ESDO-Protection from Sexual Exploitation and Abuse (PSEA) Policy

Revised on 1st July 2025

Eco-Social Development Organization (ESDO)

Head Office

Collegepara (Gobindanagar)

Thakurgaon-5100

Bangladesh

Introduction

ESDO, for the last 30 years of its development journey, has been serving with untiring efforts to bring forth and optimum development situation in Bangladesh. During this long span of time ESDO has been intent to adapt with the changing situation and provide the most time-fitting services especially for the poor and disadvantaged. Reduction in income poverty and human poverty of the people in ESDOs working area through undertaking massive integrated development program for the poor and marginalized community through service delivery and rights-based approach. Income generation literacy program nutrition and health program human rights and good governance program giving proper importance to environmental protection and regeneration. ESDO firmly believes and is actively involved in promoting human rights, dignity and gender equality through people's social, economic, political and human capacity building. Women in general and children are the core and central focus of its activities. Strengthening the organizational capacity carries importance to ensure quality of its services. ESDO are extending its services for eliminating the poverty, and ensuring the rights of the women and child to achieve an equitable society free from all discriminations.

Rationality

ESDO, therefore, has committed to ensure a gender sensitive and women friendly working environment. The organization works to end discrimination among male and female colleagues and to end all sorts of gender-based violence to ensure women empowerment. Moreover, corresponding with the international and national laws, policies, and instruments, (like Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), International Covenant on Economic, Social and Cultural Rights) there should have a policy which guides the staff and beneficiaries' regardless men and women to work within gender sensitive, and women and child friendly working environment. ESDO has decided to formulate 'Protection for Sexual Exploitation, Abuse, and Harassment Policy' (PSEA) to continue strengthening this practice as women and child friendly environment within the organization. It believes that the policy will help to protect the women and child against exploitation, abuse and harassment which will also help to ensure women friendly working environment and to protect their human rights.

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Goals

The goal of the policy is to create awareness about SEAH among ESDO's staff and beneficiaries. The policy will create anti-sexual harassment environment for women and beneficiaries within the organization. Another goal is to create proper workplace where safety, security and equal opportunity for women will be ensured.

Objectives

The main objective of the 'Protection for Sexual Exploitation, Abuse, and Harassment Policy' is to ensure gender sensitive working environment within ESDO. More specifically,

1. To create awareness about sexual harassment.
2. To ensure equal dignity and to create atmosphere congenial for women inside the organization.
3. To ensure clear understanding about punishment of sexual harassment.
4. To support female staffs to get legal support under the policy.
5. To sensitize among the team members of ESDO concerning women rights, dignity and gender equality as well.
6. To ensure and nurture equality among men and women within the organization and to identify it as a cross cutting issue in each project and program which would be reflected.
7. To protect staff from exploitation, abuse, and harassment.
8. To ensure that respective authorities/employers take effective role inimplementing recommendations received from the investigative committee.
9. To apply zero tolerance to sexual exploitation, abuse, harassment or torture.

PSEA Coverage Areas

This policy applies to ESDO's all programs, projects, enterprise, Microfinance, Sister concerns. All level of regular staffs, project staffs, contractual staffs, consultants, interns, field workers, volunteers, vendors, partners, and affiliated will be treated under this policy. All the mentioned persons will be considered under the coverage of this policy.

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PSEA Supportive policies

This Policy will supplement to ESDO" Code of Conduct", "Safeguarding Policy","0 tolerance Policy", "Gender Policy", "Child Protection Policy", "ESDO Security Policy", and "HR Policy". ESDO have all of the protection (sexual abuse) measure under those policies but for prioritizing the optimum level of necessity and ensuring enabling environment in all segments of the organization ESDO is assimilating the clauses from those policies under this "Protection from Sexual Exploitation, Abuse, and Harassment (PSEA)" Policy. This policy is titled in line with the internationally used and recognized term 'PSEA' which covers sexual exploitation, abuse and harassment (SEAH).

