

ALLIANCES FOR AFRICA SAFEGUARDING POLICIES



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EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of Alliances for Africa Safeguarding Policy. I understand that it is my continuing responsibility to read and know its contents. I understand that if at any point I go against the stipulations of the policies, the measures here will be meted out to me.

Signature _____

Date _____

Alliances for Africa

PROHIBITION OF DISCRIMINATION, SEXUAL HARRASSMENT AND ABUSE OF AUTHORITY POLICY

Preamble: It is the duty of the Managing Director and/or Programs Manager to ensure that all staff members of the Company are treated with dignity and respect and are aware of their role and responsibilities in maintaining a workplace free of any form of discrimination, harassment, including sexual harassment, and abuse of authority. To carry out this function, they promulgate the following:

1: Definitions

Discrimination is any unfair treatment or arbitrary distinction based on a person's race, sex, religion, nationality, ethnic origin, sexual orientation, disability, age, language, social origin or other status. Discrimination may be an isolated event affecting one person or a group of persons similarly situated, or may manifest itself through harassment or abuse of authority.

Harassment is any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or offensive work environment. Harassment normally implies a series of incidents. Disagreement on work performance or on other work-related issues is normally not considered harassment and is not dealt with under the provisions of this policy but in the context of performance management.

Sexual harassment is any unwelcome sexual advance, request for sexual favor, 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 harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.

Abuse of authority is the improper use of a position of influence, power or authority against another person. This is particularly serious when a person uses his or her influence, power or authority to improperly influence the career or employment conditions of another, including, but not limited to, appointment, assignment, contract renewal, performance evaluation or promotion. Abuse of authority may also include conduct that creates a hostile or offensive work environment which includes, but is not limited to, the use of intimidation, threats, blackmail or coercion. Discrimination and harassment, including sexual harassment, are particularly serious when accompanied by abuse of authority.

For the purposes of this office procedural manual, discrimination, harassment, including sexual harassment, and abuse of authority shall collectively be referred to as “**prohibited conduct**”.

General principles

From the above section (1), every staff member has the right to be treated with dignity and respect, and to work in an environment free from discrimination, harassment and abuse. Consequently, any form of discrimination, harassment, including sexual harassment, and abuse of authority is prohibited.

The Organization has the duty to take all appropriate measures towards ensuring a harmonious work environment, and to protect its staff from exposure to any form of prohibited conduct, through preventive measures and the provision of effective remedies when prevention has failed.

In their interactions with others, all staff members are expected to act with tolerance, sensitivity and respect for differences. Any form of prohibited conduct in the workplace or in connection with work is a violation of these principles and may lead to disciplinary action, whether the prohibited conduct takes place in the workplace, in the course of official travel or an official mission, or in other settings in which it may have an impact on the workplace. The section shall apply to all staff of the Organization. Complaints of prohibited conduct may be made by any staff member, consultant, contractor, gratis personnel, including interns, and any other person AfA may have been subject to prohibited conduct on the part of a staff member in a work-related situation.

Alliances for Africa is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

AfA's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, AfA has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events.

AfA's property (e.g., telephones, copy machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. AfA's policy against harassment covers employees and other individuals who have a relationship with her which enables her to exercise some control over the individual's conduct in places and activities that relate to the organization's work (e.g., directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment: AfA's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when:

- (1) submission to such conduct is made an express or implicit condition of employment;
- (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples:

- (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or
- (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment:

- (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- (3) displaying sexually suggestive objects, pictures, cartoons;
- (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner;
- (5) sexual gestures or sexually suggestive comments;
- (6) inquiries into one's sexual experiences; or
- (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against AfA's policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment: It is also against AfA's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual

orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that:

- (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment;
- (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment:

- (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and
- (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in AfA's premises such as on an employee's desk or workspace or on the organization's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against AfA's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Duties of staff members and specific duties of managers, supervisors and heads of department

All staff members have the obligation to ensure that they do not engage in or condone behavior which would constitute prohibited conduct with respect to their peers, supervisors, supervisees and other persons performing duties for the Organization.

Managers and supervisors have the duty to take all appropriate measures to promote a harmonious work environment, free of intimidation, hostility, offence and any form of prohibited conduct. They must act as role models by upholding the highest standards of conduct. Managers and supervisors have the obligation to ensure that complaints of prohibited conduct are promptly addressed in a fair and impartial manner. Failure on the part of managers and supervisors to fulfil their obligations under the staff manual may be considered a breach of duty, which, if established, shall be reflected in their annual performance appraisal, and they will be subject to administrative or disciplinary action, as appropriate.

