



CHILDREN MOVEMENT FOR CIVIC AWARENESS (CMCA)

PREVENTION OF SEXUAL EXPLOITATION AND ABUSE POLICY

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CMCA is a non-profit that has been a pioneer in Citizenship & Life Skills education in India for over 20 years, with a mission to transform the young into concerned, thinking and active citizens for an inclusive and sustainable India. The focus of the organization includes:

- personal and community well-being, resilience
- democratic citizenship (diversity, equality, justice, rights & duties, engaging with government, harmony with nature)
- critical thinking and community problem identification and resolution

CMCA curriculum gives young people the tools to gain crucial life skills on their journey to becoming concerned, thinking and Active Citizens. CMCA implements grassroots programs across India with primary presence in the States of Karnataka, Tamil Nadu and Maharashtra with teams and sustained grassroots programs.

CMCA is guided by its values and principles in its dealings with all stakeholders. The Values guiding CMCA include Honesty & Integrity, Transparency, Accountability, Non-Profit, Non-Violence, Non-Partnership, Courage & the Principles include Equality, Democracy, Collaboration, Innovation, People Centricism, Volunteerism, Timeliness of action.

CMCA is committed to protecting the safety, security and dignity of each and every stakeholder (beneficiaries, employees, volunteers, clients, vendor partners or other individuals associated with our organization in any capacity). It is also committed to creating a safe and ethical workplace. It maintains a vigorous policy designed to thwart sexual exploitation and abuse, sexual harassment, safeguard children and beneficiaries, encourage the reporting of misconduct, ban gifts and bribes, and regulate other elements essential to an ethical workplace.

CMCA staff is expected to uphold the highest standards of personal and professional conduct and integrity at all times to protect vulnerable persons from Sexual Exploitation and Abuse (SEA). All CMCA staff and related personnel are required to behave irreproachably with members of the community, fellow staff, and taking particular care with the most vulnerable groups: minors, women, the elderly, marginalized members of society, and persons with disabilities.

We require each and every Executive Council Member and Employee to sign these policies. CMCA strictly prohibits discrimination and harassment of any kind, including discrimination and harassment on the basis of religion, gender, political activity or affiliation, marital status, age, physical or mental disability, medical condition (as defined by applicable law), veteran status and sexual orientation.

In order to create a safe and ethical workplace, CMCA maintains a policy of taking undertaking from Trustees, Members of Executive Committee and Employees to commit to thwart sexual exploitation and abuse and sexual harassment; safeguard children and beneficiaries; encourage the reporting of misconduct; ban gifts and bribes, and regulate other elements essential to an ethical workplace. Over the years, CMCA has no incidence of ethical violations.

CMCA aims to implement efficient policies, procedures, and systems to prevent and respond to SEA and commits to create a zero-tolerance culture against complacency and impunity that would affect members of the community, CMCA staff and all affiliated stakeholders.

We have developed reporting mechanisms for specific violations, and are in the process of launching a single-channel reporting mechanism by April 2023. The consolidated reporting mechanism will strengthen the Incident Reporting Policy and Management process, which is reviewed and approved by the CMCA Executive Committee.

The CMCA PSEA Policy

What is Sexual Exploitation and Abuse?

SEA is any actual or attempted abuse against a person who is in a position of vulnerability, and of 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 Key Terms:

Community-Based Complaints Mechanism: A system blending both formal and informal community structures, by which individuals are able and encouraged to safely report incidents of SEA. Local communities are involved in developing the system so that the structure is both cultural and gender-sensitive. The selection of different mechanisms and multiple entry points will allow both staff and community participants opportunities to report at the organizational or community level in ways which are both convenient and familiar to them.

Safeguarding: Preventing acts of sexual misconduct from being perpetrated by members of the CMCA ecosystem whether against beneficiaries or those engaged in planning and implementation of various interventions.

Sexual Abuse: Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual Assault: Sexual activity with another person who does not consent. This definition also includes sexual touching. Keep in mind that minors at law do not have legal capacity to consent to sexual activity with anyone who is the age of majority.

Sexual Violence: Acts of a sexual nature against a person without their consent and that cause such a person to engage in an act of a sexual nature by force, by threat of force or coercion, such as that caused by fear of violence, duress, detention, psychological oppression or abuse of power, or by taking advantage of a coercive environment or such a person's incapacity to give genuine consent.

