

**Policy on Prevention and Protection from Sexual Exploitation,
Abuse and Harassment (PPSEAH) at the Workplace of
Beyond Beijing Committee Nepal**



**Beyond Beijing Committee Nepal
Buddhanagar, New Baneshwor, Kathmandu**

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Contents

Introduction.....	4
Aim	4
Scope.....	4
Definitions.....	4
Commitment to Prevention and Protection of SEAH.....	5
Inter-Agency Standing Committee (IASC) Six Core Principles	5
Process and Mechanism of Investigation SEAH Allegation	6
SEAH Committee Formation.....	6
Complaint Lodging	6
Step Action for SEAH Allegation Investigation.....	6
Sanctions and Disciplinary Measures	7
Prevention	7
Monitoring and Evaluation	7
Amendment.....	8
Annex 1: Code of Conduct	9
Annex 2: PPSEAH Focal Point (General Secretary) Terms of Reference	11
Annex 3: Sexual Exploitation, Abuse and Harassment Incident Report/Investigation Form.....	12
Annex 4: Referral Form for any services require (CONFIDENTIAL)	15
Annex 5: Service providers for complainant/survivor of Gender-Based Violence (GBV)/SEAH ...	18
Annex 6: Training Agenda on Prevention and Protection of Sexual Exploitation, Abuse and Harassment (PPSEAH)	19
Annex 7: Checklist for PPSEAH-Sensitive Recruitment, Contracting and Performance Management	20

Introduction

Beyond Beijing Committee (BBC) Nepal respects human rights, dignity, aspirations and equality of gender, and avoids any forms of sexual harassment that occurs in the workplace. Prevention and Protection from Sexual Exploitation, Abuse, and Harassment (PPSEAH) Policy (hereafter call policy) is developed to ensure zero tolerance for all forms of sexual wrongdoing in the workplace of BBC Nepal. The policy respects the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), Beijing Declaration and Platform for Action (BPfA), the law of Nepal (*Constitution and The Sexual Harassment at Workplace (Prevention) Act, 2014*) and the Statute/Constitution of BBC. This Policy has been developed considering the major components of the existing BBC's Safeguarding Policy.

This Policy sets clear obligations for BBC's all forms and levels of personnel that include Board Members, Employees, Advisors, Network Members and other affiliated individuals and organizations to prevent and respond to sexual exploitation, abuse and harassment (SEAH). This Policy shall refrain from accepting, encouraging, participating in, or engaging in SEAH.

Aim

The aim of this policy is to create a secure physical, psychological and social environment in the BBC's workplace, which will deter acts of SEAH. Besides, to establish a fair and effective mechanism for review and address of an occurrence of SEAH at the workplace.

Scope

The Policy on the Prevention and Protection from Sexual Exploitation, Abuse and Harassment (PPSEAH) establishes BBC's zero tolerance of SEAH. It sets clear obligations of BBC to prevent and respond to SEAH and to refrain from condoning, encouraging, participating in, or engaging in SEAH. This policy shall apply to BBC Nepal's personnel to prevent and respond to SEAH.

Definitions

For the purposes of this Policy, the following definitions, terms are defined as follows:

“Sexual Abuse” means any actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions that demand by a person in position, power or authority, for sexual favour in exchange for work related benefits (e.g., a wage increase, a promotion, training opportunity, a transfer, or the job itself). All sexual activity with someone under the age 18 years is considered to be sexual abuse.

“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, threatening or profiting monetarily, socially, or politically from the sexual exploitation of another.

“Sexual Harassment” means any unwelcome sexual advance, request for sexual favour, or other verbal, non-verbal, or physical conduct of a sexual nature, that interferes with work, is made a condition of employment, or creates an intimidating, hostile, or offensive environment in connection with a fund-related activity, and, for the avoidance of doubt, Sexual Harassment may occur between or amongst persons of different sexes or genders or of the same sex or gender, and may be initiated by any gender or sex.