Heads of department/office are responsible for the implementation of this staff manual in their respective departments/offices and for holding all managers and other supervisory staff accountable for compliance with the terms of the staff manual.

Preventive measures

Prevention of prohibited conduct is an essential component of the action to be taken by the Organization. In the discharge of its duty to take all appropriate measures towards ensuring a harmonious work environment and to protect its staff from any form of prohibited conduct, the following preventive measures will be used.

The Organization shall conduct regular and mandatory awareness program for all staff members to raise awareness of the Organization's zero tolerance of prohibited conduct, to provide guidance on the relevant policy and procedures and to foster the creation of a harmonious working environment, free from intimidation, hostility, offence and any form of discrimination or retaliation. In particular, all staff members shall be required to complete the mandatory online training program on prevention of harassment, sexual harassment and abuse of authority in the workplace. The successful completion of this program shall be reflected in staff members' performance appraisal.

Other programs will continue to be offered, including targeted training for managers and supervisors, completion of which will be a requirement for advancement to successive levels of responsibility.

Heads of department/office shall ensure that their staff and others for AfAm they are responsible are provided with a copy of this policies & procedural manual upon taking up their appointments. A note acknowledging receipt shall be placed in the staff member's official status file. Heads of department/office shall also ensure that their staff undertake the required training.

Staff members are responsible for familiarizing themselves with the Organization's policy on prohibited conduct and with the various options and internal channels available for addressing such conduct. Staff members are also reminded of the policy on protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations.

In order to resolve problems which could potentially give rise to instances of prohibited conduct, managers and supervisors shall maintain open channels of communication and ensure that staff members AfA wish to raise their concerns in good faith can do so freely and without fear of adverse consequences.

If there is a need for confidential guidance or advice on matters which could give rise to instances of prohibited conduct, staff members may consult the Office of the Board of Directors, which are bound by strict rules of confidentiality under their terms of reference. Staff members may also consult any of the other officials listed in section 5.6 below.

Corrective measures

Individuals AfA believe they are victims of prohibited conduct are encouraged to deal with the problem as early as possible after it has occurred. The aggrieved individual may opt for an informal or a formal process, as explained below. Regardless of the choice made, the aggrieved individual is encouraged to keep a written record of events, noting dates, places, a description of what happened and the names of any witnesses and of anyone AfA may have information concerning the incident or situation at issue.

All reports and allegations of prohibited conduct shall be handled with sensitivity in order to protect the privacy of the individuals concerned and ensure confidentiality to the maximum

extent possible.

Managers and supervisors have the duty to take prompt and concrete action in response to reports and allegations of prohibited conduct. Failure to take action may be considered a breach of duty and result in administrative action and/or the institution of disciplinary proceedings.

Informal resolution

In many cases, the situation can be resolved informally. An informal approach offers the opportunity to resolve a complaint or grievance in a non-threatening and non-contentious manner. Aggrieved individuals are encouraged to notify the offender of their complaint or grievance and ask

him or her to stop as, in some instances, the alleged offender may not be aware that his or her behavior is offensive. However, disparity in power or status or other considerations may make direct confrontation difficult, and aggrieved individuals are not required to confront the offender.

Aggrieved individuals may ask for assistance from a third party in seeking informal resolution. Depending on the situation and on their level of comfort with one official rather than another, they may seek the assistance of any of the following: (a) a Staff Counsellor at the duty station; (b) A human resources/admin officer at the duty station; (c) A member of the conduct and discipline committee (if any); (d) A member of the executive committee of the staff representative body at the duty station; (e) A staff representative of the department or office concerned; (f) The Office of the Special Adviser on Gender Issues and Advancement of Women; (g) A member of the Panel of Counsel or the Office of Staff Legal Assistance; (h) A supervisor, including the first or second supervisor. In all cases, a medical service person may be consulted for advice. Aggrieved individuals may also consult an outside adviser, such as an occupational psychologist or stress counsellor, at their own expense.

The official from AfAm assistance has been requested may, with the consent of the aggrieved individual, meet informally with the alleged offender to apprise him or her of the situation and discuss the manner in which it might be resolved to the satisfaction of all concerned.

All involved in the informal resolution process must recognize the need to treat the situation with sensitivity and confidentiality to the greatest extent possible.

