASAM as it is a non-governmental organization. The relevant international instruments are annexed to this Document.

5. Principles

Confidentiality: The workplace shall act in compliance with the principle of right to privacy and confidentiality of applicants and complainees during all stages where allegations of sexual exploitation, sexual abuse and sexual harassment are addressed. The principle of confidentiality is also important in terms of being able to resolve sexual harassment allegations, in particular, without disclosing details of private lives of parties in dispute.

Due Diligence: With regard to allegations of sexual exploitation, sexual abuse and sexual harassment, the workplace shall act in due diligence and caution to refrain from all kinds of behaviors that may cause the person, who was subjected to prohibited conduct, to become an affected individual once again and that would be in violation of relevant parties' human dignity and to prevent such behaviors. Especially in the application process as regards the allegations of sexual exploitation, sexual abuse and sexual harassment, this principle aims to ensure that the affected individual does not fall victim to such conduct once again.

Confidence: The workplace shall act in line with the principles of confidentiality and due diligence and take action in a manner so as not to undermine the sense of confidence of the parties involved.

Statements and Documents: Sexual exploitation, sexual abuse and sexual harassment are phenomena that mostly

occur between two individuals and that are difficult to prove. This discourages affected individuals from speaking up and therefore creates an environment more susceptible to sexual harassment and assault. When no clear evidence is available, prevention mechanisms introduced by this document shall function by employing a victim-centered approach and taking affected individual's statement as basis, and seek to gain an insight to the nature of incident through a more holistic reasoning with regard to the nature of the act of sexual exploitation, sexual abuse and sexual harassment, the context in which the incident took place and the persons involved. However, administrative and legal proceedings are inclined to interpret a lack of clear evidence in favor of the accused party; therefore, it is important for victims of harassment to be mindful of collecting and preserving, through lawful means, various materials that could be put forth as evidence during an investigation.

Deliberate Misstatements: In the course of the proceedings to be conducted upon the applications filed to the Team, disciplinary sanctions shall be enforced in the event that it is found out beyond any doubt that complainant deliberately lied or gave misstatements.

This Principle Document advises all members of ASAM workplaces against using allegations of sexual harassment as a means of resolving emotional and personal disagreements.

6. Precautions That Can Be Taken By Individuals Who Suspect That They Have Been Subjected To Sexual Harassment

1. Read the Principle Document for Preventing and Providing Support against Sexual Exploitation, Abuse and Harassment, and the Directive for Support Team
2. Distance yourself from all kinds of situations, environments and persons where or by whom you think that you could be subjected to Sexual Exploitation, Sexual Abuse and Sexual Harassment again
3. Explicitly warn the relevant person about the fact that his/her behavior is unwelcome; and expressly say “no” to unwanted sexual advances
4. Inform the person, who engages in disturbing behavior, that you will take legal action unless he/she ceases engaging in such behaviors
5. From the very first moment of such conduct, collect all kinds of materials, if any, that might be used as evidence in the investigation, keep records of the incidents, secure evidence and inform your close friends of the incident
6. Apply to ASAM Support Team against Sexual Exploitation, Sexual Abuse and Sexual Harassment to receive information and support and to learn about your rights. Also, report the incident to etik@sgdd-asam.org or sifirtolerans@sgdd-asam.org e-mail addresses in writing. (It is up to employee to make his or her own decision as to whether to simultaneously report, or complain of, such incident to his/her respective Office Manager, Regional Coordinator and/or Project Coordinator via e-mail, phone call or in person or to file an open or anonymous application.)
7. Apply to police stations or prosecutor’s office for prevention and protection measures

7. Recommendations For Individuals Who Realized That They Are Displaying Disturbing Behaviors

1. Read the Principle Document for Preventing and Providing Support against Sexual Exploitation, Abuse and Harassment, and the Directive for Support Team, as well as the related international instruments annexed herein
2. Be considerate about the preferences, consent, attitude and verbal statements of others and do not make a sexual advance unless you are certain that the other party consents
3. Upon realizing or being told that an action is inappropriate, apologize immediately. Do not dismiss or ignore the offense taken by the other party
4. Refrain from similar behaviors or from attitudes that would make the other person, who you think you have disturbed with your behavior, feel uncomfortable
5. In cases where you hold a position superior to that of the person feeling disturbed or where there is a form of hierarchical relation between you, transfer your authorities to another person and do not assume any supervision or advisory roles with regard to the person feeling disturbed

8. Enforcement

With this Principle Document and the Directive annexed herein and in line with the aforementioned aim, principles and recommendations, ASAM publicly announces that it will make the maximum efforts to raise awareness of all partners, including suppliers that have signed a contract with ASAM, and all workplace components, including implementing partners and their suppliers, about sexual exploitation, sexual abuse and sexual harassment and to prevent such

incidents and that it will conduct an effective investigation and have in place a sanction mechanism in cases involving allegations and complaints of such acts.