Sexual Harassment: Prohibited conduct in the work context committed against staff, interns, volunteers, project participants, service providers and any other related stakeholders. Involves any unwelcome sexual advance, request for sexual favours, 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.

Survivor-Centred Approach: An approach that creates a supportive and conducive environment in which the survivor's wishes are respected, their safety ensured, and they are treated with respect and dignity.

Whistle-Blower: A staff member, intern, volunteer or anyone who reports misconduct, including sexual exploitation or abuse, may be entitled to protection under specified agency terms.

Objective

This policy outlines: What is defined as sexual exploitation and abuse; CMCA's approach to preventing sexual exploitation and abuse and our commitment to the safety of people with whom we work; CMCA's expectations of its People; and reporting and management of identified policy breaches.

This policy also sets out CMCA's obligation to prevent and protect children, women and other vulnerable adults from all forms of sexual exploitation and abuse. It includes the expectations aimed at preventing sexual exploitation and abuse and the processes and procedures for reporting, investigating and responding to incidents of sexual exploitation and abuse when concerns are raised or incidents are identified.

Our commitment

CMCA categorically prohibits, and has zero tolerance for, any actions by its people that constitute sexual exploitation, abuse or harassment of children and adults. CMCA staff/associates will take all possible steps to strengthen protection, prevent sexual exploitation and abuse, and to promote the rights of children and other community members with whom we work.

If a staff member or volunteer acts in a way that is sexually exploitative or abusive, immediate steps will be taken to protect and support those affected, and to impose disciplinary action as outlined in this policy and related procedures. Where appropriate, action will include referral to law enforcement agencies, while taking into account risks to those who have been affected.

This Policy should be used in conjunction with the CMCA's Human Resources Policy, Code of Conduct and our Manual of Procedure and contains content relevant to our Commitment Agreements with partners.

Policy Scope

This policy applies to and is mandatory for our policy adherents who are defined as all CMCA full and part-time staff, volunteers, interns, consultants, contractors, all persons acting voluntarily on behalf of CMCA, any current or potential suppliers of any sort of goods, services, or works, and all other people not included in the above-mentioned categories who have signed a contract with CMCA.

Partner Organizations

While it is expected that all our partners will develop, implement and adhere to their own SEA policies, in accordance with the signed memorandum of agreement with CMCA, and their policies will be in compliance with the scope of this policy, in the absence of their own PSEA Policy, this policy must be incorporated by reference into their contracts and accepted by the signing party.

Need of a Sexual Exploitation and Abuse Policy

CMCA demonstrates regard and compassion to all persons, and consequently is responsible for and committed to the safety and wellbeing of all people in its programs. CMCA is committed to keeping the prevention and response to SEA at the centre of all its programs. CMCA's position and programming is consistent with the Core Humanitarian Standards, Inter-Agency Standing Committee (IASC) guidelines on gender equality and Gender-Based Violence, Convention on the Elimination of all Forms of Discrimination against Women and the Sustainable Development Goals (SDGs).

Policy Principles: Core Principles of PSEA

CMCA abides by the following IASC's Six (6) core principles on Sexual Exploitation and Abuse:

1. SEA by humanitarian workers and related personnel constitute acts of gross misconduct and are therefore grounds for disciplinary actions and/or termination of an employment contract within the applicable and current regulations.
2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence and in no way shall ignorance of the age of the person be accepted as a justification. Specifically, CMCA's Child Protection Policy further sets the principles and operationalizes procedures and guidelines for guaranteeing children's safety and protection in all domains of CMCA's programming.
3. 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 for assistance that is due to community members.
4. Sexual relationships between humanitarian workers and members of the community are strongly prohibited since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian work.
5. When humanitarian workers or related personnel develop concerns or suspicions regarding sexual abuse by an individual, whether the individual works for CMCA or other organizations, partners, suppliers or other related stakeholders, they are mandated by a legal and moral duty of care. They must report such concerns through the means and tools available within

the agency's reporting mechanisms. The management must be informed about all the concerns and suspicions, including rumours, in good faith, regarding SEA.

6. All humanitarian workers are obliged to create and maintain an environment that prevents SEA and promotes the implementation of the Code of Conduct. Managers at all levels have particular responsibilities to support and develop systems which maintains this environment.