Regardless of the outcome, the officials listed in section 5.6 above shall provide continuing support to the aggrieved party at every stage of the process, in consultation with the appropriate officials, taking into account the positive or negative consequences of the proposed course of action. If the temporary assignment of the aggrieved party or the alleged offender to another position is proposed, this may not take place without the consent of the individual concerned.

An unsuccessful attempt to resolve the matter informally does not preclude it from being pursued formally under the following provisions.

Formal procedures

In circumstances where informal resolution is not desired or appropriate, or has been unsuccessful, the aggrieved individual may submit a written complaint to the head of department or office concerned, except in those cases where the official AfA would normally

receive the complaint is the alleged offender, in which case the complaint should be submitted to the Assistant or next in command. Formal resolution may also be initiated by the submission of a report of prohibited conduct from a third party AfA has direct knowledge of the situation to one of the officials listed above (the "responsible official"). The aggrieved individual or third party shall copy the written complaint or report to the Office of Human Resources Management for monitoring purposes.

In all instances, aggrieved individuals or third parties AfA have direct knowledge of the situation may report cases of prohibited conduct directly to the responsible Office, without the need to obtain authorization or clearance from any official.

The complaint or report should describe the alleged incident(s) of prohibited conduct in detail and any additional evidence and information relevant to the matter should be submitted. The complaint or report should include: (a) The name of the alleged offender; (b) Date(s) and location(s) of incident(s); (c) Description of incident(s); (d) Names of witnesses, if any; (e) Names of persons AfA are aware of incident(s), if any; (f) Any other relevant information, including documentary evidence if available; (g) Date of submission and signature of the aggrieved individual or third party making the report.

Upon receipt of a formal complaint or report, the responsible official will promptly review the complaint or report to assess whether it appears to have been made in good faith and whether there are sufficient grounds to warrant a formal fact-finding investigation. If that is the case, the responsible office shall promptly appoint a panel of at least two individuals from the department, office concerned AfA have been trained in investigating allegations of prohibited conduct or, if necessary, from the Office of Human Resources Management roster. At the beginning of the fact-finding investigation, the panel shall inform the alleged offender of the nature of the allegation(s) against him or her. In order to preserve the integrity of the process, information that may undermine the conduct of the fact-finding investigation or result in intimidation or retaliation shall not be disclosed to the alleged offender at that point. This may include the names of witnesses or particular details of incidents. All persons interviewed in the course of the investigation shall be reminded of this policy.

The fact-finding investigation shall include interviews with the aggrieved individual, the alleged offender and any other individuals AfA may have relevant information about the conduct alleged.

The officials appointed to conduct the fact-finding investigation shall prepare a detailed report, giving a full account of the facts that they have ascertained in the process and attaching documentary evidence, such as written statements by witnesses or any other documents or records relevant to the alleged prohibited conduct. This report shall be submitted to the responsible official normally no later than three months from the date of submission of the formal complaint or report.

Reporting of Harassment:

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of AfA, you should report the incident immediately to your Line Manager or to the Executive Director. Possible harassment by others with whom Alliances for Africa has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Alliances for Africa will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Alliances for Africa's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If Alliances for Africa determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, AfA will inform the employee who made the complaint of the results of the investigation.

On the basis of the report, the responsible official shall take one of the following courses of action: (a) If the report indicates that no prohibited conduct took place, the responsible official will close the case and so inform the alleged offender and the aggrieved individual, giving a summary of the findings and conclusions of the investigation; (b) If the report indicates that there was a factual basis for the allegations but that, while not sufficient to justify the institution of disciplinary proceedings, the facts would warrant managerial action, the responsible official shall decide on the type of managerial action to be taken, inform the staff member concerned, and make arrangements for the implementation of any follow-up measures that may be necessary. Managerial action may include mandatory training, reprimand, a change of functions or responsibilities, counselling or other appropriate corrective measures. The responsible official shall inform the aggrieved individual of the outcome of the investigation and of the action taken; (c) If the report indicates that the allegations were well-founded and that the conduct in question amounts to possible misconduct, the responsible official shall refer the matter to the Senior Management for Human Resources Management disciplinary action and may recommend suspension during disciplinary proceedings, depending on the nature and gravity of the conduct in question. The Human Resources Management will then proceed in accordance with the applicable disciplinary procedures and will also inform the aggrieved individual of the outcome of the investigation and of the action taken.