With the annexed Directive, ASAM defines in detail the mechanism it will have in place for the effective enforcement of the approach it puts forth in this Document. This Document will be reviewed periodically and updated as needed.

The principles set out in the International Instruments on Sexual Exploitation and Abuse are also binding on staff members of ASAM as it is a non-governmental organization.

The relevant international instruments are annexed to this document.

ANNEX 1: Directive For Support Team Against Sexual Exploitation, Sexual Abuse And Sexual Harassment

AIM AND SCOPE

Rule 1 - In the light of the general principles and framework set forth in ASAM's Principle Document for Preventing and Providing Support against Sexual Exploitation, Abuse and Harassment, this Directive aims to ensure the establishment of a Support Team against Sexual Exploitation, Sexual Abuse and Sexual Harassment for the protection of staff members of ASAM against especially acts of sexual harassment that may take place in their workplaces and protection of communities receiving assistance against sexual exploitation and sexual abuse and to regulate the duties and working principles of this Team, as well as the issues regarding the application and evaluation processes before the Support Team against Sexual Exploitation, Sexual Abuse and Sexual Harassment.

This Directive shall apply, regardless of venue or time, to all situations where all ASAM staff members function together “due to work or training relations” and also to all workplace components.

Furthermore, ASAM shall take necessary measures to ensure that all natural persons and all business establishments working on a contractual basis duly comply with the principles set out in this Directive in its offices. This Directive

covers all actions that occur outside but are brought to the workplace or have the potential to impact work environment.

DEFINITIONS

Rule 2 - For the purposes of this Directive, among the terms used herein;

“Association” refers to Association for Social Development and Aid Mobilization,

“Workplace” refers to all offices of Association for Social Development and Aid Mobilization, all venues where staff members are present “due to work or training relations”, and all workplace components, including suppliers and implementing partners,

“Personnel” refers to staff member performing services in Association for Social Development and Aid Mobilization, and

“STSEAH” refers to Association for Social Development and Aid Mobilization Support Team against Sexual Exploitation, Sexual Abuse and Sexual Harassment.

FORMATION, DUTIES AND FUNCTIONING OF SUPPORT TEAM AGAINST SEXUAL EXPLOITATION, SEXUAL ABUSE AND SEXUAL HARASSMENT

Rule 3 - Support Team against Sexual Exploitation, Sexual Abuse and Sexual Harassment consists of two bodies,

namely Team Supervisor and Board. Formation and duties of these bodies are as follows:

A-Team Supervisor: STSEAH Supervisor shall be designated from among the members of the Board and assigned for a period of 1 year. At the end of each 1-year period, a member shall be assigned to the position of Team Supervisor. Duties of the Team Supervisor are as follows:

1. To prepare the Board's agenda and to keep reports of the Board decisions;
2. To convene the Board members and to share the agenda;
3. To delegate the duties of the personnel in the Board and to make additional assignments when needed;
4. As regards the applications received through ASAM's relevant mechanisms, to cooperate with the related units of the Association in order to enable provision of legal and psychosocial support to the applicants;
5. To ensure that confidentiality is observed in all actions taken with regard to issues and problems in respect of which assessments are made, decisions are taken and opinions are given, and that all relevant information and documents are kept confidential.

B - Board

1. Support Team against Sexual Exploitation, Sexual Abuse and

Sexual Harassment shall consist of a total of 10 persons who work within the Association and who will accept working on a voluntary basis. These persons shall include 1 Deputy General Coordinator, 1 Lawyer, 1 Psychologist, 1 Social Worker, 1 Senior Expert from Protection, 1 Officer from Human Resources Unit, 1 Officer from Coordination Unit for Interpreters, 1 Senior Officer from Support Unit, 1 Officer from Regional Coordination Teams and finally, 1 Officer from Admin-Finance Unit. The number of female members cannot be less than the number of male members. The Board shall convene upon the call from Team Supervisor and fulfill its duties related to situations outlined in the Principle Document and this Directive.

