

7 Actions the AP Regional Office, Country Offices and CCSTs can take to create a safe and inclusive work environment

Actions
<u>1. Senior managers and Heads of Country Office raise Sexual exploitation and abuse and re-issue Code of Conduct</u> (a) The agency's senior managers express, twice a year, to their personnel the importance of complying with Code of Conduct and especially the sexual exploitation and abuse prohibitions and reporting incidents (b) The Code of Conduct and Child Protection Policy is signed by all personnel and posted in prominent places, and records are kept of all signed documents (c)The Anti-Harassment Guidelines and Whistleblower policy is disseminated and explained to all staff and personnel
<u>2. Create inter-departmental staff council for a safe and inclusive work environment</u> (a) Formulate an eligibility criteria for membership, which is gender and socially inclusive (b) Collect information on safe and confidential health, PSS and legal services near the office and disseminate this information to all of staff and keep on file as part of duty of care to refer anyone who experiences violence, bullying and harassment (c)Develop IEC materials to be disseminated in the office on prevention of sexual harassment in the workplace (d)Create safe spaces within the office where staff and personnel can receive psycho-social counseling (e)Create internal policy on reporting mechanism, initial case management safety plan for affected staff
<u>2. Designate and support PSEA focal point(s)</u> (a)Give them direct line to the head of office concerning their focal point role (b)Ensure both human resources and operational sides of the IFRC are engaged in PSEA (c)Ensure designated focal point actively engages in the inter-departmental staff council (d)Incorporate PSEA responsibilities into their performance appraisals
<u>3. Require adherence to the standards in the Code of Conduct and Child Protection Policy in all cooperative arrangements</u> (a)Ensure all contracts issued to implementing partners include clauses on PSEA
<u>4. Conduct awareness raising</u> (a)Provide awareness training to agency personnel once a year (b)Raise awareness among beneficiaries / local populations. They need to know that they don't need to exchange sexual favours for humanitarian or development assistance as it is free, how to protect themselves, and how to complain if SEA occurs
<u>5. Establish complaints mechanisms</u> (a)Establish and publicize how IFRC personnel can report concerns or suspicions of SEA (b)Together with the staff council and local populations, establish how beneficiaries / local populations can report SEA. Important: these complaints mechanisms should be joint for all Movement partners in a given location, rather than have different means of reporting depending on the organization; they should allow for complaints on a variety of issues, rather than only SEA, so as to promote use and avoid stigmatization (c)Establish clear procedures for how to handle and direct complaints
<u>6. Ensure investigation procedures and capacity in place</u> (a)Ensure there is clarity on the role of the office in investigating allegations and directing them to headquarters
<u>7. Ensure recruitment procedures check background of prospective employees</u> (a) Check references and files of possible new hires to ensure no background of SEA