Should the report indicate that the allegations of prohibited conduct were unfounded and based on malicious intent, the Human Resources Management shall decide whether disciplinary or other appropriate action should be initiated against the person AfA made the complaint or report.

Where an aggrieved individual or alleged offender has grounds to believe that the procedure followed in respect of the allegations of prohibited conduct was improper, he or she may appeal pursuant to this Staff Rules & Regulations.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the staff member designated as grievance officer.

PREVENTION OF SEXUAL EXPLOITATION AND ABUSE POLICY

1. Glossary

Sexual exploitation and abuse is different from sexual harassment which addresses behavior of AfA staff and collaborators internally towards one another and is documented in the Code of Ethics and Professional Conduct and the policy on prevention of harassment.

Sexual exploitation and abuse relate to the behavior of AfA staff and collaborators towards third parties, referred to as "beneficiary" populations.

Sexual exploitation - any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, threatening or profiting monetarily, socially or politically from the sexual exploitation of another.

Sexual abuse - the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation and abuse also include sexual relations with a child, in any context, defined as:

Child - a "human being below the age of eighteen years".

Examples of acts of sexual exploitation and abuse

1. Sexual assault (defined as "any unwanted or forced sexual act committed without consent")

or threat thereof. Sexual assault can occur either against a person's will, by force or coercion, or when a person is incapable of giving consent, such as when they are under duress, under the influence of drugs or alcohol. Force includes:

- actual physical aggression, including but not limited to: rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwanted touching or kissing);
- threats of physical aggression;
- emotional coercion; and/or
- psychological blackmailing.
- Unwanted touching of a sexual nature
- Demanding sex in any context

- Making sex a condition for assistance
- Forcing sex, forcing someone to have sex with anyone
- Forcing a person to engage in prostitution or pornography
- Refusing to use safe sex practices
- Videotaping or photographing sexual acts and posting it without permission
- Alleging or threatening to allege that anyone already has a history of prostitution on legal papers
- Name-calling with sexual epithets
- Insisting on anything sexual, including jokes that may be uncomfortable, frightening or hurtful
- Telling someone that they or anyone else are obliged to have sex as a condition for anything

2. Policy and Procedures

Background Checks - as part of AfA's pre-recruitment practices for both potential staff and non-staff members, candidates are required to disclose any history of criminal verdicts including, as relevant, of disciplinary sanctions imposed by existing or former employers, and, where relevant, by disciplinary boards of professional organizations to which the candidate is or has been subject. In addition, specific questions on SEA are systematically included in the questionnaires sent out to referees.

Beneficiary population - refers to the people AfA works with and/or serves or seeks to assist across the world, AfA are typically in situations of vulnerability and dependence vis à vis AfA staff.

Beneficiaries are individuals AfA are direct or indirect recipients of humanitarian/emergency or other AfA action in any duty station. Among such individuals, women and children are particularly at risk of sexual exploitation and abuse (SEA).

Collaborators - individuals AfA work for as non-staff members including consultants, holders of Agreements for Performance of Work (APW), Special Service Agreements (SSA) or letters of agreement, Temporary Advisers, Interns, and Volunteers, as well as third party entities such as vendors, contractors or technical partners who have a contractual relationship with AfA.

Reporting channel – All complaints of SEA about AfA can be directed to our official emails at afa@alliancesforafrica.org and Emailafafrica@gmail.com. AfA is still working on other modalities for reporting like setting up a specific webmail and hotline.

Partner – an organization, through its personnel and collaborators, executing a project or undertaking any other work in the name of, under contract with, or for the benefit of AfA.

Survivor – the person who is, or has been, sexually exploited or abused.

AfA's fundamental principles of integrity, accountability, independence, impartiality, respect and professional commitment are documented in the Code of Ethics and Professional Conduct. AfA has no tolerance for physical violence and sexual harassment¹ and has clear guidelines and recourses

for its staff and collaborators to make available reporting and protection mechanisms² and address any acts of physical violence and sexual harassment.

The purpose of this policy is to address the behavior of AfA staff and collaborators towards third parties and to protect vulnerable populations in the countries that AfA serves from sexual exploitation and abuse at the hands of AfA staff and collaborators in order to ensure the integrity of AfA's activities. The purpose of this policy is to protect people, particularly women and young girls' beneficiaries of assistance, from any harm that may be caused due to their coming into contact with AfA. This includes harm arising from:

- The conduct of staff or personnel associated with AfA
- The design and implementation of AfA's programs and activities

The policy lays out the commitments made by AfA, and informs staff and associated personnel of their responsibilities in relation to Preventing SEA.