2. Competencies expected from the Board members are as follows:
 - Absolute commitment to gender equality and standards in both professional and personal life,
 - Ability to provide information in a neutral manner without attempting to influence or voicing personal opinions,
 - A thorough understanding of ASAM's policies and procedures concerning sexual exploitation, sexual abuse and sexual harassment, and
 - Ability to establish and maintain relationships based on equality

- and trust with fellow workers from all positions of power.
3. The term of office of the members of the Board shall be 1 (one) year. Any member whose term of office comes to an end can be assigned again. The membership of a member who fails to participate in three subsequent meetings shall be revoked, and another member with same qualities shall be assigned instead.
 4. The Board shall firstly decide whether to bring the allegations of sexual exploitation, sexual abuse, sexual harassment and retaliation, which it receives through the Team Supervisor, on the agenda. As regards the cases brought on the agenda, the Board shall make an evaluation in the light of the principles and procedures outlined in ASAM's Principle Document for Preventing and Providing Support against Sexual Exploitation, Abuse and Harassment and the working principles of ASAM and deliver decisions by majority of votes concerning the allegations of the parties involved and the actions to be taken in the subsequent process. The decisions in question shall not involve a conclusion as to whether the offense has been committed, but an evaluation within the framework of ASAM's disciplinary processes. Decisions shall be notified to the Office of General Coordinator and the Human Resources Unit Coordinator within three (3) work days, at the latest, subsequent to the Board meeting. In this process, prior to the notification of the decision, opinions may be exchanged with the General Coordinator if needed. During this period, suitable conditions for provision of psychosocial support to affected persons shall be ensured.
 5. In cases where urgent measures are required, the Board shall take immediate action to contact authorities upon the request and consent of applicants.
 6. In cases where needed during the investigation process and upon the consent of affected individuals, the Board may produce interim solutions such as physical separation of alleged offender and affected individual and reassignment of alleged offender or affected individual to another position.
 7. The Board shall make publications and organize trainings, presentations and similar activities in order to raise awareness and consciousness about sexual harassment and sexual assault in the workplace and to ensure that such awareness and consciousness are adopted as principles.

REPORTING AND COMPLAINTS

Rule 4 – All staff members shall be notified of the names and contact details of the Team Supervisor and the members of the Board of the Support Team against Sexual Exploitation, Sexual Abuse and Sexual Harassment established with this

Directive. Staff members who have been subjected to or have witnessed sexual assault or sexual harassment may report, or complain of, such incidents to STSEAH members in person, via e-mail and/or phone call. Applications may also be filed anonymously. However, it must be taken into account that in cases where an anonymous application is filed, it would be difficult to conduct an investigation and disciplinary proceedings smoothly. Staff members may report the situation to their respective Office Managers, Regional Officers and Project Coordinators, but it is not mandatory. Reporting shall be at the discretion of staff members who have been subjected to or have witnesses the acts of sexual assault or sexual harassment. The staff members in question may also submit their complaints to etik@sgdd-asam.org or sifirtolerans@sgdd-asam.org e-mail addresses in writing. Besides, the STSEAH helpline can be reached via phone and is available 24/7. The STSEAH members on duty shall answer the helpline calls for alternating two-month periods.

While the relevant reporting and complaints may be made immediately upon the conduct of harassment, they can also be made without any time limitation or upon the suspicion of such conduct.

When making a statement or a complaint, staff members may apply to the aforementioned addresses without any predefined order. The units concerned shall convey the applications they received to STSEAH. In cases where a unit

is of the view that the situation exceeds, or does not fall under, its authority, it is obliged to inform the applicant of the Team and make the required referral.

PROCEDURE TO BE FOLLOWED IN SUPPORT PROCESS

Rule 5 - In the support process, STSEAH shall be obliged to follow the procedure provided below:

1. It shall be liable to secure the confidentiality of interviews held with parties involved and of all information and documents shared or provided by applicants during the support process. In this process, all procedures shall be duly and swiftly performed and concluded in the most efficient manner. Authorities must draw up a report on each one of the procedures performed.
2. Except for legal obligations, no official proceeding can be initiated without receiving such request from the complainant, and similarly, proceedings initiated without the request of the complainant cannot be interrupted or suspended.
3. The Board shall take the necessary measures against any form of retaliation that may occur following an applicant's complaint.
4. The Board shall not initiate or perform any procedure without informing an applicant or obtaining his/her consent.

5. STSEAH shall support individuals, who state they have been subjected to or have witnessed behaviors qualifying as sexual harassment or sexual assault, without any other condition requiring to be fulfilled. In the course of the support process, STSEAH shall inform, directly and within a reasonable time, the person, who has filed a report or complaint, about the available legal and actual solutions, the course of action to be taken depending on the preferred solution, the risks that each of these solutions may pose, and the measures required to be taken. Meanwhile, STSEAH shall provide psychological support if requested.

IN-SERVICE TRAINING PROGRAMS

Rule 6 - For the purposes of preventing sexual harassment and disturbing behaviors of a sexual nature, STSEAH shall prepare materials such as posters and brochures for staff members of the Association to ensure that individuals learn about their rights and to raise awareness on these issues. CTE invites the personnel and managers in the workplace to participate in face-to-face, online or video training program.