“Personnel” refers to all types and levels of individuals directly indirectly associated with BBC. This includes BBC’s Board Members, Employees, Advisors, Interns, Volunteers, Vendors and other affiliated individuals and organizations including beneficiaries.

“Workplace” refers the spheres and spaces within which BBC’s personnel operate and move in the course of performance of work for BBC, including physical premises at the registered office in Kathmandu, and areas where the they move as part of their work.

“The Policy” means the prevention and protection from sexual exploitation, abuse and harassment (PPSEAH) Policy of BBC.

“SEAH Committee” refers a three-member committee formed according to this policy to deal with the received complaints related to SEAH.

Commitment to Prevention and Protection of SEAH

BBC Nepal will make every effort to create and maintain a safe environment, free from SEAH and shall take appropriate measures for this purpose where it operates, through a robust prevention and protection SEAH policy.

This prevention and protection SEAH Policy, affirms BBC Nepal’s commitment to the UN Secretary-General’s Bulletin on Special Measures for protection from sexual exploitation and sexual abuse (UN ST/SGB/2003/13)¹ and to achieving full, ongoing implementation of the Inter-Agency Standing Committee Task Force on Protection from Sexual Exploitation and Abuse in Humanitarian Crises (IASC) Six Core Principles relating to SEAH².

Inter-Agency Standing Committee (IASC) Six Core Principles³

Sexual exploitation, abuse and harassment by BBC Nepal’s personnel constitute acts of gross misconduct and are therefore grounds for termination of employment.

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.

Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.

Any sexual relationship between BBC Nepal’s personnel assistance and other vulnerable members of the project/program areas that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian aid work.

¹United Nations, 2003. Secretary-General’s Bulletin Special measures for protection from sexual exploitation and sexual abuse. Accessed from <https://www.unhcr.org/protection/operations/405ac6614/secretary-generals-bulletin-special-measures-protection-sexual-exploitation.html>.

²Inter-Agency Standing Committee. 2002. Report of the Inter-Agency Standing Committee Task Force on Protection from Sexual Exploitation and Abuse in Humanitarian Crises. Accessed from https://pseataskforce.org/uploads/tools/reportofthetfonpseainhumanitarianriseshumanitarianincludesproposedplanofaction_iasctaskforceonpseainhumanitarianriseshumanitarianincludesproposedplanofaction_english.pdf

³Adjusted for the purpose of this SEAH Policy.

Where a BBC Nepal's personnel develop concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same organization or not, he or she must report such concerns via established reporting mechanisms.

BBC Nepal's personnel are obliged to create and maintain an environment which prevents SEAH and promotes the implementation of their code of conduct (Annex 1). Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

Process and Mechanism of Investigation SEAH Allegation

SEAH Committee Formation

BBC Nepal shall form a three-member SEAH Committee. If there are written complaints and grievances received immediately board member will lead the team and investigate allegation relating to SEAH.

The SEAH Committee shall be formed:

- Two representation from Board
- One representation from employee

Complaint Lodging

All the complaints shall be submitted to the SEAH Committee immediately after an incident through the electronics and physical means. The SEAH Committee may assist the Complainant in completing a written statement. Once complain has been received by the committee in order to address an incident the committee has to prepare the procedural process immediately to submit a written report of findings within two weeks from lodging of complaint to General Secretary, who will act as a focal point of SEAH at BBC Nepal (Annex 2).

Step Action for SEAH Allegation Investigation

Upon receiving a complaint, SEAH committee shall call a meeting within three working days and review the complaint. In case of BBC's personnel including partner members/affiliated individuals shall forward the complaints received to BBC office.