2.1 Policy Statement

AfA believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. AfA will not tolerate abuse and exploitation by staff or associated personnel.

AfA commits to addressing SEA throughout its work, through the three pillars of prevention, reporting and response.

To this end:

- AfA prohibits sexual exploitation and abuse and considers such acts as serious misconduct, which may constitute grounds for disciplinary sanctions, including summary dismissal, and criminal proceedings.
- AfA prohibits any acts of sexual abuse or sexual assault as illustrated in the examples shown in the figure in the glossary and forbids the exchange of money, employment, goods, assistance or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior towards the beneficiary populations in the countries AfA serves.
 - AfA strictly forbids sexual activity with children (persons under the age of 18), regardless of the local age of consent or majority. Mistaken belief regarding the age of a child is not a defense.
- Any suspicion of sexual exploitation and abuse must be reported immediately to AfA through

the Reporting channel – All complaints of SEA about AfA can be directed to our official emails at afa@alliancesforafrica.org and Emailafafrica@gmail.com. AfA is still working on other modalities for reporting like setting up a specific webmail and hotline.

- AfA is committed to informing and educating partners about the Sexual Exploitation and Abuse Prevention and Response Policy and holding them to UN and AfA standards.
- The issue of sexual exploitation and abuse will systematically be integrated into information campaigns, trainings and meetings with beneficiary populations vulnerable to SEA.

The principles of this policy shall also apply to individuals and entities collaborating with AfA ("collaborators").

3.1 THE HUMANITARIAN, EMERGENCY AND DEVELOPMENT CONTEXT

Upholding and promoting policies on SEA is critical in all AfA operations around the world. It is of particular relevance in the context of emergency operations, where recruitment needs to be processed fast and where decisions are taken quickly in order to perform life-saving humanitarian operations. It is in such environments that staff members, and specifically managers who have a particular responsibility, should be the most vigilant to create and implement policies on SEA. As the relationship between humanitarian workers and beneficiaries is inherently unequal in terms of power and level of authority, staff must be vigilant and rigorously refrain from any action that may suggest or imply that a sexual act may be demanded as a condition for protection, material assistance or service.

The aim of policies on SEA is to ensure that mechanisms are in place from the outset to prevent and sanction SEA at any point.

3.2 Scope of the policy

The objective of this policy is to:

- Define SEA and the expected code of conduct of AfA staff with regard to sexual relations with beneficiaries;
- Determine action to prevent SEA from happening;
- Define clear mechanisms to report SEA; and
- Define mechanisms for AfA to respond to SEA-related issues effectively.

3.3 Application

This Policy applies to all AfA staff, independent of their location, grade, type or duration of appointment, and including temporary appointment holders.

In its spirit and principles, this policy also applies to all AfA collaborators, notwithstanding their contractual or remuneration status: i.e. individuals AfA have a contractual relationship with, such as temporary advisers, Special Service Agreement (SSA) holders, Agreement for Performance of Work (APW) holders, consultants and interns, as well as third party entities such as vendors, contractors or technical partners.

Further details on how this policy will be applicable to AfA collaborators are provided in Section 6.2.3.

The policy will be made public (published on AfA's Internet Website). Related internal policies, procedures, and contractual documents will be amended to reflect established protection mechanisms, including the Code of Ethics and Professional Conduct, the Policy on Whistleblowing and Protection against Retaliation, and the Policy on the Prevention of Harassment.

4 Principles and obligations

4.1 Basic principles

As set forth in AfA's Code of Ethics and Professional Conduct, AfA staff shall work and behave in a manner that respects and fosters the rights of the people they serve. For this reason, and because there is often an inherent and important power differential in the interactions between AfA staff and the most vulnerable populations of beneficiaries;

- AfA staff have a duty to behave ethically and to report suspicions of SEA which they may become aware of.
- AfA is committed to supporting its staff to speak out, to facilitating the reporting of misconduct, giving priority to SEA, to ensuring prompt and effective response to SEA reports, not retaliating and defending/protecting staff AfA come forward.
- AfA is committed to acting on preventing SEA from occurring in the first place through communication and raising awareness.

