



Community of Cooperation

# PSEAH Checklist

KoGe Association, Learning Group Good Governance

Version January 2019 (first version October 2018)

## How to use this checklist:

This checklist allows you to see which measures are important to prevent and fight sexual exploitation, abuse and harassment. By filling in the list, you can check how far advanced you are in your prevention of exploitation, abuse and harassment. By filling in the questionnaire on a regular basis, it also helps you to measure your progress over time.

		YES / NO
<b>I. Polices, Procedures and Contracts</b>		
1	We have a <b>Code of Conduct</b> in place <b>which includes SEAH</b> and expresses a <b>zero-tolerance</b> towards it.	
2	We have a <b>PSEAH (or other) policy</b> in place which describes standards of staff behavior and forbids sexual exploitation, abuse and harassment.	
3	A written <b>action plan</b> describes the measures to be implemented for PSEAH.	
4	PSEAH clauses are <b>included in partnership agreements and contracts</b> .	
Comments and additional information:		
<b>II. Assign Responsibilities for PSEAH</b>		
5	<b>Senior management</b> visibly takes responsibility for the implementation of PSEAH measures.	
6	A <b>PSEAH focal point</b> is appointed (thematic expertise provider).	
Comments and additional information:		
<b>III. Create Awareness, a Safe Atmosphere &amp; Commitment of Staff</b>		
7	At least one <b>training on PSEAH</b> has been organized for management, staff and volunteers.	
8	Employees have to <b>sign policies and procedures</b> (especially Code of Conduct) as part of their employment contract.	
9	Senior management promotes a <b>safe atmosphere</b> by encouraging a culture of gender equality, of openness, of speaking up against SEAH and addressing expressions of sexism.	
10	Staff are <b>encouraged to report cases</b> while being protected from retaliation (whistleblower policy or whistleblower paragraph in overall policy).	
Comments and additional information:		

IV. Designing Safe Programs and Projects & Engaging Beneficiaries in PSEAH	
11	Risks of SEAH in programs are identified through a <b>risk analysis</b> .
12	Programs include <b>PSEAH awareness activities</b> .
13	Programs include <b>budget for PSEAH</b> capacity building and communication.
Comments and additional information:	
V. Reporting and Complaint Mechanism	
14	A <b>complaint mechanism is in place</b> including written procedures for investigation and reaction (consequences for perpetrators).
15	All potential users are <b>regularly informed about the mechanism</b> and able to access it.
16	SEAH victims have <b>access to medical and psychological support</b> . A system of counselling is in place (e.g. peer-to-peer or external PSEAH expert, pro-bono or case-by-case).
17	An <b>organisational culture</b> exists within which each complaint is taken seriously and handled according to procedure. Victim-blaming is avoided and accused are treated innocent until proven guilty.
18	Cases are <b>duly reported, recorded and analyzed</b> to improve prevention.
Comments and additional information:	