ADVOCACY

Rule 7- STSEAH shall discuss the issues of further reviewing and updating Association for Social Development and Aid Mobilization Principle Document for Preventing and Providing Support against Sexual Exploitation, Abuse and Harassment, and it shall be responsible for reporting needs and developments to the Office of General

Coordinator.

ENTRY INTO FORCE

Rule 7- This Directive shall enter into force from the date specified and adopted by the Executive Board of Association for Social Development and Aid Mobilization.

ENFORCEMENT

Rule 8 - This Directive shall be enforced by the Office of General Coordinator.

UN INSTRUMENTS

Annex 2: ST/SGB/2003/13

Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse

[TURKISH](#)[ENGLISH](#)[ARABIC](#)[FARSI](#)

Annex 3: ST/SGB/2019/8

Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse

[TURKISH](#)[ENGLISH](#)[ARABIC](#)[FARSI](#)

Annex 4: UN Protocol on Allegations of SEA involving Implementing Partners

United Nations Protocol on Allegations of Sexual Exploitation and Abuse involving Implementing Partners

[TURKISH](#)[ENGLISH](#)[ARABIC](#)[FARSI](#)

Instruments

Annex 5: Minimum Operating Standards- Protection from Sexual Exploitation and Abuse by Own Personnel

Minimum Operating Standards - Protection from Sexual Exploitation and Abuse by own Personnel (MOS-PSEA)

[TURKISH](#)[ENGLISH](#)[ARABIC](#)[FARSI](#)

Annex 6: Statement of Commitment on Eliminating Sexual Exploitation and Abuse

[TURKISH](#)[ENGLISH](#)[ARABIC](#)[FARSI](#)

ANNEX 7: 10 Principles to Follow in Cases Where an Application Concerning Alleged Sexual Exploitation, Sexual Abuse and Sexual Harassment at Workplace is Received

1. Person reporting the alleged incident might be an affected individual, a relative of the affected individual, an impacted individual, or a bystander having witnessed or suspected the alleged incident. Create a suitable environment and adopt an active and respectful listener posture when listening to an affected individual or a person reporting the alleged incident. Be aware of any reactions appropriate to the situation at hand and make an effort to convey this to the person reporting the alleged incident.
2. If the affected individual or the person reporting the alleged incident allows you to take notes, take notes attentively. When noting down direct quotations, include only the exact statements made by the affected individual. Advise the affected individual to carefully store any material evidence such as e-mails, messages, or letters.
3. Make an effort to establish empathy by using phrases such as “I understand” while listening to the individual carefully and trying to make out details of the course of the alleged incident. Instead of saying “I understand how you feel”, try to express the feelings as you understand them. Refrain from using phrases such as “I agree”. Do not judge or take sides. Do not express your personal opinions or make any assumptions about the facts.
4. Express that you undertake to maintain the confidentiality of the issue as much as possible, but also clearly inform that the issue at hand requires an intervention and that certain procedures foreseen in the ASAM Principle Document for Preventing and Providing Support Against Sexual Exploitation, Abuse and Harassment requires a notification to be made to STSEAH based on the “need-to-know” principle.
5. Do not give advice directly. Inform the affected individual or the person reporting the alleged incident of his/her options and specify the courses of action s/he might take in respect of those options. Inform him/her about the fact that s/he can take advice and receive support from STSEAH team and assigned focal points that are in charge of addressing such issues.
6. Make sure that the affected

individual or the person reporting the alleged incident is aware of the fact that the Association is obliged to take the necessary measures to protect them against any form of retaliation that might ensue.

7. Do not make promises that you might not be able to keep.
8. Explain that immediate action will be taken to activate the Association's intervention mechanism.
9. Inquire about the needs of the affected individual or the person reporting the alleged incident and perform a risk assessment. For instance, check whether there is a need for accommodation. If an affected individual feels insecure or threatened, s/he might wish to be in a different physical location than that of the alleged offender.
10. If you are unsure about how to proceed with the issue at hand, you can seek advice from your supervisor, STSEAH support team, or assigned focal points in the Association.
 - If the affected individual or the person reporting the alleged incident is unwilling to report the issue in person, first inform them about the fact that you are obliged to notify the issue to STSEAH or focal points in the form of an anonymous or an open application as the staff member receiving the application, and ask if s/he gives consent to the disclosure of his/

her name in the application. Refer the affected individual to STSEAH and focal points so that s/he can receive support.

- If the affected individual or the person reporting the alleged incident gives consent to the disclosure of his/her name in the application, report it promptly and openly.
- If the affected individual or the person reporting the alleged incident does not give an explicit consent to the disclosure of his/her name, report it promptly in compliance with the privacy and confidentiality rules.