CMCA has adapted and will apply the core principles as defined by the UN Secretary-General.

- Sexual activity with children is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence.
- 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 any exchange of assistance that is due to community members or program participants. CMCA People are typically in a position of authority in relation to community members/program participants. Any actual or attempted abuse of this authority for sexual purposes is exploitative, undermines the credibility and integrity of the work of CMCA and is prohibited.
- Preventing Sexual Exploitation and Abuse is a shared responsibility of CMCA representatives irrespective of their other roles or responsibilities.
- Where an CMCA representative develops concerns or suspicions regarding Sexual Exploitation and Abuse by someone, whether they are CMCA representatives, community partner representatives or from another NGO, he or she must report such concerns via established reporting mechanisms.
- CMCA has zero tolerance of inaction on incidents of Sexual Exploitation and Abuse.
- Sexual Exploitation and Abuse by CMCA representatives is never acceptable and constitutes an act of serious misconduct. Where allegations are substantiated they will be grounds for termination of employment, or professional relationship severing in the case of non-employees, and may require referral to law enforcement agencies.

CMCA's Policy Commitments

CMCA is dedicated to fulfilling IASC's core principles through the implementation of the following commitments in relation to prevention, reporting and complaints mechanisms, and provision of services for survivors of SEA:-

Prevention

To prevent the risk of SEA, CMCA commits to;

1. Ensure robust recruitment screening, vetting and referencing process for all personnel, particularly for persons who will have any direct or indirect contact with children by

emphasizing clauses on PSEA throughout the employment cycle including job advertisements, job descriptions, performance contracts, written and verbal interview questions, and by carrying out thorough employer and professional references, background, and police checks.

2. Ensure all new and existing employees sign declaration statements on PSEA and CMCA's code of conduct annually. The acceptance of the PSEA Policy by signature of a declaration form is a condition for undertaking any relation with CMCA.
3. Have clear and concise policies on SEA and sexual violence in the workplace written in languages that can be understood by everyone in the organization, implementing partners, and the public, clearly indicating who it applies to and consequences of violation.
4. Provide a Code of Conduct that establishes, at a minimum, the obligation of all the staff and collaborators not to exploit, abuse or otherwise discriminate against community members and consequences for violations are in place and duly known to the intended recipients.
5. Circulate the Statement of Ethical Foundations to all CMCA staff and its affiliates. The Statement of Ethical Foundations should contain the mission, vision, declaration of values and principles, set of rights, duties and responsibilities that it holds with whomever collaborates with CMCA or benefits from its projects or programs.
6. Promote awareness of staff and related personnel on the Core Principles contained in this policy, the related principles included in CMCA's staff Code of Conduct, Statement of Ethical Foundations, and provide at least an annual training session on PSEA and sexual violence in the workplace for new and existing staff recognizing and responding to risks and concerns at regularly scheduled intervals. Additionally, ensure provision is made for annual refresher training opportunities for staff and partners and remedial measures put in place to address any misconduct brought forth. In addition, develop regular and repeated messaging at all levels of the organization on the importance of PSEA, our values, our ethics, prohibited conduct, how to report incidents, and consequences of violations.
7. Include written expectations with respect to preventing and responding to SEA in all our project agreements, contracts, memoranda of understandings etc.
8. Provide capacity building for implementing partners and project staff, including the capacity to respond to SEA, the commitment to develop and implement policies and strategies to ensure effective and transparent monitoring of PSEA measures, guidelines and SEA reports.
9. Appoint a dedicated PSEA person that is responsible to ensure provision of adequate training to staff at the national and field level, stay current with cutting edge information on PSEA, develop and review policies and procedures, conduct research and disseminate findings to partners and stakeholders, represent the organization in forums addressing PSEA locally, nationally and internationally, and who will monitor the implementation of the PSEA policy and procedures.