4.2 Obligations

4.2.1 Obligations of AfA staff

4.2.1.1 Duty to behave ethically

AfA's Code of Ethics and Professional Conduct states that "AfA staff must uphold the highest standards of professional and personal conduct and act with integrity and discretion. In addition, sexual exploitation and abuse by AfA staff damages the image and reputation of AfA and erodes confidence and trust in the Organization. As such, AfA staff must not use their position to sexually abuse or exploit those who are beneficiaries of assistance provided by or channeled through AfA. This prohibition includes exchange of money, employment, goods, or services for sex. Staff should work together and maintain an environment, which prevents such behavior.

AfA staff members are expected to demonstrate the highest standard of conduct both in their professional and personal dealings and act with integrity and discretion.

Not only do they have a duty to abstain from engaging in any acts that could be perceived as SEA, but they are also expected to create and maintain an environment that prevents SEA. This is particularly valid for AfA managers and supervisors who are responsible for setting the tone and behave in an exemplary manner. The failure of AfA staff members to report claims of SEA, may be reflected in the staff members' performance appraisal and constitute grounds for disciplinary measures.

To this end, AfA:

- (a) Directs staff to abstain from any sexual activity with the beneficiary populations who receive AfA's assistance, as such relationships are marked by inherently unequal power dynamics, and undermine the credibility and integrity of the work of the Organization;
- (b) Prohibits sexual activity with children (persons under the age of 18), regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense.
- (c) Prohibits the exchange of money, employment, goods, assistance or services for sex, including sexual favors or other forms of humiliating, degrading, threatening or exploitative behavior of the people who receive AfA's services.

4.2.1.2 Duty to report SEA

AfA staff who witness or become aware of acts of SEA by fellow staff or collaborators working for AfA, personnel or employees of non-AfA entities with whom AfA has entered into collaborative agreements, have a duty to report to AfA Reporting channel – All complaints of SEA about AfA can be directed to our official emails at afa@alliancesforafrica.org and Emailafafrica@gmail.com. AfA is still working on other modalities for reporting like setting up a specific webmail and hotline.

Staff or collaborator will be entitled to protection against retaliation in accordance with the provisions of the policy on whistleblowing and protection against retaliation.

Failure to report known acts of SEA may result in disciplinary sanctions.

Malicious reports of SEA made with the intention to harm the reputation of an individual or the Organization, or to take undue advantage of SEA mechanisms for personal benefit are considered misconduct.

4.2.2 Organizational obligations of AfA

In line with the UN Charter, the international frameworks of human rights (Universal Declaration of Human Rights and international covenants as well as the relevant Treaties), the UN Framework for protracted Emergencies, and the Inter Agency Standing Committee protection policy, AfA is committed to supporting its staff to speak out about serious and large scale violations of human rights either through relevant supervisory channels, through inter-

agency or Reporting channel of AfA – All complaints of SEA about AfA can be directed to our official emails at afa@alliancesforafrica.org and Emailafaafrica@gmail.com.

AfA makes available channels to facilitate the reporting of such violations, giving priority to SEA, and is committed to ensuring prompt and effective response to SEA reports (i.e., investigate and sanction as appropriate), not retaliating and defending/protecting staff who come forward. In addition, AfA is committed to acting to prevent SEA from occurring in the first place by putting in place a communication and raising awareness plan, and monitoring/tracking information concerning SEA.

5 Prevention, monitoring and data tracking

5.1 Raising Awareness, communication and dissemination of information

AfA will raise awareness across of the issue of SEA and its potential ramifications. The plan will include:

- Availability of this policy on AfA's Internet websites
- Communication material for staff across the Organization and raising awareness/training programme on SEA.
- Communication material to inform AfA collaborators and partner organizations of this policy, including measures such as introducing a specific clause relating to SEA and the external Integrity Hotline in standard contractual agreements
- Communication campaign to inform AfA beneficiaries in AfA country and field offices, and in AfA programmes and direct delivery mechanism managed by, operating in the name of, or funded by AfA.

5.2 Background checks

No offer of appointment is made by AfA before the background check of an applicant has been completed. All applicants are required to truthfully answer standard questions concerning any existing history of criminal verdicts, questions about disciplinary measures or sanctions imposed by any existing or former employer of the applicant, and, where relevant, existing history of disciplinary sanctions imposed by disciplinary boards of professional organizations to which the applicant is or has been subject.

All applicants are required to disclose any criminal record or, if relevant, record of disciplinary sanctions he or she may have, with the exception of minor traffic offences.

