



WOMEN EMPOWERMENT FOR RECONCILIATION & DEVELOPMENT (WERD)

CHILD PROTECTION POLICY

Rev: June 2020

This Child Protection Policy defines the safeguarding conduct to be followed by all WERD Employees and Related Personnel to protect all children from exploitation and abuse by WERD Employees and Related Personnel.

This Safeguarding Code of Conduct included in the WERD Staff Code of Conduct is intended to provide an illustrative guide for WERD Employees and Related Personnel to make decisions that exemplify WERD's broader Code of Conduct and core values in their professional and personal lives.

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WERD CHILD PROTECTION POLICY

1. POLICY STATEMENT

Everyone who participates in or interacts with Women Empowerment for Reconciliation and Development (WERD) is entitled to do so in an enjoyable and safe environment. WERD have a moral and legal obligation to ensure that, when given responsibility for young people, we provide them with the highest possible standard of care. We believe all children have a right to live their lives free from sexual harassment, exploitation and abuse of any form.

WERD places child protection at the forefront of its relief and development work. At the heart of WERD's efforts to impact poverty and social justice is its engagement with marginalized communities.

We recognize that there is unequal power between WERD Employees and Related Personnel and the people we partner and work with throughout our programs. We expect that our power will not be used to advantage ourselves or cause harm to children and others.

We recognize the importance of organizational culture and accountability in creating a safe and supportive organization for the children of the communities with whom we work.

WERD recognizes we have a responsibility to prevent the sexual harassment, exploitation and abuse of children. We take seriously all reports of child abuse. Our actions are informed by a survivor-centered approach which means that the needs and wishes of survivors guide our response that survivors are treated with dignity and respect, and the rights of survivors to privacy and support are prioritized.

WERD maintains a zero-tolerance approach toward child abuse. We will carefully examine allegations and investigate, and take appropriate disciplinary action where this is needed, taking into consideration the rights and interests of the survivor, consistent with WERD's survivor-centered approach. We make very clear that child abuse in any form, perpetrated by our staff, partners or other related personnel, towards anyone, will not be tolerated.

The aim of this policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of WERD and to allow WERD personnel to make informed and confident responses to specific child protection issues.

2. DEFINITIONS

Child; A child is

- i) any individual under the age of 18, irrespective of local country definitions of when a child reaches adulthood, as defined by the United Nations Convention of the Rights of a Child 1989 and the South Sudan Child Act of 2008. Or
- ii) Any adult experiencing vulnerability Anyone 18 years or over who –
 - is unable to take care of themselves/ protect themselves from harm or exploitation; or

- due to their gender, mental or physical health, disability, ethnicity, religious identity, sexual orientation, economic or social status, or as a result of disasters and conflicts, are deemed to be at risk, or
- is in a situation of subordination and therefore experiencing a power differential putting them at risk sexual harassment, exploitation or abuse

Sexual Favor; A sexual favor means an agreement between two parties to participate in sexual misconduct that is obtained by threat or promise by one party of what is believed to be special or different treatment affecting the other party's safety, supervision status, work status, programme involvement or other privilege.

Sexual Harassment; Sexual Harassment means any unwelcome sexual advance, request for verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behavior, it can take the form of a single incident

Sexual Exploitation; 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, profiting monetarily, socially or politically from the sexual exploitation of another. Sexual Abuse Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Child Exploitation and Abuse involves one or more of the following;

- Physical abuse** Physical abuse occurs when a person purposefully injures or threatens to injure a child. This may for instance, take the form of slapping, hitting, punching, shaking, kicking, beating, burning, shoving or grabbing. Physical abuse can be a single or repeated act. It doesn't always leave visible marks or injuries.
- Emotional abuse** Emotional abuse is inappropriate verbal or symbolic acts toward a child or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child's self-esteem or social competence.
- Neglect,** Neglect is the failure to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being.
- Sexual Misconduct with a Child** Sexual Misconduct with a Child is any form of sexual activity with a child. It is evidenced by an activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. It may include but is not limited to, contact or non-contact activities, the inducement or coercion of a child to engage in any sexual activity, the use of a child in prostitution or other sexual practices, or exposing a child to online sexual exploitation material, the use of children in pornographic performances and materials, or taking sexual exploitative images of children.