Bear in mind that as the staff member receiving the application, you have an obligation to notify the issue to STSEAH team or focal points in the form of an anonymous or an open application. Make sure that you discharge this obligation promptly.

It is incumbent on the Association to take the necessary protective and preventive measures, including any request for confidentiality, for affected individuals or persons reporting alleged incidents.

Any staff member who receives a notification of such nature is under an obligation to report those notifications. Conducting the reporting process does not mean making efforts to gather evidence to confirm the occurrence of an alleged incident. You must make a report on the basis of the statements made in the notification you received. The obligation

ANNEX 8: What Should Bystanders Do for Prevention and Elimination of Acts of Sexual Harassment?

to report involves the notification of the application you received or the suspected situation to STSEAH, STSEAH focal points or managers in the Association.

• Who is a bystander?

Bystander is an individual who sees or hears an incident or witnesses both. A good bystander is someone who intervenes in an incident in a safe way when s/he sees or hears that an individual or a group of individuals is in need of help or support. Bystander intervention is an effective way to ensure that preventing harassment is everyone's responsibility. Being a good bystander helps build a workplace culture which is safe, respectful and free from sexual exploitation, sexual abuse and sexual harassment and which will serve to prevent potential offences from taking place or getting exacerbated.

• Why should we be a good bystander?

When we choose to look elsewhere, we are implicitly supporting a workplace that is intimidating and sometimes threatening; it means that we are leaving our fellow colleagues vulnerable and unsupported. The more frequent this happens, the harder it becomes to address unsafe and disrespectful working conditions. We all have a role to play in shaping our

workplace and making it peaceful and safe for all.

• How to be a good bystander?

There is always more than one option for you to be a good bystander. Recommendations as regards the ways through which we can contribute are listed below:

• What should you do if you witnessed an act of sexual harassment at workplace?

If you see something, you must say or do something about it. Usually, an intervention is as simple as this:

1. Diffuse the situation: Distract the people involved and take away the individual from the environment where s/he can be harmed. For example, "I am going to get some coffee. Would you like to come along?"
2. Be attentive to your affected colleague to see if s/he is okay: Support the affected individual and ask how you can be of help. Many affected individuals might blame themselves. Say, "It is not your fault, you didn't do anything wrong."
3. If your affected colleague confides in you about the incident, encourage him/her to apply to his/her managers,

- STSEAH team or focal points to report the incident. If s/he requests, support him/her in her effort to report the incident.
4. If your affected colleague confides in you about the incident but is unwilling to report it to managers, STSEAH team or focal points, report the incident anonymously by informing him/her of the fact that as a bystander you are still under an obligation to report.
 5. If you have witnessed an incident of sexual harassment, report the incident to your manager, STSEAH team or focal points anonymously even if your affected colleague did not confide in you about the incident. When reporting an incident, a bystander can state the names of the offender and the affected individual openly or anonymously. Bystander individuals can also report the incident by requesting that their own names be kept anonymous/not be disclosed. It is incumbent on the Association to take the necessary protective and preventive measures, including any request for confidentiality, for bystanders and affected individuals.
 6. Take down notes of the situations you have seen, heard or encountered and promptly notify STSEAH support team of such situations. The notes taken down might prove useful during any prospective investigation.
 7. If you have developed any suspicions regarding the conduct of an act of sexual harassment, notify STSEAH or focal points without making any inquiries to confirm your suspicions. Bear in mind that in cases of suspicion, conducting an investigation is not the responsibility of the bystander or the individual developing suspicion.
 8. Inform your colleague, who has engaged in disturbing behaviors, that what s/he has said (or done) is inappropriate. Sometimes it is as easy as saying, "The thing you said or did was not very nice" or "This joke is not funny." You can also ask: "Have you seen how inappropriate it might be, how it offended someone, or how it hurt someone's feelings?"
 9. Talk openly about how important it is to prevent inappropriate behaviors that are prohibited acts at the workplace and to ensure that people are respectful and have principles.
 10. Talk to senior management, STSEAH support team or focal points about any negative behaviors or bad attitudes affecting the staff members and the working environment.
 11. Organize meetings or social events with your colleagues to talk about the workplace behaviors that adopted the zero tolerance principles.
 12. Be prepared and willing to support the affected individuals and make an effort to be a role model in terms of good conduct.
 13. Make an effort to gain awareness so as to get empowered together with

all staff members.

Everyone has the right to work in a peaceful environment which is healthy, safe, respectful and free from all forms of gender-based violence such as sexual exploitation, sexual abuse and sexual harassment. We all have a positive role to play at our workplace. Being a good and responsible bystander is also an important part of these roles.