Reporting and Complaints Mechanisms

CMCA commits to-

1. Develop an appropriate reporting mechanism for complaints with respect to prevention of SEA arising from the field and within CMCA for varied end users that is sensitive to cultural, diversity and gender. The reporting mechanism will link to and build on existing structures to create one system for handling feedback and complaints.
2. Provide regular training for multiple staff members to receive reports, speak to survivors, effectively and efficiently process complaints on SEA.
3. Set protocols to enable transparent processing of complaints of SEA in a timely manner, including the immediate suspension of the alleged perpetrator from the activities with direct impact on communities, or staff until the investigation is concluded.
4. Set protocols to inform appropriate local and national authorities responsible for conducting investigations of SEA allegations with respect to criminal cases.
5. Ensure that members of the community and staff know where and how to report cases of SEA and what sort of assistance they can expect to receive.
6. Adhere to the principles of survivor-centred approach by promoting confidentiality, transparency, respect, safety, anonymity, and seek informed consent from all complainants of SEA. Additionally, ensure the protection of the victim, the complainant and the whistleblower of SEA after having verified and confirmed the reported facts either by internal or external investigation.
7. Take appropriate disciplinary action including immediate termination of employment and referral for criminal prosecution and legal action, where appropriate, against the person who commits SEA, in accordance with the national law's reporting and responding system.
8. Develop procedures which encourage people to report on concerns without fear of reprisals or victimization at the organizational and community level such as having multiple reporting channels where complaints can be raised, assure privacy and confidentiality.

Processes for reporting, investigating and responding to incidents or concerns

(CMCA's Complaints and Reporting Mechanism enshrined in *CMCA Code Of Conduct*).

- Any CMCA representatives having reasonable grounds to suspect that Sexual Exploitation and Abuse has occurred is required to report the matter immediately (within 48 hours) to the Chairperson of **SEA Investigation & Redressal Committee**. This includes any notifications received from partners and any alleged incidents that pose a significant reputational risk to CMCA or risk to a vulnerable member of the community. Any allegation of Sexual Exploitation and Abuse that an CMCA representative becomes aware of should be taken seriously.

- Community members or other external persons can notify a concern or incident using any of the following mechanisms: Inform any representative at any time in person or via phone, text, email or other communication; b. Via the contact details contained in the CMCA Complaints Procedure and CMCA Voice box. The email ID instituted specifically for this purpose is psea@cmcaindia.org
- Any CMCA Person requiring advice can contact Narendra Kumar who serves as CMCA 's PSEA focal person.

Receiving and managing allegations and concerns

The process for receiving and managing allegations and concerns under this Policy will be according to CMCA's Complaints Policy and Procedure.

- All SEA related complains will be looked into by “**SEA Investigation and Redressal Committee (SIRC)**” constituted as under:

i.	Ms. Vinodini Lulla	-	Chairperson
ii.	Cdr. Narendra Kumar	-	Member Secretary
iii.	Ms. Usha Shetty	-	External Member
iv.	Mr. David S Packia	-	Member
v.	Ms. Ramya Bharadwaj	-	Member
vi.	Ms. Savitha C	-	Member
- **Role of Internal Complaints Committee (SIRC).** Subject to this Policy and CMCA_SHRP, the SIRC is responsible for the following:
 - Ensuring implementation of the PSEA Policy and SHRP;
 - Ensuring that workshops to raise awareness against sexual harassment is organised;
 - Investigating and determining from the facts whether sexual harassment took place as complained of;
 - Investigating and determining from the facts any allegation of victimization or retaliation against an aggrieved employee for reporting a possible case of sexual harassment;
 - Offering and presiding conciliation if both the aggrieved employee and the accused person agree to it;
 - Recommending actions for CMCA to implement in case it believes sexual exploitation / abuse / harassment took place;
 - Recommending actions / penalties against the accused person if it is determined that sexual exploitation /abuse / harassment occurred;
 - Recommending appropriate assistance and support for the aggrieved person when it is determined that sexual exploitation /abuse / harassment occurred;