- e) **Grooming**, Grooming generally refers to behavior that makes it easier for an offender to procure a child or vulnerable adult for sexual activity. It often involves the act of building the trust of children and/or their cares or a vulnerable adult, to gain access to them in order to sexually abuse them. For example, grooming includes the provision of, or attention paid to a specific child or adult, providing gifts, money, drugs or alcohol to them, encouraging romantic feelings or exposing them to sexual concepts through conversation or exposure to pornography. Online grooming is the act of sending an electronic message, series of messages or engaging over an online platform with content that may be of an indecent nature, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender.

Both children and vulnerable adults can be victims of grooming and online grooming, with children being particularly targeted by online groomers.

Safeguarding, the measures we take to prevent, report and respond to harm or abuse and to protect the health, well-being and human rights of anyone that comes into contact with WERD, whether it is WERD Employees and Related Personnel, partners, program participants and communities.

Community Volunteer, Persons from the local community where WERD is working and who undertake tasks for WERD on a voluntary nature.

Incentive Worker, A person who is provided an incentive to do tasks for WERD that have a temporary and voluntary character. Incentive workers may, for example, be people with refugee status, internally displaced peoples, returnees, or members of the host community, who are working for WERD by doing tasks in return for incentives.

Visitors, A range of persons who are visiting WERD offices or programs, including donor representatives, journalists, media, researchers, celebrities, family members

3. SCOPE OF APPLICATION

This policy applies to all WERD Employees and Related-Personnel.

Related Personnel includes board members, volunteers, interns, visitors and international and local consultants, in addition to individual and corporate contractors of these entities and related personnel. This includes non- WERD entities and their employees and individuals who have entered into partnership, as well as community volunteers and incentive workers. The policy applies both during, and outside, normal work hours.

Actions taken by WERD Employees and Related Personnel outside of working hours that are seen to contradict this policy will be seen as a violation of this policy.

4. WERD'S SAFEGUARDING COMMITMENTS

4.1 Organizational Culture, Leadership and Accountability

- WERD will make every effort to promote, create and maintain a safe organizational culture for all people who work for and with WERD, including our partners and the communities where WERD works. At all times, it is expected that WERD's leaders will promote WERD's safeguarding values by highlighting the organization's commitment to the safety of children. WERD will create an environment where it is safe to address and child exploitation and abuse.
- WERD will develop organization-specific safeguarding strategies, with appropriate levels of dedicated capacity and allocated resources at all levels of the organization, to prevent and child exploitation and abuse.
- WERD will ensure high-level oversight and accountability around its safeguarding efforts. We will do this through monitoring and reviewing our safeguarding performance and seeking feedback from WERD Employees and Related Personnel, partners, program participants and communities where WERD works, on the effectiveness of our safeguarding measures. We are committed to continuous learning and improvement to prevent and respond to child exploitation and abuse. We will be accountable and transparent in communicating our efforts and progress to various internal and external audiences, including WERD governance and leadership structures, staff, donors, partners, the wider sector and communities. All information shared will be informed by a survivor-centered approach and risk assessment.

4.2 People Management

4.2.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies to both paid staff and volunteers, whether full-time or part-time. To ensure unsuitable people are prevented from working with children.

4.2.2 Controlling Access to Children

- All staff and volunteers should complete an application form which will elicit information about the applicants' past and a self-disclosure about any criminal record.
- Consent should be obtained from the applicant to seek information from the Criminal Records Department of the Police.
- Two confidential references, including one from the applicant's previous work with children, should be obtained. These references MUST be taken up and confirmed through telephone or email contact.
- Evidence of identity (passport, national ID card or driving license with photo)

4.3.3 Interview and Induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which;

- A check should be made that the application form has been completed in full, including the sections on criminal records and self-disclosures
- Their qualifications are substantiated
- The job requirements and responsibilities are clarified
- They sign up to WERD's Staff Code of Conduct
- Child Protection Procedures are explained and training needs identified e.g., basic child protection awareness.

4.4.4 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to;

- Analyze their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognize their responsibilities and report any concerns about suspected poor practice/abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children.

4.4.5 WERD requires that;

- All staff and volunteers who have access to children undergo a criminal record check
- All employees, volunteers, coaches, welfare officers and team managers to undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards child protection
- All staff and volunteers receive advisory information outlining good/bad practices and informing them what to do if they have concerns about the behavior of any adult towards a child
- All coaches, trainee coaches and leaders have up to date first aid training and certification.