While employment will not be granted to candidates who fail to disclose this information, AfA treats the disclosure of inaccurate or incomplete information with regards to any acts of SEA as misconduct. AfA reserves the right to withdraw any offer of employment or to terminate any contractual engagement if the applicant is found to have provided untruthful information

concerning any condemnation regarding acts of SEA.

AfA will maintain a record of staff members found to have been convicted for acts of SEA or who have received a disciplinary measure or sanction imposed by any existing or former employer, or by disciplinary boards of professional organizations to which the applicant is or has been subject. AfA reserves the right to disclose information about acts of SEA on record concerning an individual staff member.

5.3 Training

As part of prevention of SEA, and in order to raise awareness, staff will be required to undertake and successfully complete the SEA training module. Introduction to SEA issues will form part of the overall Ethics Training, and specific modules will be included in the AfA pre-deployment training.

These training, will serve staff to be aware of the ethical values referred to in the current policy, specifically with respect to vulnerable situations. Also, staff will become aware of suspicious situations, as well as recognize the signs of SEA, and provide practical information on how to assist victims of SEA, if signs of SEA are identified or if a victim approaches them to complain about SEA.

6 Reporting and responding to SEA

6.1 Reporting mechanisms

6.1.1. Integrity Hotline

AfA makes available immediate and confidential mechanisms to report SEA for AfA staff members and AfA collaborators or any other person who may have been a victim of SEA or may have witnessed or otherwise been informed of a case of SEA involving AfA.

All staff members at all levels organization-wide, who have reason to believe a SEA situation may have occurred, by an AfA staff or collaborator, must inform by Reporting channel – All complaints of SEA about AfA can be directed to our official emails at afa@alliancesforafrica.org and Emailafafrica@gmail.com. AfA is still working on other modalities for reporting like setting up a specific webmail and hotline.

AfA's Integrity Hotline facilitates the reporting of wrongdoing across the Organization.

It is an independent service which takes in reports in confidence and, where warranted, anonymously. A web intake form, an email address (ethicsoffice@AfA.int), and free telephone lines are available across the world in AfA's official languages.

SEA reports will be dealt with as a priority, and AfA's relevant Regional Directors and the Director-General will be informed immediately upon receipt of such a report.

6.1.2 Confidentiality

The identity of individuals contacting either directly or through the Integrity Hotline will be protected. Confidentiality will only be waived with the express consent of the individual, unless deems it a case of clear and imminent danger to the individual in question or another person. Their name will not be revealed to the person(s) potentially implicated in the alleged

wrongdoing or to any other person, unless the individual personally authorizes the disclosure of their identity. This may become a requirement in subsequent investigative processes.

6.1.3 Retaliation

Any person reporting a case of SEA, in good faith or has cooperated with an investigation into a report of SEA, will be protected by the policy on Whistleblowing and Protection against Retaliation.

6.2 AfA mechanisms to respond to a report of SEA

AfA has established mechanisms to treat reports of SEA as a priority.

6.2.1 Investigation

36. AfA will initiate its own fact-finding investigation into reports of SEA as a priority. Based on the gravity of the situation and the evidence available, AfA will refer the matter to national authorities for criminal proceedings as appropriate, and will collaborate with national authorities, including by waiving immunity.

Upon conclusion of the investigation, the Executive Director will make a decision on the appropriate course of action in AfA. This will be without prejudice to criminal proceedings at the national level.

6.2.2 Disciplinary measures against AfA staff members

38. Based on the gravity of proven cases of SEA involving AfA staff members, and in addition to any criminal verdict that may result from legal proceeding for cases that are referred to national authorities for criminal prosecution, or other measures taken against the staff member concerned, AfA will apply disciplinary measures contained in the Staff Hand book, including as applicable summary dismissal.

Disciplinary sanctions will also apply to staff members who are proven to have failed to report SEA or to have encouraged or condoned SEA to happen.

Malicious reporting of SEA without evidence or reasonable suspicions with the intention of harming another person's integrity or reputation amounts to misconduct and is subject to disciplinary action. This is distinct from reports of suspected wrongdoing made in good faith based on the judgment and information available at the time of the report, which may not be confirmed by an investigation.