1. The SEAH Committee shall initiate an investigation to determine whether there is a reasonable basis for believing that the suspected violation of this Policy occurred (Annex 3).
2. During the investigation, SEAH Committee members can adopt different case handling modality for investigating the case and interviewing the Complainant and any witnesses to determine whether the alleged conduct occurred.
3. If it is determined that a violation of this Policy has occurred, SEAH Committee shall recommend appropriate disciplinary action. The appropriate action shall depend on the following factors:
 - a) the severity, frequency and pervasiveness of the conduct;
 - b) prior complaints made by the Complainant;
 - c) prior complaints made against the Complainant; and
 - d) the quality of the evidence (For example, first hand knowledge, credible verification).

4. Upon the conclusion of an investigation, SEAH Committee shall submit a written report of findings within two weeks from lodging of complaint to General Secretary who will call the Board meeting to discuss the findings.
5. The final decision shall be made based on BBC Nepal's executive board, which will be notified to SEAH Committee. The Complainant shall be informed about the decision within a month.
6. If Complainant require or requested any medical, psychosocial and/or legal services s/he will be referred to appropriate service providers (Annex 4 and 5).
7. The Complainant, if dissatisfied with the decision, shall have the rights to go for legal process.

Sanctions and Disciplinary Measures

Anyone who has been found guilty on SEAH is liable to face any of the following sanctions on the basis of the nature of the case based on the recommendation of the SEAH Committee:

- Verbal or written warning
- Adverse performance evaluation
- Reduction in wages
- Demotion
- Suspension
- Dismissal

Note: If the case is serious BBC Nepal will follow the further legal procedure.

Prevention

1. Training on BBC Nepal's PPSEAH Policy (Annex-6)
 - BBC Nepal's personnel mainly board members, interns and volunteers.
 - Newly hired employee
 - Network members/ members
 - Implementing partners
 - Resource Persons/ consultants
2. Make agreement with above mentioned parties to follow BBC Nepal's PPSEAH Policy.
3. Keeping notice board within premise of the office where a person can get information regarding where to complain if they face any kind of SEAH.
4. While recruiting new employees reference check will be made in regard to SEAH (Annex 7).
5. Share official email address with the beneficiaries or other so that they can complain if they experience SEAH.

Monitoring and Evaluation

1. The SEAH Committee will be responsible for submitting an immediate incident report or a detailed mandatory report to General Secretary and Executive Board Members for any cases of sexual exploitation, abuse and harassment every six months.
2. The General Secretary and Executive Board Members will evaluate how each reported cases were dealt with and if they are in compliance with SEAH and Safety and Security Policy.

3. The Evaluation Committee formed by BBC's Executive Board will evaluate the effectiveness of the policy and its implementation mechanism and identify the risks and existing gaps for necessary amendment for organizational prevention of SEAH every two years.

Amendment

1. The General Secretary and Executive Board Members will have a meeting for annual evaluation of the PPSEAH Policy, where SEAH Committee will make recommendations for amendment in the policy where required to strengthen its effectiveness.
2. Based on the evaluation of needs, challenges and gaps, the policy will be reviewed every 3 years or as per need.

Annex 1: Code of Conduct

BBC Nepal is committed to creating a safe environment for its beneficiaries including vulnerable adults, children, and youth. All BBC Nepal's personnel that includes employee, network members, partner organizations and related personnel have a duty to uphold the principles of BBC Nepal's Prevention and Protection of Sexual Exploitation, Abuse and Harassment (PPSEAH) Policy.

I agree that I **will**:

- uphold the principles of BBC Nepal's Prevention and Protection of Sexual Exploitation, Abuse and Harassment Policy
- be truthful with beneficiaries including vulnerable adults, children, youth, their families, and communities participating in programs and events related to BBC Nepal.
- treat vulnerable adults, children and youth in a manner that respects their rights and dignity and considers their best interests. I will do this regardless of the individual's age, sex, ethnicity or ability.
- consider potential risks as they relate to my conduct and work and take appropriate action to minimize risks to vulnerable adults, children and youth.
- contribute to creating an environment where vulnerable adults, children and youth involved in our programs are respected and empowered.
- display high standards of professional behavior at all times, providing a positive role model vulnerable adults, children and youth.
- respect the privacy and confidentiality of vulnerable adults, children and youth associated with BBC Nepal.
- ask permission of a vulnerable adult, child, or young person (or a parent / guardian in the case of young children) before taking their photo, informing them of its intended use. I will respect their decision to say no.
- ensure that any photos of vulnerable adults, children and youth that are taken with consent are respectful, do not negatively affect their dignity, and do not put them at risk in any way.
- report and respond to any concerns, suspicions, or allegations of actual or possible sexual exploitation or abuse or harassment to a vulnerable adult, child or young person.
- cooperate fully with any investigation of concerns or allegations of sexual exploitation or abuse or harassment to vulnerable adults, children or youth.

I agree that I **will not**:

- abuse or exploit a vulnerable adult, child or young person.
- behave in any way that places a vulnerable adult, child or young person at risk of harm
- engage in any form of sexual activity or develop physical/sexual relationships with anyone under the age of 18. I understand that mistaking the age of the child is not an excuse.

- engage in sexual relationships with direct beneficiaries ages 18 – 24.
- engage youth in any form of sexual activity which involves the exchange of money, employment, goods, or services for sex. This includes sexual favours or other forms of humiliating or exploitative behaviour.
- use language or behave towards a vulnerable person, child or young person in a way that is inappropriate, offensive, abusive, sexually provocative, demeaning or culturally inappropriate.
- hold, hug or touch vulnerable adults, children or youth in an inappropriate or culturally insensitive way.
- do things of a personal nature for a vulnerable adult, child or youth with whom I am in contact in a work-related context that they can do for themselves (for example, taking them to the toilet or helping them get undressed).
- spend time alone away from others with children and youth with whom I am in contact in a work-related context. I will always make sure that another adult is with me and/or I am with the child/young person in an open public place.
- use children and youth under 18 years of age for domestic or other labour if that work is inappropriate or harmful; if it interferes with their time available for education and recreation; or if it puts them at significant risk of injury, exploitation, or violence.
- hit or otherwise physically assault or physically abuse vulnerable adults, children or youth.
- act in ways that shame, humiliate, belittle or degrade vulnerable adults, children and youth, or otherwise cause emotional abuse.
- discriminate against or show preferential treatment of particular vulnerable adults, children and youth to the detriment of them or others.
- condone or participate in behaviour of vulnerable adults, children or youth which is illegal, unsafe, or abusive.
- access, view, create, download, or distribute pornography, especially abusive images of vulnerable adults, children and youth.

I understand that this is not a complete list and that I am responsible to ensure that my behavior keeps vulnerable adults, children and youth safe.

Name: _____

Date: _____

Annex 2: PPSEAH Focal Point (General Secretary) Terms of Reference

General purpose of the role:

With the support and under the supervision of the BBC's Executive Board PPSEAH Focal Point is designated to receive complaints and reports about alleged acts of SEAH within her given responsibility, and is in charge of ensuring proper and effective response in compliance with relevant guiding principles and the established procedures. Moreover, the PPSEAH Focal Point is in charge of actively contributing to raise awareness on PPSEAH and revise the BBC's PPSEAH policy, strategy and related standard operating procedures (SOPs).

Main responsibilities and tasks:

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

I, the undersigned _____ (Name), hereby acknowledge that I have read, understood and agree to perform the role of BBC PPSEAH Focal Point in accordance with this terms of reference.

Signature: _____

Date: _____

Annex 3: Sexual Exploitation, Abuse and Harassment Incident Report/Investigation Form⁴

In line with the BBC Nepal's PPSEAH Policy will take a complainant/survivor centred approach to the reporting of SEAH. Please provide as much information as possible, and in line with the wishes of the complainant.