• **What Should You Do If You Witnessed an Act of Sexual Exploitation and Sexual Abuse?**

If you witness and/or suspect the conduct of prohibited acts such as sexual exploitation and/or sexual abuse against a beneficiary by a fellow colleague, as an ASAM staff member, you are under an obligation to report it to your manager or STSEAH team or focal points in the form of an open application. Make sure that you discharge this obligation promptly.

If you have developed any suspicions regarding the conduct of an act of sexual exploitation and/or sexual abuse, you must notify STSEAH or focal points without making any inquiries to confirm your suspicions. Bear in mind that in cases of suspicion, conducting an investigation is not the responsibility of the bystander or the individual developing suspicion.

In cases where you have developed suspicions about or witnessed any such conduct, you can report through:

- etik@sgdd-asam.org
- sifirtolerans@sgdd-asam.org
- psea@sgdd-asam.org

- [Support Team Against Sexual Exploitation, Sexual Abuse and Sexual Harassment-STSEAH](#)

- [Regional Coordination, your project manager, unit coordinator](#)

- [0 850 474 15 15 emergency helpline that is available 24/7](#)

- [STSEAH focal points/ contact persons](#)

Bear in mind that it is incumbent on the Association to take the necessary protective and preventive measures, including request for confidentiality, for affected individuals or persons reporting alleged incidents.

ANNEX 9: Guidelines for Managers on How to Prevent and Respond to Sexual Exploitation, Sexual Abuse and Sexual Harassment at Workplace

With its Principle Document for Preventing and Providing Support Against Sexual Exploitation, Abuse and Harassment, which was put into effect on the basis of the fundamental instruments of UN agencies, Association for Social Development and Aid Mobilization takes a firm stance against prohibited acts and unacceptable conduct.

On account of being an implementing partner of the United Nations Units, all staff members are under an obligation to abide by the Principle Document for Preventing and Providing Support Against Sexual Exploitation, Abuse and Harassment, and Code of Conduct. We all have a responsibility to set an example and to uphold the principles we stand for.

In your capacity as a manager, you must always act as a role model by adopting the highest standards of conduct, both during and outside of working hours, in the working environment as well as in your private life.

You are also responsible for creating a peaceful, safe and cohesive working environment that is free from threats and risks and for preventing staff members from engaging in any form of prohibited conduct. The conduct and behaviors of any staff member have an impact on not only the relevant staff member's

reputation and trustworthiness, but also those of the entire Association, as well as the efficiency of our activities and services.

The checklist below aims to assist you in fulfilling these crucial obligations effectively:

1. Upon assuming a new position

- Carefully review 'Association for Social Development and Aid Mobilization Principle Document for Preventing and Providing Support Against Sexual Exploitation, Abuse and Harassment, and Directive for Support Team Against Sexual Exploitation, Sexual Abuse and Sexual Harassment.
- Complete the mandatory training or trainings on Prevention and Protection Against Sexual Exploitation, Sexual Abuse and Sexual Harassment.
- Review the documents available in the in-house intranet portal that may be related to Sexual Exploitation, Sexual Abuse and Sexual Harassment.
- Read and review the staff survey results of and final report on Prevention and Protection Against Sexual Exploitation, Sexual Abuse and Sexual Harassment.
- Upon assuming a new position, discuss the previous difficulties, risks and threats

experienced and the measures taken at the workplace in relation to cases of sexual exploitation, sexual abuse and sexual harassment with your predecessor whose position you have assumed and in the absence of a predecessor, with the relevant managers. Get information to find about and to be able to follow up any ongoing cases.

2. During the exercise of duties

- Act as a role model who maintains high standards of conduct so as to create a working environment that is free from sexual exploitation, sexual abuse and sexual harassment.
- Make arrangements to ensure that all team members complete the mandatory training on 'Prevention and Protection Against Sexual Exploitation, Sexual Abuse and Sexual Harassment'.
- Make sure to provide any newly employed staff member with oral briefing on 'Prevention and Protection Against Sexual Exploitation, Sexual Abuse and Sexual Harassment' during his/her orientation period. While providing the oral briefing in question, inform that ASAM is an organization that has adopted the principle of "zero tolerance" against sexual exploitation, sexual abuse and sexual harassment; that sexual exploitation and abuse are deemed to be "prohibited conduct" for humanitarian workers; that ASAM Principle Document for Preventing and Providing Support Against Sexual Exploitation, Abuse and Harassment, and Directive for Support Team Against Sexual Exploitation, Sexual Abuse

and Sexual Harassment must be read within the first week of work; and that PSEA training must be completed. Also, explain what ASAM's sexual exploitation, sexual abuse and sexual harassment reporting mechanisms are and share the names of the assigned focal points in the field.

