



## **POLICY: PREVENTION OF SEXUAL EXPLOITATION AND ABUSE**

WOMEN AND YOUTH MOVEMENT(WOYOMO) is a non-government organization that is dedicated in empowering girls and young women, promoting educational justices to eliminate gender inequalities and helping GYW to live to their fullest potential. We oppose all forms of sexual violence and any abuse of power regardless of age, gender, sexuality, sexual orientation, disability, religion or ethnic origin. We recognize that there are unequal power dynamics across WOYOMO, our partners and institutions with whom we work and in relation to those we serve. There is a risk that those in a position of power will exploit their position of power for personal gain.

WOYOMO does not tolerate its employees, volunteers, consultants, partners, vendors or any other representative associated with the delivery of our programs carrying out any form of sexual harassment, sexual exploitation or sexual abuse. It is crucial that we all understand the problem

of sexual exploitation and abuse and our own role and responsibility in preventing it.

WOYOMO further commits to supporting survivors, improving safeguarding capacity, reporting, investigation, responding to, and preventing sexual harassment and sexual exploitation and abuse.

WOYOMO recognizes our fundamental duty to operate in a manner consistent with the fundamental principles of human rights and we are committed and we acknowledge our responsibilities to keep girls and women safe while engaged in our programs and activities. To that end, WOYOMO has developed this Prevention of Sexual Exploitation and Abuse Policy.

### **Purpose**

This policy sets out WOYOMO's approach to preventing and addressing sexual harassment and sexual exploitation and abuse. This includes our commitment to prevention and to ensure effective action is taken when problems occur.

### **Scope**

This policy applies to all WOYOMO's employees, volunteers, consultants, partners, vendors or any other representative associated with the delivery of our programs during and outside normal working hours. This policy applies

in all locations. WOYOMO's policy will apply in the event that it is more stringent than local legislation.

## **Definition**

WOYOMO defines the term sexual exploitation as any actual or attempted abuse of a person in a position of vulnerability, differential power or trust for sexual purposes including, but not limited to, profiting monetarily, socially or politically from the exploitation of someone else. The term sexual abuse means actual or threatened physical intrusion of a sexual nature, whether by force, coercion or under unequal conditions.

## **Policy**

WOYOMO has a zero-tolerance stand on exploitative and abusive relationships. We will also not tolerate behavior that endangers the security of employees or the organization or brings either into disrepute. It follows, therefore, that employees, volunteers, consultants, partners or anyone representing WOYOMO should have:

- No sexual contact with children under the age of 18 (mistaken belief of age being no defense)
- No transactional sexual contact with WOYOMO beneficiaries, clients or staff of WOYOMO partners.

Employees are bound to uphold this policy and to report people or incidents that they believe contravene it. WOYOMO managers and leadership have a duty to ensure that allegations of sexual exploitation and abuse are investigated and that appropriate disciplinary measures are taken. WOYOMO also has a duty to provide appropriate assistance to any victims of sexual exploitation and abuse by our staff.

WOYOMO affirms the Six Core Principles adopted by the United Nation's Inter- Agency Standing Committee Task Force on Prevention and Response to Sexual exploitation and Abuse. (Reference at the end of this policy).

### **Responsibilities**

It is the responsibility of our management, employees and anyone who works with WOYOMO to report incidences of sexual exploitation and abuse being perpetrated by anyone within WOYOMO.

Managers, in particular, are responsible for creating and maintaining an environment in which employees, volunteers and consultants know what WOYOMO expects from them and feel able to report any suspicious or inappropriate behavior.

### **Partners**

WOYOMO is clear that any partnerships we have with others is based on mutual respect for values and beliefs. When WOYOMO's employees assess partner capacity to carry out projects this should include an assessment of the partner's capacity to meet our requirements in upholding this policy.

## **Reporting**

Anyone has the right to make a complaint about the behavior of those associated with WOYOMO and its programs including any inappropriate behavior of other employees or volunteers. Any manager who suspects inappropriate behavior should seek advice from their direct supervisor immediately.

Complaints from people external to WOYOMO will be dealt with through the most senior employee, with support from the supervising director. We recommend that complaints be made within 3 months of an incident taking place. We recognize that this may not always be possible or likely with allegations of such a sensitive nature. An investigation can go ahead no matter how long ago an incident occurred and no matter whether the alleged victim wishes to take an active part. (How to Report Guidelines are included as a reference below).