1. BBC Nepal Program/Activity Details related to the Incident	
BBC Nepal Program or Activity:	
Location of BBC Program or Activity: <i>(Province, District, Municipality, City, Village, Town, etc. Please provide as much detail as possible)</i>	
Name of BBC's network member/ partner associated with the program/activity: <i>(Example: Name of organization involved in implementing program/activity)</i>	
2. Details of Reporting Organization or Individual	
<i>Note: Please consider the privacy and protection of any individuals reporting to SEAH (whistle-blowers). Only provide details of any individuals permission has been granted to share this information with BBC Nepal..</i>	
Name of Reporting Organization/Individual:	
Contact Name:	
Contact Number:	

⁴Adopted from Sexual Exploitation, Abuse and Harassment (SEAH): Incident Notification Form, 2022. Accessed from <https://www.dfat.gov.au/sites/default/files/seah-incident-notification-form.pdf>

<p>Location of Reporting Organization/Individual: <i>(Province/District/Municipality/City/Village/Town, etc)</i></p>	
<p>3. Sexual Exploitation, Abuse and Harassment Incident</p>	
<p>Type of Allegation: <i>(Please nominate one or more allegation types, such as sexual exploitation, sexual abuse, and/or sexual harassment)</i></p>	
<p>Date of Alleged Incident:</p>	
<p>Location of Alleged Incident: <i>(Province, District, Municipality, city/village/town etc. Please provide as much detail as possible)</i></p>	
<p>Date Incident report received by BBC Nepal:</p>	
<p>Details of Alleged Incident: <i>(Please provide details of the alleged incident. Include any specific vulnerabilities such as disability, children, etc.)</i></p>	
<p>Is the complainant/survivor a recipient or client of a BBC Nepal program/activity? <i>(If so, please provide details)</i></p>	
<p>What support has been/is being provided to the complainant/survivor? <i>(Example, referral to a medical clinic, counselling services, etc)</i></p>	
<p>Have referrals been made to support services such as a medical facility or counselling services? <i>(If yes, please provide details)</i></p>	
<p>What investigation or reporting has been undertaken by the BBC Nepal network member/partner organisation?</p>	

<p><i>(Please provide details e.g. an internal investigation will be conducted and a final report produced etc)</i></p>	
<p>4. Reporting to Police or other Authorities</p>	
<p>Have the Police, either in federal, provincial or local level been informed of the incident/allegation? If so, what is their response or proposed action?</p> <p><i>If yes, please provide:</i></p> <ul style="list-style-type: none"> • <i>Police contact name and contact details</i> • <i>Date the incident/allegation reported the police</i> • <i>The response or proposed action from the police.</i> 	
<p>Have any other authorities, other than the police been informed of the incident/allegation?</p> <p><i>If yes, please provide:</i></p> <ul style="list-style-type: none"> • <i>Name of the other authority</i> • <i>A contact name and contact details for the other authority</i> • <i>Date the incident/allegation was reported the other authority</i> 	
<p>5. Other Information</p>	
<p><i>(Please provide any other relevant information here that has not already been mentioned above)</i></p>	

Annex 4: Referral Form for any services require (CONFIDENTIAL)

Details of Referring Organization and Individual	
Organization's Name:	
Contact Person's Name:	
Contact Address (Location):	
Contact Number:	
Email ID:	
Details of Receiving Organization and Individual	
Organization's Name:	
Contact Person's Name:	
Contact Address (Location):	
Contact Number:	
Complainant/survivor Information	
Name (Full Name):	
Age:	
Sex:	
Nationality:	
Address:	
Contact Number:	
If complainant/survivor is a minor (under 18)	
Name of primary caregiver:	
Relationship to minor:	
Contact Number of primary caregiver:	