Definition of the PSEA concepts

PSEA: Protection from Sexual Exploitation, Abuse and Harassment (PSEA)

Sexual Exploitation

Sexual exploitation refers to any actual or attempted abuse of a position of vulnerability, differential power, trust, or dependency, for sexualized purposes. This includes the offer or promise of monetary, social, political benefits as an incentive.

ABUSE

Abuse is any act or omission which results in harm to a child or an at-risk adult. Abuse is generally accepted to usually fall into one of four categories: physical abuse, emotional abuse, sexual abuse and neglect, but may occur in any form.

SEXUAL ABUSE

Sexual abuse is sexual behavior or a sexual act forced upon a woman, man, or child without their consent. Sexual abuse includes abuse of a woman, man, or child by a man, woman, or child. Sexual abuse is an act of violence that the attacker uses against someone they perceive as weaker than them. It does not come from an uncontrollable sex drive but is a crime committed deliberately with the goal of controlling and humiliating the victim.

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Sexual Favors

Any sexual or sexualized acts, in exchange for something such as money, goods, services, opportunities and so on. Also includes demands for inappropriate photographs, filming, and exposure to pornography and so on.

Grooming

Grooming refers to the cultivation of emotional relationships with the positions of vulnerability or inequitable power with the intention of manipulating these relationships into sexualized dynamics in the future.

Sexual Harassment

"Sexual harassment" refers to 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.

Such conduct mentioned above can be humiliating and may constitute a health and safety problem at workplaces. It is discriminatory when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment in various ways orwhen it creates a hostile environment at workplaces.

Victim: Victim is a person who is or has been sexually exploited or abused & harassed.

Perpetrator: Perpetrator is a person (or group of persons) who commits an act of sexual exploitation or abuse & Harassment.

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Six PSEA Core Principles Are:

1. "Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.

2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. A mistaken belief regarding the age of a child is not a defense.

3. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes the exchange of assistance that is due to beneficiaries.

4. Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.

5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.

6. Humanitarian workers are obliged to create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment."

PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA)

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated representatives. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13).

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AT RISK ADULTS

An at-risk adult is a person aged 18 years or over, who is at greater than normal riskof abuse because they may be unable to take care of themselves or protect themselves against harm or exploitation. This may be due to their condition, circumstance, or environment. They may have learning difficulties, physical disabilities, or mental illness or are dependent on someone else, because of disability, age or illness.

CHILD

A child is deemed to be a person under the age of 18 years. The age of consent is subject to local legislation and does not alter the fact that all those under 18 are children. Mistaken belief in the age of a child is not a defense.

STAFF

The term 'staff' Includes all employees, trustees, temporary workers, volunteers, consultants and those who represent or travel with Organization. Organization recognizes that staff are also entitled to protection from harm, sexual exploitation, abuse and harassment within the scope of this policy.

SURVIVOR

The person who has been abused or exploited. The term "survivor" is often used in preference to "victim" as it implies strength, resilience and the capacity to survive. It is the individual's choice how they wish to identify themselves.

SURVIVOR-CENTRED PRINCIPLES

Effective safeguarding measures that consider the physical and psychological health and safety of a (and their family) at every stage of the safeguarding system–before (prevention), during and following a reported incident

ESDO-PSEA framework look like

PSEA can be broadly divided into 2 parts-

1. Child
2. Adult (all types of part-time, full-time and casual employees of ESDO, freelance and other experts, interns, stakeholders, youth, beneficiary members, partners, vendors, volunteers, associates of various types of organizations and contractors, sub-contractors who working on various development assistance projects of ESDO they All are covered by PSEA Policy).

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Child Age : According to the United Nations Charter on the Rights of the Child (UNCRC) means of a child is "Every human being below the age of 18 years unless under the law applicable to the child, majority attained earlier" This is in accordance with Article 1 of UNCRC.

Adult Age : In the aye of ESDO PSEA policy, Adult means 18 to last working day or under relation with ESDO.