- Take steps to ensure that all staff members attend the routine sessions on the Rules of Conduct, Prevention and Protection Against Sexual Exploitation, Sexual Abuse and Sexual Harassment.
- As part of regular staff meetings, remind the staff of the standards of conduct, including those related to Prevention and Protection Against Sexual Exploitation, Sexual Abuse and Sexual Harassment. Inform the staff about how they can access all regulations, information, documents and reporting mechanisms.
- Share informative resources with your entire team, such as presentations, announcements or short articles about ASAM standards, ASAM principles, values, and specifically the types of conduct prohibited by the UN.
- Be aware of common signs of workplace harassment, such as changes in performance at work, behavioral problems, loss of motivation, taking leave on a frequent basis, being late for work, overreacting unusually, tension and absentmindedness (see Annex 6 – Potential Signs of Sexual Harassment at Workplace).
- Monitor the situation at the workplace

closely so that disturbing behaviors and acts of prohibited conduct do not take place. Make sure that the necessary measures are taken and that you maintain a working environment that is free of sexual exploitation, sexual abuse and sexual harassment so that the staff members do not engage in, or encourage others to engage in, unacceptable conduct.

- Make sure that the results of the staff surveys conducted are taken seriously and that you create a system, where everyone can voice their opinion and get involved in, so as to maintain a working environment that is free of sexual exploitation, sexual abuse and sexual harassment.
- Make sure that all staff members work and all activities, practices and working environments in the workplace are designed and implemented in a way that ensures gender equality. You can get support from STSEAH or focal points, if needed.
- Take note of the risk factors that are strongly associated with sexual exploitation, sexual abuse and sexual harassment, such as an unprofessional working environment and a sexist approach which undermines gender-equality, as well as of any deficiency in knowledge regarding ASAM's reporting and resolution procedures, and share them with STSEAH.
- Make sure there are focal points who will coordinate and support the works undertaken in this area.

3. Upon witnessing an act of sexual exploitation, sexual abuse and sexual harassment at workplace

- Intervene in the incident immediately and act in accordance with the regulations set out in 'ASAM Directive on Prevention and Protection Against Sexual Exploitation, Sexual Abuse and Sexual Harassment'.
- Bear in mind that as a manager who has witnessed an act of sexual exploitation, sexual abuse and sexual harassment, you are under an obligation to report it to your respective manager, STSEAH team or focal points in the form of an open application. Make sure that you discharge this obligation promptly.
- Take immediate action to provide the necessary emergency health assistance, accommodation, legal aid and psychological assistance to the victim of sexual exploitation, sexual abuse and sexual harassment.

4. When a Staff Member Reports an Act of Sexual Harassment at Workplace to You

- a. Person reporting the alleged incident might be an affected individual, a relative of the affected individual, an impacted individual, or a bystander having witnessed or suspected the alleged incident.
- b. Before contacting the person who reported the alleged incident, check the available resources and services regarding ASAM principles, in-house reporting procedures, and means of accommodation, health, legal and

- psychological support.
- c. Create a suitable environment and adopt an active and respectful listener posture when listening to the person reporting the alleged incident. Be aware of any reactions appropriate to the situation at hand and make an effort to convey this to the person reporting the alleged incident.
 - d. Listen to the report while taking notes attentively. When noting down direct quotations, include only the exact statements made by the person reporting the alleged incident. Advise him/her to carefully store any material evidence such as e-mails, messages, or letters.
 - e. Make an effort to establish empathy by using phrases such as “I understand” while listening to the individual carefully and trying to make out details of the alleged incident. Instead of saying “I understand how you feel”, try to express the feelings as you understand them. Refrain from using phrases such as “I agree”. Do not judge or take sides. Do not express your personal opinions or make any assumptions about the facts.
 - f. Express that you undertake to maintain the confidentiality of the issue as much as possible, but also clearly inform that the situation at hand requires an intervention and that as set out in in the ASAM Principle Document for Preventing and Providing Support Against Sexual Exploitation, Abuse and Harassment, the alleged incident must be reported in compliance with the privacy and confidentiality rules and anonymously in the absence of an explicit consent.
 - g. Do not give advice directly. Inform the person reporting the alleged incident of his/her options and specify the courses of action s/he might take in respect of those options. Inform him/her about the fact that s/he can take advice and receive support from STSEAH team and assigned focal points.
 - h. Make sure that the person reporting the alleged incident is aware of the fact that the Association is obliged to take the necessary measures to protect him/her against any form of retaliation that might ensue.
 - i. Do not make promises that you might not be able to keep.
 - j. Explain that immediate action will be taken to activate the Association’s intervention mechanism.
 - k. Inquire about the needs of the person reporting the alleged incident and the affected individual and perform a risk assessment. For example, check whether there is a need for access to healthcare services, accommodation, and legal and psychological support. If an affected individual feels insecure or threatened, s/he might wish to be in a different physical location than

that of the alleged offender.