4.3 Embedding Safeguarding in our Work

- WERD will undertake safeguarding risk assessments to identify areas of safeguarding and child exploitation and abuse risks, and document steps that are being taken to remove or reduce these risks.

- WERD will incorporate safeguarding measures into programs and throughout the project cycle. We will do this through our collaborative program design approach, including with our partners and program participants, at all stages to produce better design, monitoring and evaluation of safeguarding in our programs. We aim to identify and mitigate, or minimize, risks arising from our programs.
- WERD will ensure that multiple mechanisms for reporting child exploitation and abuse are accessible and sensitive to the differing needs of anyone wishing to report, including vulnerable adults and children most at risk of child exploitation and abuse, the communities we work with, our partners, and WERD Employees and Related Personnel. We will involve program participants in the design, monitoring and evaluation of community-based reporting mechanisms. We will include documented reporting procedures in relevant local languages. We will raise community awareness on the expected behaviors of our Employees and Related Personnel and on how to make a report. WERD will ensure that anyone responsible for receiving reports understands how to carry out their duties and handle them in a safe and confidential manner. We will be transparent with survivors around any obligations or actions that may need to be taken as a result of their report, including referral to third parties. All actions will be informed by an assessment of risk to all those involved. Response and follow up to Reports
- WERD will provide support and assistance to complainants and to anyone who has experienced sexual harassment, exploitation and abuse, or child abuse by WERD Employees and Related Personnel. This may include medical treatment, legal assistance and psycho-social support. Our support and assistance will be informed by a survivor-centered approach, feasibility, and an assessment of risk to all those involved.
- WERD will take appropriate actions to the best of WERD's abilities to protect persons from retaliation where allegations of child exploitation or abuse involving WERD Employees or Related are reported in good faith.
- WERD will ensure that all allegations of child exploitation and abuse by WERD Employees and Related Personnel are thoroughly examined, risk-assessed, and where needed, investigated and/or referred to another agency for investigation or reported to law enforcement. WERD's investigations will be conducted in a timely, safe and professional manner by those with appropriate training and experience in sensitive investigations and informed by gender-sensitive and
- WERD will take swift and appropriate action with any Employee or Related Personnel who breach this policy by perpetrating child exploitation and abuse. This may include administrative or disciplinary action, legal action, and/or referral to the relevant authorities for appropriate action, including criminal prosecution, in the abuser's country of origin as well as the host country. All actions will be informed by a survivor-centered approach and an assessment of feasibility and risk to all those involved.

4.4 Protection and Support of Victims of Child Abuse

WERD prioritizes the safeguarding, support, and justice for complainants and victims of sexual exploitation and abuse by WERD staff, volunteers, and related personnel.

- **Immediate Reporting and Confidentiality**

Victims or witnesses of SEA by WERD staff can report incidents through secure, confidential channels. These channels include;

- 1) Through line manager or any senior manager
- 2) Through appointed focal points or Staff Representatives
- 3) Through HR Manager in the field
- 4) Through email to wersouthsudan@yahoo.com and/or info@wersouthsudan.org

Reports are handled discreetly and with the utmost respect for the victim's privacy.

5. SAFEGUARDING CODE OF CONDUCT

(Refer to the WERD Staff Code of Conduct)

WERD's capacity to achieve its vision and mission depends upon the individual and collaborative efforts of all WERD Employees and Related Personnel. To this end, all WERD Employees and Related Personnel must uphold and promote the highest standards of ethical and professional conduct and abide by WERD's policies.

This Child Protection Policy defines the safeguarding conduct to be followed by all WERD Employees and Related Personnel to protect all children from exploitation and abuse by WERD Employees and Related Personnel.

This Safeguarding Code of Conduct included in the WERD Staff Code of Conduct is intended to provide an illustrative guide for WERD Employees and Related Personnel to make decisions that exemplify WERD's broader Code of Conduct and core values in their professional and personal lives.

Any violation of the Safeguarding Code of Conduct is a serious concern and may result in disciplinary action, up to and including dismissal, in accordance with disciplinary procedures of each WERD Member or Affiliate and applicable laws. All WERD Employees and Related Personnel must read and sign the Safeguarding Code of Conduct which forms part of the WERD Staff Code of Conduct.