Whistleblower:

A whistleblower (also written as whistle-blower or whistle blower) is a person, often an employee, who reveals information about activity within a private or public organization that is deemedillegal, immoral, illicit, unsafe or fraudulent. Whistleblowers can use a variety of internal or external channels to communicate information or allegations. Over 83% of whistleblowers report internally to a supervisor, human resources, compliance, or a neutral third party within the company, hoping that the company will address and correct the issues

Integration strategies within organizational structure of ESDO

The Integration strategies in organization are given below;

1. Update organization's all kinds of policies, plans, directives that would be gender sensitive.
2. Fix responsibilities for gender focal person and to empower her to discharge the responsibilities.
3. Identify the victims among colleagues or beneficiaries by regular monitoring and evaluation system, and to ensure fear and free atmosphere for compliant.
4. Conscious employees about the policy and make sure its implementation.
5. Take necessary steps according to the policy on investigation.
6. Disseminate the policy at all branches and project offices.
7. Organize training sessions on PSEA regularly for the staff to aware themselves and protect only themselves but also colleagues from SEAH.

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PSEA Code of Conduct

ESDO HAS ZERO TOLERANCE FOR SEXUAL EXPLOITATION AND ABUSE

Sexual exploitation and abuse (SEA) of those we seek to assist is unacceptable and prohibited. It is a very serious breach of the trust and accountability of the people we serve. Such acts violate the human rights of the victims/survivors, seriously damage the credibility of Eco Social Development Organization (ESDO) as well as the humanitarian and development community, and ultimately jeopardize our capacity to act.

Eco Social Development Organization (ESDO) has measures in place to prevent and respond to sexual exploitation and abuse by its personnel (staff, consultants, volunteers, beneficiaries, interns, etc.). These measures are described in the Eco Social Development Organization (ESDO) PSEA policy.

Working for or on behalf of Eco Social Development Organization (ESDO); I agree to:

1. Treat all persons with fairness and respect, courtesy and dignity, in accordance with the International legislation on Human Rights and Children's Rights and the *ESDO* PSEA policy.

2. To provide assistance to the affected populations/beneficiaries of the organization and ensure safety, dignity and effective access to the services provided, in line with the "Do No Harm" approach.

3. Help create and maintain an environment that prevents sexual exploitation and abuse and promote the implementation of this Code of Conduct.

4. Immediately report any allegations, suspicions or concerns regarding failure to meet the standards set forth in this Code of Conduct.

5. Not intentionally make false accusations against another worker for violating the provisions of the Code of Conduct, nor disseminate false statements about co-workers or personnel of other agencies.

6. To attend mandatory training courses (in person or online) for protection from sexual exploitation and abuse.

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I understand and acknowledge that it is strictly forbidden/prohibited to:

7. Engage in sexual activity with children (persons below the age of 18 years), regardless of age of majority or local consent. Lack of knowledge of the actual age of the child is not a defense

8. Engage in any sexual relationship between those providing humanitarian assistance and protection and a person benefiting from such humanitarian assistance and protection that involves improper use of rank or position. Such relationships undermine the credibility and integrity of humanitarian aid work.

9. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behaviors. This includes the exchange of assistance that is due to beneficiaries.

10. Accept any sexual favor(s) in exchange for food or non-food assistance provided to beneficiaries/recipients.

11. Abuse my authority, position or influence by withholding protection, assistance or humanitarian services, or giving preferential treatment in order to solicit sexual favors, gifts, payments of any kind or any other benefit.

12. Engage in sexual activity with sex workers, regardless of the legislation in the country.

13. Use children or adults to get others to engage in sexual activity.

I certify that I have read and understood the above obligations and agree to abide by this Code of Conduct for protection of sexual exploitation and abuse at all times.

SAFE RECRUITMENT AND TRAINING

We will seek to minimize the risks to children and at-risk adults who come into contact with our work. We have recruitment guidelines for staff, consultants, volunteers and trustees, which are reviewed regularly to reflect child safe recruiting and screening standards.

We check that trustees, staff, consultants and volunteers are suitable and legally able to act in their position. We undertake a risk assessment for each role, ensure safeguarding questions are included in interviews, conduct criminal record checks where the position is eligible, and take references and check gaps in work history.