- l. If you are unsure about how to proceed with the issue at hand, you can seek advice from your supervisor, STSEAH support team, or assigned focal points in the Association.
- m. First, inform the person reporting the alleged incident about the fact that you are obliged to notify the issue to STSEAH or focal points in the form of an anonymous or an open application, and ask if s/he gives consent to the disclosure of his/her name in the application. Refer the person reporting the alleged incident to STSEAH and focal points so that s/he can receive support.
 - If s/he gives an explicit and written consent to the disclosure of his/her name in the application, report it promptly and openly.

If s/he does not give an explicit consent to the disclosure of his/her name, report it promptly in compliance with the privacy and confidentiality rules.

Bear in mind that as the manager receiving the application, you have an obligation to report it to STSEAH team or focal points in the form of an anonymous or an open application. Make sure that you discharge this obligation promptly.

It is incumbent on the Association to take the necessary protective and preventive measures, including any requests for confidentiality, for affected individuals and/or persons reporting the alleged

incident.

Any manager who receives a notification of such nature is under an obligation to report those notifications. Conducting the reporting process does not mean making efforts to gather evidence to confirm the occurrence of an alleged incident. You must make a report on the basis of the statements made in the notification you received. The obligation to report involves the notification of the application you received or the suspected situation to STSEAH and STSEAH focal points or managers in the Association.

- n. Check for any developments regularly regardless of how the allegation is resolved and make sure that no act of retaliation against the person reporting the alleged incident occurs.

5. Ensuring workplace restoration after an incident of Sexual Exploitation, Sexual Abuse and Sexual Harassment

- Inform all staff members to the extend allowed by the “need-to-know” principle, but seek advice from STSEAH, your manager and experts about the manner in which you will and are required to inform.
- Hold as many “supervision” meetings as necessary to make sure that the workplace environment is now free from any conduct of sexual exploitation, sexual abuse and sexual harassment and that any incident of similar nature does not take place.

- Remind staff members of the fact that everyone has a role and responsibility in maintaining a workplace that is free from sexual exploitation, sexual abuse and sexual harassment and in improving and
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6. When concluding your term/leaving your position

- If you have a certain successor to hand over your position to, inform him/her, and in the absence of any such successor, inform the relevant managers about the actions you took for the prevention of and intervention in sexual exploitation, sexual abuse and sexual harassment at workplace, as well as any other action to create an environment that is free of such conduct.
- If you have a certain successor to hand over your position to when concluding your term/leaving your position, provide him/her, and in the absence of any such successor, provide the relevant managers with information and documents about the difficulties, risks, threats and measures taken with regard to any previous cases of sexual exploitation, sexual abuse and sexual harassment. Inform about any ongoing cases and share information to enable their follow-up.

Annex- 10

Chart 1. Potential signs of sexual harassment at workplace*

Changes in Performance at Work: Usually, evident changes are observed in the work performance of a staff member, who has fallen victim to sexual harassment. For example, an individual may have trouble focusing on his/her work or meeting deadlines. Also, s/he may perform poorly, inattentively and in an erratic manner and have difficulty in fulfilling what is expected of him/her. His/her decision-making and problem-solving skills may also be impaired.

Behavioral Problems: In most cases, an individual develops significant behavioral changes as a result of being exposed to workplace harassment. For instance, s/he may act less friendly and be less open when communicating with a person, unlike the relationships s/he has established with other staff members. S/he may also seem reluctant to attend meetings, especially the ones that involve one-on-one interactions. Similarly, s/he may avoid socializing as well.

Shifts in Workplace Presence: Developing attitudes and behaviors such as suddenly starting to show up late for work despite being a punctual and reliable staff member before may be a sign of workplace harassment. Similarly,

taking leave on a frequent basis and increased absenteeism may also be an indicator of sexual exploitation, sexual abuse and sexual harassment. A general state of fatigue accompanied by physical stress symptoms such as frequent headaches and an upset stomach is also an important indicator.

General Tension: Sometimes, an act of harassment may affect an entire workplace. In some cases, harassing conduct by staff members or supervisors may generally result in a seemingly heavy atmosphere. Also, communication problems pervading the entire workplace may be experienced as a result of sexual exploitation, sexual abuse and sexual harassment, leading to loss of motivation and getting demoralized more than ever. Additionally, exploitation, abuse and harassment cause an increase in resignation rates.

*Reference: <https://smallbusiness.chron.com/signs-symptoms-harassment-11837.html>