Is minor alone, separated or unaccompanied?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Caregiver is informed about referral? <i>(If no, explain the reason for not informing)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Informed Consent, Services Received and Reason for Referral	
Has the complainant/survivor been informed about the referral? <i>(If no, explain the reason for not informing)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the complainant/survivor referred to any organization for services? <i>(If yes, explain the reason for referral)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of Services required/requested <i>(Please explain any required/requested services)</i>	<input type="checkbox"/> Mental Health Service <input type="checkbox"/> Psychological Support <input type="checkbox"/> Social Service <input type="checkbox"/> Medical Service/Care <input type="checkbox"/> Protection Service <input type="checkbox"/> Legal Assistance <input type="checkbox"/> Livelihood <input type="checkbox"/> Shelter <input type="checkbox"/> Material Assistance <input type="checkbox"/> Nutrition <input type="checkbox"/> Support for children born as result of SEAH
Consent to release <i>(Note: Read for complainant/survivor/ caregiver and answer any concerns before s/he signs. Sign on behalf of complainant/survivor/ caregiver if consent is given verbally and complainant/survivor/ caregiver cannot sign)</i>	
I, _____ <i>(Complainant/survivor/caregiver's name)</i> , understand the purpose of the referral and of disclosing this information _____ <i>(Name of receiving organization)</i> is to ensure the safety and continuity of care among service providers seeking to serve the client. The service provider, _____ <i>(Name of referring</i>	

organization), has clearly explained the reason and process of the referral to me and has stated the information that require to be disclosed. By signing this form, I authorize the exchange of the information for further needful appropriate services that is requested/required.

Signature of complainant/survivor or caregiver if a minor: _____

Date (DD/MM/YY): _____

Place (Location): _____

Details of Referral

<p>Any contact or other restriction? <i>(If yes, please explain)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Type of Referral:</p>	<p><input type="checkbox"/> Phone (Emergency only) <input type="checkbox"/> Email <input type="checkbox"/> Electornically (App or Database) <input type="checkbox"/> In Person</p>
<p>Follow up Expected via and date:</p>	<p><input type="checkbox"/> Phone (Emergency only) <input type="checkbox"/> Email <input type="checkbox"/> Electornically (App or Database) <input type="checkbox"/> In Person Date (DD/MM/YY): _____</p>
<p>State the information organizations agree to exchange in follow up:</p>	
<p>Name of the recipient:</p>	
<p>Signature of the recipient:</p>	
<p>Date received (DD/MM/YY):</p>	

Note: Please restrict access to the filled up form and stored safely. Share copy of the filled up form with complainant/survivor and the recipient organization and keep a copy in your organization for internal records and follow-up.

Annex 5: Service providers for complainant/survivor of Gender-Based Violence (GBV)/SEAH

State Service Providers	Non-state Service Providers
<p>Federal level: Ministry of Women, Children and Senior Citizen, National Women’s Commission, Police</p> <p>Provincial level: Provincial Parliaments’ Social Development Committees, Ministry of Social Development, Hospital/One-stop Crisis Management Centres (OCMC), Police</p> <p>Local level: District Attorney, Local Governments, Judicial Committees, Mediation Committees, Safe Houses/Shelter Home for Women, Service Centres and Courts</p>	<ul style="list-style-type: none"> • NGOs working on GBV/SEAH such as WOREC, FWLD, LACC, Forum for Protection of People’s Rights Nepal (PPR Nepal), SAATHI, Koshish, ABC Nepal managed Mangla Sahana Rehabilitation Centre, Maiti Nepal, Mahilako Nimti Mahila Manch, NDWA, CWIN, BDS, Center for Legal Research and Resource Development (CeLRRd), and TPO Nepal for psychosocial counselling support. • Health Workers • Female Community Health Volunteers (FCHVs) • Teachers • Community Psychosocial Workers (CPSWs) • Mother’s Group • Women’s Right Defenders/Activists • Shelter Homes/Safe Houses

Annex 6: Training Agenda on Prevention and Protection of Sexual Exploitation, Abuse and Harassment (PPSEAH)

Training Duration: 4 hours (1 day)