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PSEA TRAINING

Mandatory PSEA training for All types of (part-time, full-time and casual employees of ESDO, freelance and other experts, interns, youth, beneficiary members, partners, vendors, volunteers, associates of various types of organizations and contractors, sub-contractors who working on various development assistance projects of ESDO they All are covered by PSEA Policy) The **onboarding process andmandatory to use Attendees sheet.** For documentation, if possible, to take photos but must take theirConsent. All of given an induction which includes a briefing on the standards of behavior within the Code of Conduct and PSEA policy and related policies and procedures as well as training on the imperative and definition of safeguarding, how to spot and report PSEA concerns. All training will be quality assured through the use of training evaluations and a record of all staff who have attended training will be kept.

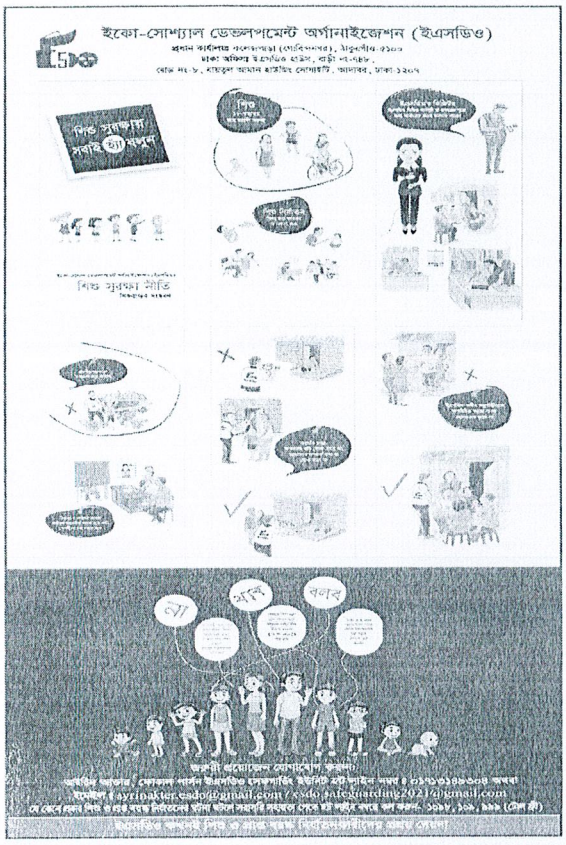
Refresher training will follow on an annual basis as a minimum and as new legislation and good practice suggest. New managers and those who handle and manage safeguarding cases will be provided with further support regarding the implementation of these policies. The training will include how to risk assess each safeguarding case and how to support and communicate with a victim or survivor.

Managers will seek to create a culture in which all Organization representatives promote a culture of respect and an environment where concerns can be reported openly and without prejudice.

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Community Engagement and Awareness-raising



Strengthen community engagement and awareness-raising. Critical activities include systematically integrating PSEA messages in information campaigns and disseminating information related to PSEA through diverse channels adapted to the local context and accessible to Child and Adult backgrounds. These may include the distribution of posters and leaflets, dissemination of audio-visual materials, social media, awareness-raising sessions, community meetings, focus group discussions, public address systems, mass media, dissemination at service delivery points, etc. To prevent SEA effectively, ESDO has the responsibility to ensure that forcibly displaced persons know their rights and entitlements, including that all humanitarian assistance and services are free, that they should never be expected to provide any form of sexual favour, and that demands such favors are strictly prohibited. Likewise, information should be provided to clarify that sexual relationships between assistance beneficiaries and humanitarian personnel are generally prohibited. ESDO should also ensure affected people know how and where to report SEA incidents safely and confidentially when they occur, and how and where to access multi-sectoral support and assistance.

PSEA Protection Unit

This Unit will monitor and taking necessary initiatives to ensure protections for the staff and beneficiaries from sexual exploitation, abuse, and harassment. PSEA Unit consists of five members including 03 members from ESDO and 02 members from out of ESDO. The head of the PSEA unitwill be a woman and overall, at least 80% members will be women in the Committee.