6.2.3 Measures in case of violation of this Policy by AfA collaborators

6.2.3.1 Measures in case of violation of this Policy by individual collaborators

In the case of SEA involving individual collaborators, AfA will take measures on a case by-case basis to respond to SEA. Where SEA is found to have occurred, AfA shall be entitled to take the following measures:

- Immediate termination of contractual relationship (non-staff or other collaboration agreement);
- Note in AfA records with a view to excluding individuals found to have engaged in, encouraged or condoned acts of SEA from participating in future tenders and entering into future contractual relationships with AfA;

AfA has the right and duty to waive the immunity of staff (and experts on mission), without

prejudice to the interests of AfA, in instances where it is determined that, the immunity would impede the course of justice, and waive such immunity without prejudice to the interests of AfA.

CHILD PROTECTION POLICY CODE OF CONDUCT FOR WORKING WITH CHILDREN

There is an imbalance of power in any interaction between adults and children, tilting in favor of adults. As a result, children are susceptible to various forms of abuse, neglect and exploitation. The child protection policy consists of guidelines and a framework that will guide the behavior of staff and associates who work with children to provide a safe and positive environment, free from abuse. A framework of principles, standards and guidelines to create a safe and positive environment for children that protects them from intentional and unintentional harm.

Purpose:

To create an environment where children associated with our programs are free from abuse, neglect and exploitation and are empowered to raise their voice against it.

Definitions of terms

CHILD

For the purposes of this document, a “child” is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child.

CHILD ABUSE

According to the World Health Organization, “child abuse” or “maltreatment” constitutes “all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child’s health, survival, development, or dignity in the context of a relationship of responsibility, trust, or power.”

CHILD PROTECTION

A broad term to describe behaviors, philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies particularly to the duty of organizations – and individuals associated with those organizations – to protect children in their care.

'DO NO HARM' refers to organizations' responsibility to 'do no harm' or minimize the harm they may be doing inadvertently as a result of inappropriate programming.

HARM.

Harm is broadly defined for the purposes of this agreement and includes physical abuse, sexual abuse, child sexual exploitation, neglect and negligible treatment, emotional abuse and commercial exploitation. Each of these terms are defined below.

PHYSICAL ABUSE: actual or potential physical harm perpetrated by another person, adult or child. It may involve hitting, shaking, poisoning, drowning and burning. Physical harm may also be caused when a parent or care giver fabricates the symptoms of or deliberately induces illness or scar in a child.

SEXUAL ABUSE: forcing or enticing a child to take part in sexual activities that he or she does not fully understand and has little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children in looking at, or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways.

CHILD SEXUAL EXPLOITATION: a form of sexual abuse that involves children being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves a child being manipulated or coerced, which may involve befriending children, gaining their trust, and subjecting them to drugs and alcohol. The abusive relationship between a survivor and perpetrator involves an imbalance of power where the survivor's options are limited. It is a form of abuse that can be misunderstood by children and adults as consensual. Child sexual exploitation manifests in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighborhoods. It may also involve opportunistic or organized networks of perpetrators who profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men.

NEGLECT AND NEGLIGENT TREATMENT: allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child's basic physical and /or psychological needs, which is likely to result in serious impairment of a child's healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children from harm and provide for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.

EMOTIONAL ABUSE: persistent emotional maltreatment that impacts on a child's emotional development. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment. Commercial

exploitation: exploiting a child in work or other activities for the benefit of others and to the detriment of the child's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, child labor.

A child is any person under the age of 18 years.

Scope

This policy applies to all staff and associates.

Staff includes: • all staff, national and international • all volunteers and interns Associates includes: • all contractors, e.g., consultants • all Board Members.

The principles being upheld by our child safeguarding policy are:

- All children have equal rights to be protected from harm.
- Everybody has a responsibility to support the protection of children.
- Organizations have a duty of care to children with whom they work with, are in contact with, or who are affected by their work and operations.
- If organizations work with partners, they have a responsibility to help partners meet the minimum requirements on protection.
- All actions on child safeguarding are taken in the best interests of the child, which are paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- AfA shall work in partnership together with children and parents/care givers to promote the welfare, health and development of children.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.

Child Right Policy.

Except as provided in this agreement, every staff employed by AfA for a period not Less than 3 months in continuous service and his/her two (2) children of who are below 15 years of age are entitled to be enrolled under the National Health Insurance scheme, Decree No 35 of 1999, Laws of the Federation of Nigeria as initiated by AfA.

When the child is above 15 years, he/she will not enjoy the policy. However, if the staff has other children below 15 years, it can be substituted with the overage.

Also, an employee's child between the age of 3-5 years of age are entitled to a child minder care during the office hours as initiated by the employer.

Alliances for Africa