



WOMEN EMPOWERMENT FOR RECONCILIATION & DEVELOPMENT (WERD)

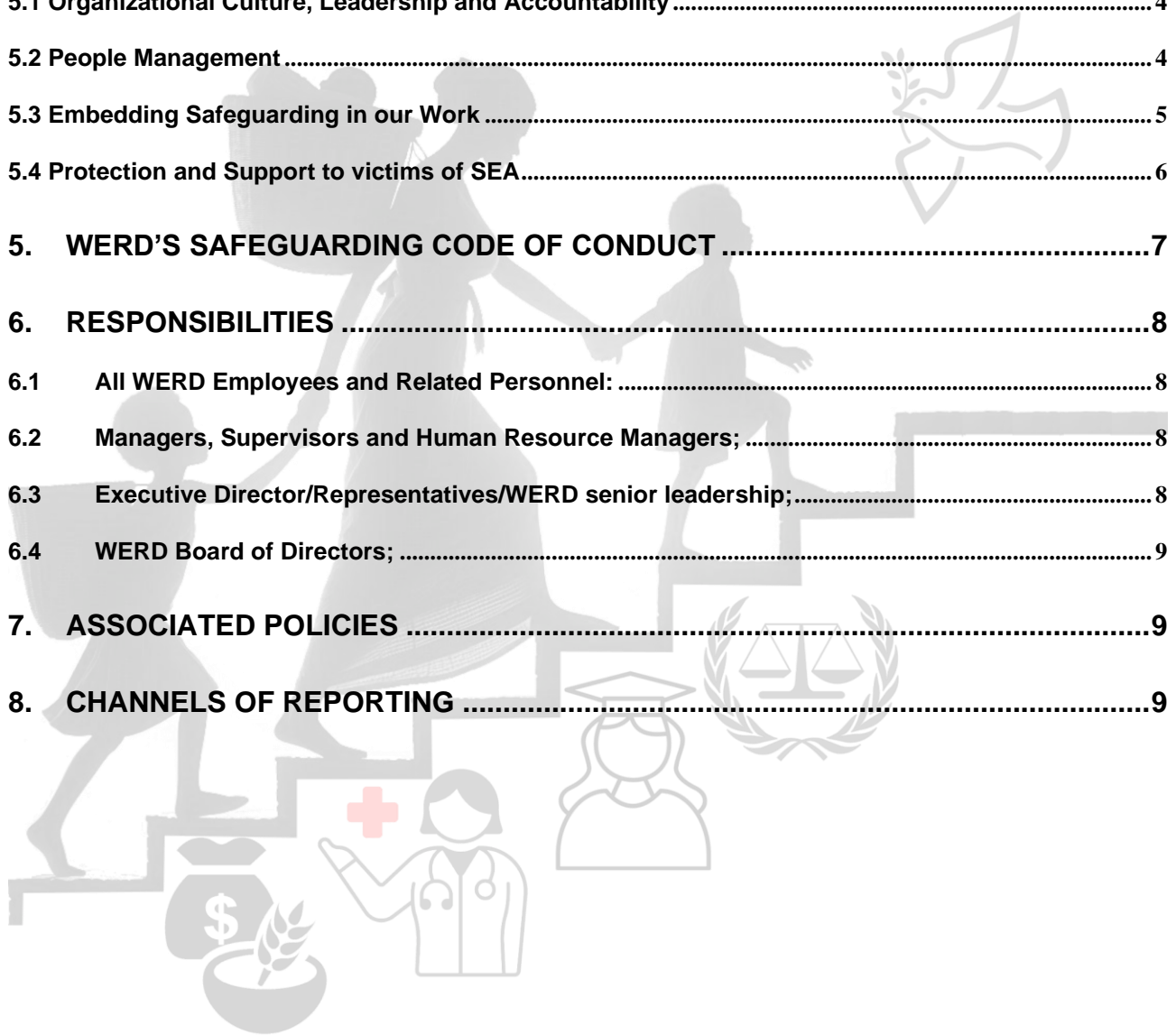
PROTECTION FROM SEXUAL HARASSMENT, EXPLOITATION AND ABUSE POLICY

Rev: June 2020

This policy defines the safeguarding conduct to be followed by all WERD Employees and Related Personnel to protect anyone from sexual harassment, 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 PROTECTION FROM SEXUAL HARASSMENT, EXPLOITATION AND ABUSE POLICY

1. POLICY STATEMENT

At WERD, we believe all people have a right to live their lives free from sexual harassment, exploitation and abuse, and that no child should be subjected to abuse of any form. We believe that sexual harassment, exploitation and abuse, are more likely to be exerted over particular groups of people due to inequalities and vulnerabilities, particularly those experienced by women, vulnerable adults and children. We recognize that there is unequal power between WERD Employees and Related Personnel and the people we partner and work with throughout our programs, and also between people within our organization. We expect that our power will not be used to advantage ourselves or cause harm to others.

WERD places human dignity at the center 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.

At WERD, we also recognize the particular responsibility we have to similarly promote human dignity and social justice within our own organization and maintain a safe and respectful workplace. We recognize the importance of organizational culture and accountability in creating a safe and supportive organization for our staff, our partners and the communities with whom we work.