The key principles and commitments that the , PSEA Framework follows are:

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- **Co-Creation:** Traditionally, PSEA systems and frameworks have been top down and may not meet the needs and reality of those working on the ground. Through co-creating PSEA systems with the Programme, staff and programme staff, partners or participants and the community, while taking into consideration society and culture, we can develop a PSEA system that is effective.

- **Whistleblowing:** It is vital that everyone who works for Eco Social Development Organization (ESDO) maintains the highest standards of conduct, integrity, and ethics and complies with national legislation. If an employee, volunteer, partner, consultant, or contractor has any genuine concerns about malpractice in the workplace, ESDO encourages them to communicate these without fear of reprisals and in the knowledge that they will be protected from victimization and dismissal. This policy does not form part of an employee's terms and conditions of employment and may be subject to change at the discretion of management. All of May known SEA Incident by Whistleblowing.

- **Positive PSEA Culture**: We seek to create a PSEA culture within Programmes that is positive. This means developing an agreed set of positive behaviors and a system for managing negative behaviors.

- **Zero Tolerance:** There is zero tolerance for any violations of the PSEA policy. There is zero tolerance for any violations of the PSEA policy**. It is affected 24/7 both during working hours and outside of working hours(Those individuals person who are all covered under PSEA policy).**

- **Continuous Improvement:** The PSEA policies and procedures will be reviewed regularly in collaboration with all stakeholders including staff and programme staff, partners or participants and community.

- **Dignity and Respect:** The PSEA framework will keep the dignity and respect of all at the heart of the work.

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- ❒ **Effective Systems:** We will establish systems that are co- created and meet the needs ofthe stakeholders involved. This includes reporting and investigation systems.

- ❒ **Self-Awareness:** Self-awareness around behaviour, the impact of behaviour, and attitudes and beliefs are essential to creating appositive PSEA culture.

- ❒ **Communication:** We will communicate information about safeguarding in a way that is understood by all. This includes translating all policies and procedures into languages that are understood by all, using creative communication tools, and creating materials for low literacy audiences.
- ❒ **Assessment and Mitigation of Risks:** In collaboration with stakeholders, including affected people, assess and map potential risk areas by sector and discuss actions that can prevent and reduce the risks of SEA. Integrate SEA prevention, risk mitigation and response into protection analysis and multi-sectoral programming

- At the start of any incident management a risk assessment is made to ensure no action risksthe safety, dignity or psychological wellbeing of those coming forward/potential survivors.This includes mitigations such as change of roles, support and advice to those coming forward on responding to risk/how to mitigate personal safety risk.

- Mandatory quarterly Organization Safeguarding & PSEA risk assessment and also mention \Risk Assessment and mitigation plan with **Executive Director Signature** (doing by PSEA & Safeguarding Focal)

- Mandatory ESDO all project doing Safeguarding & PSEA risk assessment and also mention \Risk Assessment and mitigation plan before a programmed held with and have to project supervisor signature.(doing by program responsible person).

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Methods of Complaint and Reporting

All individuals Child & Adult (all types of part-time, full-time and casual employees of ESDO, freelance and other experts, interns, stakeholders, youth, beneficiary members, partners, vendors, volunteers, associates of various types of organizations and contractors, sub-contractors who working on various development assistance projects of ESDO they All are covered by PSEA Policy) receiving assistance from humanitarian and development organizations should be able to safely report SEA. Organizations can use both internal and external reporting mechanisms to facilitate reporting of SEA allegations or concerns by personnel and affected populations. Where possible, they should seek to incorporate PSEA reporting mechanisms into broader feedback or complaints mechanisms in order to benefit from these channels' levels of trust, discretion and resources. Regardless of the accountability mechanism(s) used, partners will need to have their own reporting procedures to facilitate prompt and confidential internal reporting to senior management and subsequently ESDO and other relevant actors. Reporting mechanisms should also have the ability to refer SEA complaints involving personnel of another entity to the respective entity for follow-up, where legally possible.

Organizations should consider the following elements when (re-)designing and using reporting mechanisms:

- **Consult affected populations and local communities** (including women, children, people with disabilities, and other relevant stakeholders) on risk factors for SEA; challenges for raising complaints; preferred methods for reporting; and how to make reporting mechanisms safe, confidential, transparent and accessible.