## **Investigations**

WOYOMO will investigate allegations of sexual exploitation and abuse involving WOYOMO's staff, volunteers, consultants, vendors and partners in a timely and professional manner and will engage professional investigators or secure investigative expertise as appropriate if needed. Investigations are an internal administrative process which may or may not involve the police or judiciary. Investigations are carried out so that WOYOMO can have the best information possible on which to base its decisions concerning conduct and consequences thereof.

WOYOMO may alert the appropriate authorities if, following an investigation, it is possible that:

- A crime has taken place;
- Confidentiality can be ensured;
- The victim is in agreement; and
- Those associated with the case will not be subject to further abuse, disrespect or violence.

WOYOMO reserves the right to act or not to act on any information provided. The organization is not required to disclose its response or the actions resulting from any information that may be provided or reported. Safety of participants and colleagues will prevail. The intentional misreporting of information is subject to disciplinary action.

## **Victim Assistance**

WOYOMO will pursue investigations and take appropriate disciplinary procedures. Victims will receive immediate support as necessary, in line with the wishes and needs of the victim and to levels appropriate (and to a level deemed acceptable to appropriate professional staff).

## **Consequences**

Employees who contravene WOYOMO's clearly stated expectations of their sexual conduct will be subject to disciplinary action that may result in dismissal. Volunteers will have their relationship with WOYOMO terminated. Consultants who contravene our expectations will have their contract ended.

Partners must disclose to WOYOMO if their employees contravene the Prevention of Sexual Abuse and Exploitation policy and the expectations expressed in partnership documentation and must conduct appropriate investigations. Failure to do so may result in funding being withdrawn and their relationship with WOYOMO may be terminated.

As outlined above (in Investigations), the appropriate authorities, including the police or judiciary may be involved under certain circumstances.

## **Training and Learning**

WOYOMO will ensure awareness of our policy and our code of Conduct during orientation for all new and existing staff. Additional training will be implemented as appropriate or as policies are updated.

WOYOMO will keep a record of incident reports from which trends in behavior, investigation outcomes and problems will be regularly analyzed. Regular reporting of incidents to the Human Resources representative is obligatory. A regular report of incidents will go to WOYOMO's Executive Director.

### **Related Reference Documents**

Six Core Principles adopted by the United Nation's Inter- Agency Standing Committee Task Force on Prevention and Response to Sexual exploitation and Abuse.

1. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.
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 in the age of a child is not a defense.
3. Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative

behavior is prohibited. This includes exchange of assistance that is due to clients [beneficiaries].

4. Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, she/he must report such concerns via established agency reporting mechanisms.
6. Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibility to support and develop systems which maintain this environment.

### **How to Report Guidelines**

If you have decided to make a report, we ask that you provide your name and contact information so that we may better assess the allegations and follow-up with you in addressing your concerns. If you choose not to provide your name or contact information, you may file your report anonymously, but note that anonymous reports are suspect as they have greater potential for abuse

and may be subject to legal limitations. Please be sure to include the following information with your complaint:

- All facts describing the alleged event, issue, or matter;
- The name and title of each person involved;
- Dates, times, frequency, and locations;
- Facts relevant to urgency; and
- Documentation, witnesses, or other evidence available to support the allegation, including any laws or policies believed to be breached.

You can use the 5 Ws to help remember what to report: Who, What, When, Where, Why Please keep in mind that those who initially read your complaint or investigators may not be familiar with your context or laws, so as much detail as you are able to give is helpful.

### **Where to Report**

WOYOMO encourages all staff members to first speak to their manager or human resources managers when they have concerns about a policy violation or misconduct, as this is typically the best method for addressing problems and allows the appropriate management to take action. For suspected or alleged sexual exploitation or abuse, staff are required to report to the most senior employee or assigned person.

In exceptional cases where a person has been discouraged from reporting to their manager or may fear for his or her job or well-being, the [monica@woyomo.or.tz](mailto:monica@woyomo.or.tz) email is available to bypass those normal channels in a confidential manner. All emails sent to this address will be processed by the Executive Director at WOYOMO's offices.

If the person reporting to you is at risk of immediate harm, danger or threat as a result of WOYOMO's staff or programs, you should work to find an immediate safety solution for the person reporting. Contact the senior WOYOMO's employee. As soon as possible, this information must be reported to the Executive Director.