Activity	Time	Resources
Introduction		
Welcome and Introduction <ul style="list-style-type: none"> Welcome and Introduction of facilitators and learners Overview of training agenda Expected learning outcomes 	15 min	Handout-Training Agenda
Session I: Understanding of SEAH		
Presentation: Key definitions and concepts <ul style="list-style-type: none"> Definition of SEAH BBC Zero-Tolerance Policy on SEAH Roles and responsibilities of personnel in prevention and responding to SEAH 	30 min	Handouts: Presentation Slides copies
Case scenarios: Is this SEAH? <ul style="list-style-type: none"> Present practical scenarios and discuss which ones may be cases of SEAH and why. 	45 min	
Group exercise: Impacts of SEAH <ul style="list-style-type: none"> Ask learners to identify the potential consequences of SEAH on <ol style="list-style-type: none"> the survivor(s), the community, the organization, and others 	30 min	
Session 2: Taking Action Against SEAH		
Presentation: Overview <ul style="list-style-type: none"> Overview of responses to SEAH (prevention, reporting, investigation and referral) Guiding principles (including survivor-centre approach) 	20 min	Handout from BBC's PPSEAH Policy
Group discussion: Prevention <ul style="list-style-type: none"> Discuss how to identify and mitigate risks of SEAH in their context. <ul style="list-style-type: none"> What are warning signs? Why are they ignored? What more can the individual and organization do to prevent SEAH? 	45 min	
Presentation: Reporting <ul style="list-style-type: none"> Mandatory reporting How to report SEAH allegations, including confidentiality issues and "the best interest of the child" Preventions and Protections for those reporting SEAH allegations 	20 min	Handout with contact information of reporting channels and policy for protecting complainants
Presentation: Assistance <ul style="list-style-type: none"> Service needs of survivors (and witnesses) Survivor-centred approaches and informed consent Referral pathways 	10 min	
Conclusions <ul style="list-style-type: none"> Summary of key learnings Ask each learner to provide at least one answer to the question: "How do you plan to apply what you just learned in your work?" Feedback on training 	20 min	Feedback/Evaluation form

Annex 7: Checklist for PPSEAH-Sensitive Recruitment, Contracting and Performance Management

- Include a sentence in job announcements to notify candidates that background and reference checks will be conducted and ethics is part of annual performance appraisals
- Require applicants to self-declare prior issues of sexual or other misconduct, termination of past employment, criminal records, and concerns registered with government authorities regarding contact with children, and to consent to the disclosure of any such information by their former employers during verification of references
- Conduct background checks (e.g. police records, Google searches) and contact references to vet for former misconduct in accordance with local laws regarding employment, privacy and data protection
- Ask candidates interview questions about ethics and ethical dilemmas (e.g. What's your idea of an ethical organization? Tell me about a time when you faced an ethical challenge.)
- Require candidates to review and sign the code of conduct before being offered a contract
- Include a PSEA clause in employment contracts, including when subcontracting
- Outline disciplinary measures in the event of proven SEAH allegations (e.g. termination of contract)
- Include training in PPSEAH as part of on boarding process and provide refresher courses at regular intervals during employment tenure
 - o Include adherence to code of conduct (e.g. participation in PPSEAH trainings) in performance appraisals of staff
- Include in the performance appraisals of senior staff their effectiveness in creating and maintaining an environment which prevents and responds to SEAH
- Freeze professional advancement/recruitment opportunities of individuals under investigation
- In cases of confirmed misconduct, take robust disciplinary action (e.g. dismissal, suspension, written censure or other administrative/corrective measures) and, where this involves possible criminal conduct, consider reporting the incident to local law enforcement authorities
- Maintain an internal database documenting any disciplinary measures on personnel, including dismissals, to avoid rehiring them at a later point in time
- Systematically share relevant information of personnel known to have committed SEAH with other potential employers during background checks, to the extent legally possible.