WERD recognizes we have a responsibility to protect people we work with, and who work for us, and we will continuously strive to prevent sexual harassment, exploitation and abuse from happening. We take seriously all reports of sexual harassment, exploitation and 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 has a zero-tolerance approach toward sexual harassment, exploitation and 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 sexual harassment, exploitation and abuse in any form, perpetrated by our staff, partners or other related personnel, towards anyone, will not be tolerated.

2. DEFINITIONS

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; 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.

Safeguarding; 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; Refers to 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

5.1 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 equality, diversity and respect for others. WERD will create an environment where it is safe to address sexual harassment, 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 respond to sexual harassment, 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 sexual harassment, 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.

5.2 People Management

- WERD will seek to employ staff who are aligned with our vision, mission and values, and, in compliance with applicable laws, prevent known perpetrators of sexual harassment, exploitation and abuse and child abuse from being (re)hired or (re)deployed. We will incorporate appropriate job responsibilities in leadership, managers and other staff positions. Managers and Human Resource teams will ensure robust recruitment screening processes, background security checks and reference checks for all personnel, particularly for personnel who will have any direct or indirect contact with children and/or vulnerable adults. WERD will include in performance management/ feedback processes of senior managers to assess their adherence to create and maintain an environment which promotes this policy and Safeguarding Code of Conduct and to prevent sexual harassment, exploitation and abuse.
- WERD will ensure all personnel are aware of our Safeguarding Policy, our expected behaviors and conduct, and how to report wrongdoing by incorporating WERD's expectations on the prevention of sexual harassment, exploitation and abuse in relevant codes of conduct. This will be done through new employee orientations, mandatory awareness raising training and refresher courses, and regular internal communications.

- WERD will promote and require safeguarding with partners. WERD will ensure adequate safeguarding assessments as part of due diligence processes when considering new and existing partnerships. We will choose our partners based on their commitment to social justice and equality, their organizational values, and how they safeguard their staff and program participants, as well as on their suitability to deliver the work we require of them. We will ensure that when engaging in partnerships
 - a) Incorporate this Policy as an attachment or otherwise implement reasonable due diligence and monitoring procedures of its sub-awards consistent with this Policy;
 - b) include the appropriate language requiring such contracting entities and individuals, and their employees and volunteers to abide with a Code of Conduct that is pursuant to the standards of this Policy; and
 - c) Expressly state that the failure of those entities or individuals, as appropriate, to take preventive measures against sexual harassment, exploitation and abuse, to investigate and report allegations in a timely manner, or to take corrective actions when sexual harassment, exploitation or abuse has occurred, shall constitute grounds for WERD to terminate such agreements.
- We will work collaboratively to build capacity in our respective organizations to achieve our safeguarding commitments. We will respect our partners, sub-grantees and sub-recipients and where possible and necessary, support them in having the skills and capacity to fulfill their responsibilities consistent with this policy.
- For vendors, consultants, independent contractors and the like WERD may incorporate this Policy as an attachment to any written agreement or otherwise develop a summary of the requirements contained in this Policy and the provisions noted in this section
- WERD will collaborate on safeguarding within the sector, including with communities, other organizations, donors, governments, global civil society networks and local partners, to advance our practices and contribute to wider efforts to prevent and respond to sexual harassment, exploitation and abuse

5.3 Embedding Safeguarding in our Work

- WERD will undertake safeguarding risk assessments to identify areas of safeguarding and sexual harassment, 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 sexual harassment, 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 sexual

harassment, 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 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 sexual harassment, exploitation and abuse involving WERD Employees or Related are reported in good faith.
- WERD will ensure that all allegations of sexual harassment, 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 sexual harassment, 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.

5.4 Protection and Support to victims of SEA

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 werdsouthsudan@yahoo.com and/or info@werdsouthsudan.org
Reports are handled discreetly and with the utmost respect for the victim's privacy.

- **Victim-Centered Approach**

- 1) **Support Services:** Victims receive immediate assistance, including medical care, psychological support, and legal counseling, either through WERD's internal resources or external service providers.
- 2) **Safe Referrals:** Victims are referred to trusted organizations that specialize in trauma care, gender-based violence (GBV) support, legal aid, and other relevant services.
- 3) **Informed Consent:** All referrals and decisions regarding care and reporting to law enforcement are made with the full consent of the survivor. The victim is informed about their rights and options at every stage of the process.

- **Protection from Retaliation**

WERD will ensure that survivors, witnesses, and anyone involved in the reporting process are protected from retaliation or harm. The organization guarantees that all staff members and beneficiaries who report SEA will not face any form of retaliation.

- **Monitoring and Compliance**

WERD will continuously monitor the effectiveness of its SEA policy and referral system. Feedback from victims, stakeholders, and monitoring reports is used to refine the policy and ensure comprehensive protection for all beneficiaries.

5. WERD'S SAFEGUARDING 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 policy defines the safeguarding conduct to be followed by all WERD Employees and Related Personnel to protect anyone, from sexual harassment, exploitation and abuse by WERD Employees and Related Personnel.

The 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. All WERD Employees and Related Personnel must read and sign and adhere to this WERD Staff Code of Conduct.

Any violation of this 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.

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 sexual harassment, exploitation and 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 sexual harassment, 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 sexual harassment, 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 sexual harassment, 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
WERD Gender Equality Policy
WERD Stories and Images Consent Policy
WERD Child Protection 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. 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 werdsouthsudan@yahoo.com or info@werdsouthsudan.org
-