

DG INTPA

Part A - Self-evaluation for applicants, co-applicants and affiliated entities regarding their internal Policy and Procedures against Sexual Exploitation, Abuse and Harassment (SEA-H)

Question: how would you rate the level of compliance of your organisation with regard to the following elements:	Excellent	Very Good	Good	Fair	Poor	N/A	Comments
Ethics and professional conduct standards							
1. The organisation has SEA-H Policy and procedures in place.							
2. The SEA-H Policy and procedures contain details of provisions on investigation and disciplinary measures for breaches according to the applicable law, including management decisions and investigations.							
Survivor-centred approach							
3. The organisation has a survivor-centered approach where survivors experiences, rights and needs are at the centre, and supported throughout the process.							
4. The organisation has a focal point (with the							

following tasks: - prevention of SEA-H, - responding to survivor's needs, - internal reporting function) dedicated to SEA-H.							
Organisational reporting structures							
5. The SEA-H Policy and procedures define that it is the responsibility of all staff to report on SEA-H incidents to the focal point. The focal point follows specific organizational standards and procedures to involve the senior management and executive boards.							
6. The organisation's reporting mechanisms are simple, clear, easily accessible, contextually appropriate and disseminated to staff, partners, beneficiaries, etc. . This victim-centered mechanism will include features such as functional mailbox, hotline, focal point, whistleblowing channel. In addition, such mechanism should be designed in order to accommodate measures that are disability friendly and child friendly.							
Accountability and transparency							
7. The organisation has robust recruitment screening processes and employment							

practices that address and manage the risk of SEA-H and that provides reasonable assurance that SEA-H precautions have been taken, such as requesting applicants recent criminal records, vetting checks and referencing procedures (to address the specific problem of known sexual abusers moving within and between different humanitarian and development agencies) confirming the lack of SEA-H-related incidents as regards previous employments.							
8. The organisation has accountable standard operating procedures for addressing SEA-H allegations and reports, such as adherence to principle of due process by prioritizing the safety of the survivors and safeguarding the identity of the individuals involved; restricting information-sharing to a need-to-know basis, and documenting each complaint/incident and related follow-up actions such as investigation and remedial actions.							
Training and awareness raising							
9. The organisation has a mandatory PSEA-H training in place allowing all staff members to benefit from this training.							

10. Periodic reminders (trainings refreshers, emails, annual reports, etc) are sent to all members of the staff about SEA-H and ethics rules identified, implemented and monitored.							

Part B – List of measures envisaged to improve the SEA-H policy, if any.