- Identifying if a complaint is false, malicious or frivolous, or if false evidence was presented during complaint investigation proceedings with knowledge of such falsity and recommending action steps to CMCA or the District Officer under the Act;
 - Following up with CMCA management on the recommendation made in the case of sexual harassment;
 - Maintaining the confidentiality of the complaint, proceedings, and action steps recommended/taken;
 - Preparing an annual report including (i) the number of cases filed, disposed of, pending for more than 90 days, and status every calendar year, and (ii) number of workshops or awareness program on PSEA carried out, and (iii) nature of action taken by the employer, and submit it to CMCA and the District Officer constituted under the Act;
 - Reporting to local law enforcement authorities in case of serious cases of sexual exploitation and abuse;
 - Reporting to the relevant child protection institutions if the case concerns a child; and
 - Carrying out any other action that SIRC may be required to fulfil or comply with under the Act or other applicable laws.
- All reports or concerns relating to Sexual Exploitation and Abuse will be treated as serious under that policy and be reported to the PSEA Coordinator or CEO CMCA.
 - Instances of Sexual Exploitation and Abuse raised under this Policy will be treated confidentially. However, when an incident is identified it may be necessary for those managing the incident to reveal its substance to other CMCA personnel, external persons involved in the investigation process or law enforcement agencies. Reports to local authorities and/or actions or referrals by CMCA will be done subject to the wishes and welfare of the survivor/complainant.
 - Where there is a reasonable belief that a criminal offence has occurred, the matter will be reported to the appropriate law enforcement agency while ensuring that the welfare, rights and agency of the survivor/complainant are prioritised. When a referral is made to law enforcement, any action by CMCA will be guided by such an agency. Any decision to refer or not refer to law enforcement requires the approval of the **EC, CMCA**, and the reasons for the decision will be documented.
 - CMCA will take reasonable precautions to store any records or files relating to a matter of Sexual Exploitation and Abuse securely and to permit access by authorised persons only. Any unauthorised disclosure of information relating to a matter will be taken seriously and may result in disciplinary action, which may include dismissal.

Working with our Community Partners to prevent Sexual Exploitation and Abuse

Information on prevention of Sexual Exploitation and Abuse will be provided to community partners alongside information on our Code of Conduct, Working with Children Policy and our policy on Fraud and Corruption. Our expectations in all four areas will be included as part of the Commitment Agreement between CMCA and the community partner.

Partnership Coordinators are responsible for ensuring that community leaders or representatives of our community partners are aware of CMCA's expectations in regards to this policy. They will highlight that any failure on their part to report or take action where Sexual Exploitation and Abuse has occurred may constitute grounds for the termination of the Commitment Agreement.

CMCA's risk management processes for community partnerships will include consideration of risks of sexual exploitation and abuse of children and vulnerable adults.

Support for survivors and non-retaliation

CMCA will take steps to ensure that retaliatory actions are not taken against the survivor or reporter of an instance of Sexual Exploitation and Abuse. Wherever possible CMCA or our community partners will provide assistance to survivors – for example, medical/health treatment, counselling, referral or legal support.

HR practices

- The HR Manager is responsible for implementing robust recruitment and hiring practices to screen candidates to staff, Partnership Coordinator and other roles. This includes use of background and criminal reference checks along with targeted and objective reference checking.
- Induction of EC members, staff, Partnership Coordinators and other volunteers in contact with our partner communities will include this policy and reference to other resource/educational material on Prevention of Sexual Exploitation and Abuse.
- Partnership Coordinators, local Liaison Officers and Community Partners (organisations/groups) will be made aware of the channels for raising concerns and making complaints, including allegations of Sexual Exploitation and Abuse. All investigations will be conducted in a timely and professional manner.

CMCA may utilise the services of external experts to support or conduct investigations of allegations of Sexual Exploitation and Abuse.

- The HR Manager will take swift and appropriate disciplinary action in relation to CMCA People who commit acts of Sexual Exploitation and Abuse. This will usually include suspension while investigations are conducted.
- Substantiated acts of Sexual Exploitation and Abuse are regarded as serious misconduct and will result in disciplinary action, including dismissal and/or referral to relevant external authorities including referral to law enforcement agencies in the event of suspected criminal offences.
- Where allegations are substantiated, the Focal Point or CEO CMCA will transparently share misconduct information with other organisations who make a request as part of their own due diligence and integrity checks on their people and partners.

Expectations of CMCA people

- CMCA's Code of Conduct sets out core expectations of CMCA's representatives including acting with honesty and integrity, acting in an ethical and fair way, respecting and giving priority to community needs and respectful relationships with our community partners. And not taking advantage of unequal power relationships that exist between CMCA and our community partners and community members.

This policy provides further detail of the expectations of CMCA representatives concerning the prevention and reporting of Sexual Exploitation and Abuse as follows.