6. RESPONSIBILITIES

6.1 All WERD Employees and Related Personnel:

All WERD Employees and Related Personnel share an obligation to prevent report and respond to child exploitation or abuse. It is the responsibility of all WERD Employees and Related Personnel to uphold WERD's Safeguarding Policy and Safeguarding Code of Conduct. All WERD Employees and Related Personnel must read this policy and either

sign the Safeguarding Code of Conduct or sign a Code of Conduct that is consistent with or references this policy and Safeguarding Code of Conduct.

6.2 Managers, Supervisors and Human Resource Managers;

Supervisors and Human Resource Managers must ensure that all WERD Employees and Related Personnel understand and comply with WERD's Safeguarding Policy and either sign the Safeguarding Code of Conduct or sign a Code of Conduct that is consistent with or references this policy and Safeguarding Code of Conduct. Human Resource Managers are also responsible for robust safe recruitment and induction, whilst Managers and Supervisors are responsible for ensuring staff has a thorough awareness and sensitization to this policy and the issues it raises. Managers must ensure that all staff with specialized duties towards this policy have the appropriate experience, training and support available to them, including staff responsible for receiving and handling sensitive reports and staff responsible for investigations. Managers will ensure performance management of staff, supports an accountable and safe organizational culture to prevent child exploitation and abuse.

6.3 Executive Director/Representatives/WERD senior leadership;

The Executive Director, their representative and all WERD senior leadership in any region must provide clear guidance and demonstrate how the organization, across its operations, will make every effort to protect all people from child exploitation and abuse in the delivery of WERD projects. The Executive Director must ensure that culturally appropriate, safe and accessible, community-based reporting mechanisms are developed, implemented, and monitored and reviewed for effectiveness. These include awareness-raising with program participants and WERD Employees and Related Personnel about protection from child exploitation and abuse, and how to use the reporting mechanisms. The Executive Director leads WERD's work with local partners to ensure appropriate support, assessment, and monitoring of partner commitments in relation to this Policy. The Executive Director will also make every effort to ensure that complaints handling, and investigation procedures are enacted, along with appropriate employee disciplinary procedures as necessary. The Executive Director is responsible for ensuring that good quality and appropriate survivor support services are researched and made available in their location.

6.4 WERD Board of Directors;

The members of Board of WERD are accountable for this Safeguarding Policy and require from leadership regular reports on policy implementation and risks to inform their guidance for the organization.

7. ASSOCIATED POLICIES

This policy is complementary to the set of standards of behavior that all WERD employees are required to adhere to in the:

- WERD Staff Code of Conduct and Code
- WERD Gender Equality Policy
- WERD Stories and Images Consent Policy

- WERD Protection from Sexual Exploitation, Harassment and Abuse Policy

Any further codes or related policies defined by the WERD Secretariat, WERD Members, WERD Affiliates and WERD Country Office. This Policy is also a response to WERD's accountability to the communities it works with and is therefore to be operationalized in full.

8. RESPONDING TO SUSPICIONS AND REPORTED ALLEGATIONS

8.1 Introduction

It is not the responsibility of anyone working in WERD in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on an concerns through contact with the appropriate authorities/mechanisms so that they can then make inquiries and take necessary action to protect the victim. This applies **BOTH** to allegations/suspicions of abuse occurring within WERD and allegations/suspicions of abuse taking place elsewhere.

This section explains how to respond to allegations/suspicions

8.2 Receiving Evidence of Possible Abuse

We may become aware of possible abuse in various ways; we may see it happening, we may suspect it due to signs exhibited by the victim or it may be reported to use by the victim or by someone else.

In the case of a victim reporting abuse, it is crucial that you respond appropriately. You should;

- Stay calm so as not to frighten the victim further
- Reassure the victim that they are not to blame and they did the right thing by reporting the issue
- Keep questions to a minimum so that there is a clear and accurate understanding of what is being said by the victim. The law is very strict and child abuse cases have been dismissed where it is felt that the victim had been led or that words or ideas had been suggested during questioning. Only ask questions to clarify.
- Inform the victim that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse from continuing
- The safety of the victim is paramount. If the victim needs urgent medical attention, refer to service providers using the existing referral pathways, inform the local authorities of the concern and ensure they are made aware that this is a child protection issue

- Record all information
- Report the incident to the WERD gender and protection officer.

8.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. By recording, you confine yourself to the facts and distinguish your personal knowledge from what others have told you. Do not include your own opinions.

Information recorded should include the following;

- The child's name, gender and date of birth
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concern or someone else's
- The nature of the allegations, including dates, times, locations and any other relevant details
- A description of any visible bruising or injury and their location and size
- A description of indirect signs such as behavioral changes
- Details of witnesses to the incidents
- The child's account, if obtainable, of how had happened and how any injuries were sustained
- Have the parents been contacted? If so, what has been said?
- Had anyone else been consulted? If so, record details
- Has anyone been alleged to be the abuser? If so, record details

8.4 Reporting the Concern.

All suspicions and allegations **MUST** be reported appropriately. It is recognized that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague or friend. It is important to understand these feelings but not allow them to interfere with your judgement and the actions to be taken.

WERD expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the appointed gender and protection officer is not available, you should take responsibility and seek advice from the duty officer at your local social services department or the police. Telephone numbers should be on record.

- **Criminal**, in which case the police are immediately involved
- **Child Protection**, in which case the social welfare (and possible) the police will be involved
- **Disciplinary or misconduct** in which case WERD employee is to be involved

As mentioned previously in this document, WERD employees are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional protection focal persons or agencies responsible for child protection.

Social or humanitarian services have a legal responsibility under the South Sudan Child Act 2008 and the UN Convention of 1989 to investigate all child protection referrals by talking to the child and/or family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the Police.

NB: If there is any doubt, you must report the incident; it may be just one of a series of other incidents which together cause concern

Any suspicion that a child may have been abused by an WERD employee or volunteer must be reported to the organization who will afterwards take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following;

- WERD will coordinate and collaborate with other agencies and refer the matter using the appropriate existing pathways
- The parent/carer of the child will be contacted as soon as possible following advice from the designated authorities
- The WERD Executive Director shall be notified to decide who will deal with any media inquiries and to implement any immediate disciplinary proceedings
- The gender and protection officer should also notify the relevant protection cluster members
- If the WERD gender and protection officer is the subject of the suspicions/allegations, the report must be made to an appropriate manager who will refer the matter to the protection cluster or local social welfare authorities

Allegations of abuse are sometimes made after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to the protection cluster or social welfare authorities. This is because other children inside or outside the program may be at risk from the alleged abuser.

Anyone who has previous convictions for offences related to abuse against children is automatically excluded from working with children.

8.5 Concerns outside the immediate WERD activities sites (e.g., a parent or carer)

- Report your concerns to the gender and protection officer
- If the organization gender and protection officer is not available, the person being told or discovering the abuse should contact protection cluster lead, local social welfare department or the police immediately
- Protection cluster, social welfare department and gender and protection officer will decide how to inform the parents/carers
- The WERD gender and protection officer should also report the incident to the WERD Board of Directors. The Board should ascertain whether or not the person/s involved in the incident play a role in the organization and act accordingly
- Maintain confidentiality on a need to know basis

8.6 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned parties. Information should be handled and disseminated on a need-to-know bases only and limited to the following people:

- The gender and protection officer
- The parents/carers of the child
- The person making the allegation
- Social services/Police
- The WERD Executive Director and the Board of Directors
- The alleged abuser (and parents/carers if the alleged abuser is a child)

Seek the advice of Social Services on who should approach the alleged abuser.

All information should be stored in a secure location with access limited to designated people and in line with data protection laws and policies.

8.7 Internal inquiries and Suspension

WERD's gender and protection officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the child protection cluster, social welfare department or police inquiries, WERD's disciplinary committee will be formed to assess all individual allegations and decide whether a member of staff or volunteer should be reinstated and how this can be sensitively handled.

This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases, the WERD disciplinary committee must reach a decision based on the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

9. CHANNELS OF REPORTING

I have a duty to inform beneficiaries and others with whom WERD is working of the Safeguarding Code of Conduct that WERD staff must adhere to, including how and to whom they can report any misconduct or failure committed by WERD staff or by anyone representing WERD.

I will report any information indicating any breach of any of the above agreements are breached through one of the following reporting channels.

- 5) Through line manager or any senior manager
- 6) Through appointed focal points or Staff Representatives
- 7) Through HR Manager in the field
- 8) Through email to wersouthsudan@yahoo.com or info@wersouthsudan.org