CMCA representatives:

- Will treat all beneficiaries with respect and not use language or behave towards them in an abusive, sexually provocative, demeaning or culturally inappropriate manner.
- Will not exchange money, employment, goods or services, protection or assistance for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Will not engage in transactional sex in the course of CMCA business. Local staff are prohibited from fraternisation while engaged in CMCA work.
- Will not participate in or support any form of Sexual Exploitation or Abuse activity including, for example, people trafficking, or pornography.
- Will immediately (within 48 hours) report any concerns or suspicions regarding possible violations of this Policy. Failure to report such conduct could lead to disciplinary action.
- Will treat any complaints received seriously, based on a presumption that survivors/complainants should be believed.
- Will disclose charges, convictions and other outcomes of an offence that relates to Sexual Exploitation and Abuse, including those that may be acceptable under traditional law.
- Will take all reasonable steps commensurate with their role to prevent, oppose and combat all Sexual Exploitation and Abuse.

Any substantiated violation of these expectations is regarded as a serious breach of policy and will result in disciplinary action which may include termination for our Staff, interns, volunteers, Board members, contractors and consultants, and could lead to the cessation of any partnership agreement with our community partners. Any criminal behaviour will be reported to law enforcement agencies.

Publicising our position on Sexual Exploitation and Abuse

CMCA will publish this Policy on our website. This commitment in this policy will be translated into local languages to ensure it is understood by all our representatives and the communities we work with. A copy of the policy will be included and made part of Commitment Agreements with community partners, employment contracts and agreements with staff, volunteers and contractors.

Monitoring and Corrective Actions

- The CEO through the Focal Point on PSEA at CMCA has the overall responsibility for promoting and monitoring the implementation of this policy.
- The EC and CMCA Senior Management shall review progress of implementation of this policy on annual basis, with support from the Focal Point on PSEA.
- CMCA provides a channel for reporting (including anonymous feedback) any concern / feedback on the organisational aspects by the way of an ongoing CMCA Suggestion box.
- Health of the work environment (with regards to PSEA) would be ascertained annually through direct anonymous feedback from the staff, volunteers and beneficiaries.
- As consistent with this policy, the responsibilities of Programme Managers / Leads with regard to PSEA should be reflected in their Task / Work plan and reviewed periodically.
- Any case of reported SEA will be promptly investigated by the SIRC as per Investigation process and report rendered to the EC, CMCA for ratification of the recommended actions against the accused. Absolute confidentiality will be maintained about the process and identity of the victim during the entire proceeding and thereafter.
- Referral and advisory support to the victim on medical, legal, psychological services will be provided by the SIRC through the focal point.
- SIRC may also recommend additional Corrective measures including additional training and awareness drives to preclude any future violations under SEA.

Behaviour of CMCA Personnel On and Off Duty

- All CMCA personnel (EC members, employees, volunteers and consultants) working in direct / indirect contact with the children and facilitators are obligated to abide by the stated CMCA policy of Zero Tolerance to SEA, whilst On and Off duty.
- They further acknowledge the responsibility of spreading awareness on the CMCA PSEA policy to all beneficiaries / partner organisations and undertake to report any case of alleged violation relating to SEA to the PSEA focal point / CEO CMCA through fastest available channel of communications for further investigations while maintaining absolute confidentiality of the matter from their end.

Support Services

CMCA would endeavour to;

1. Provide safety and security to staff, interns, volunteers, community participants and other relevant stakeholders who are survivors of SEA regardless of age, gender, ethnicity, sexual orientation, disability to ensure they are not at increased risk of exploitation or abuse or pose a risk to others.

2. Provide referral for medical and psychosocial assistance to survivors of SEA to include, psychosocial counselling, peer support, victim advocacy, medical treatment (pregnancy prevention, medication for sexually transmitted infections (STIs), PEP kits, and legal assistance.
3. Conduct timely and transparent administrative investigations by developing standard operating procedures (SOPs) for conducting investigations, including principles for referring to local authorities, hiring permanent investigators trained on SEA and related types of misconduct, or using a list of trusted and vetted investigators when they are needed.
4. Foster, nurture and work with local authorities to ensure criminal accountability and prosecution of perpetrators by providing evidence, testimonies, and/or being available when required.
5. Promote organizational learning by ensuring that we learn from our efforts both successes and failures and those of others in the sector and by ensuring feedback is reflected on and acted upon.