Ensure that reporting mechanisms adhere to core principles of effective reporting:

- **Safety:** avoid creating or exacerbating risks for those reporting allegations or concerns, as well as other parties involved (e.g. victim, alleged perpetrator). This involves ensuring that referral procedures and protection measures (e.g. whistleblower policy) are set up before promoting the use of a reporting mechanism. ESDO should also restrict access to incident reports and keep reports stored safely (e.g. using passwords or encryption for computers, locked cupboard or locking offices when unattended).
- **Confidentiality:** enforce strict information-sharing practices, i.e. limiting the number of people who have access to the reported information on the need-to-know basis ; using code names when referring to those involved and omitting information that could reveal their identity (e.g. names; date of birth, address, phone number, description of unique physical traits); and keeping such information separate from incident and related reports. People should also have the option of anonymous reporting.
- **Transparency:** obtain the prior informed consent of the complainant, unless the complainant is a member of personnel at a partner organization, as they have a mandatory obligation to report SEA to ESDO. Organizations should share confidentiality procedures with all complainants, explaining clearly how information will be shared, with whom and for what purpose including for investigations and assistance to victims. Mandatory reporting should be

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done in a way that respects victims' right to confidentiality, providing them an opportunity to reflect on what aspects of their case they want to disclose or not. For children who are too young to understand, this information should be shared with their trusted adult. This also includes notice of the ESDO obligations for mandatory reporting

- **Accessibility:** make reporting mechanisms easy to use and remove potential barriers to usage (e.g. difficult or foreign language, costs and time needed for using them, inaccessible), keeping in mind their target audiences, including people of different ages, genders, educational backgrounds, abilities, etc. Reporting mechanisms need to be child-sensitive and the procedures need to include the need to secure informed consent/assent for the child and prioritization of the best interest of the child. Likewise, the communication materials need to be child-friendly.
- **Responsiveness:** Protection from sexual exploitation and abuse and sexual harassment is a key principle in ESDO's Policy on Emergency Preparedness and Response, and PSEA must be systematically integrated into emergency preparedness and throughout all stages of the response. SEA can happen anywhere and at any time.

If any woman staff or beneficiary became affected or victimized, she will file the complaints to the authority in line with the following procedure:

1. **Written Process:** can submit her written complaints to the member of the committee with physical presence or through postage or currier service or any other ways of sending letter.
2. **Verbal process:** can contact with the supervisor, project head, gender focal person, assistant director (HRM), director and/or executive director, gender relation review meeting, central gender relation meeting by victim in person or lawyer on behalf of the victim.
3. **Digital Process:**

   -For young ,children ,person with visual disabilities or the person with low levels of literacy ESDO developed festoon in their local language in every community, and ESDO's every Zilla, Upzaila branches to easy to Contract.

   -24/7 can submit complaints using phone/SMS to any member of the committee. (HOTLINE NUMBER-01713149304)

   - ESDO's every Zilla, Upzaila branches have Safeguarding & PSEA focal team, community people are may easy to contact with him.

   - Mandatory for every staff monthly meeting must include an orientation on PSEA and safeguarding for Uthan Boithok and all staff programs.

4. **Comment Box:** Comment complaints box is installed at all Upazilla and upazilla focal person including head office of the organization and all are (who are under of

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PSAH policy)can submit any complain of violence PEAH policy of complaints relating to SEAH into the box.

- The PEAH complain box is monitored by the assigned PEAH Officer between **9.am and 5 pm Saturday to Thursday** although a message can be left on the telephone number at 24/7 and the PEAH focal will respond as soon as possible. Should the report concern the PEAH, the Head of the organization should be contacted as referred to above.

- The PEAH Officer will acknowledge receipt of the concern within 72 hours and take action.

**Complainant can use one or multiline of the above methods to inform his/her complaint to the concern authority.

Confidentiality

Confidentiality or privacy must be ensured for security concern of the victim. The incident of sexual violence will never be disclosed in any condition without the permission of victim; privacy will be maintained as much as possible in evidence gathering process.

Concern Authority

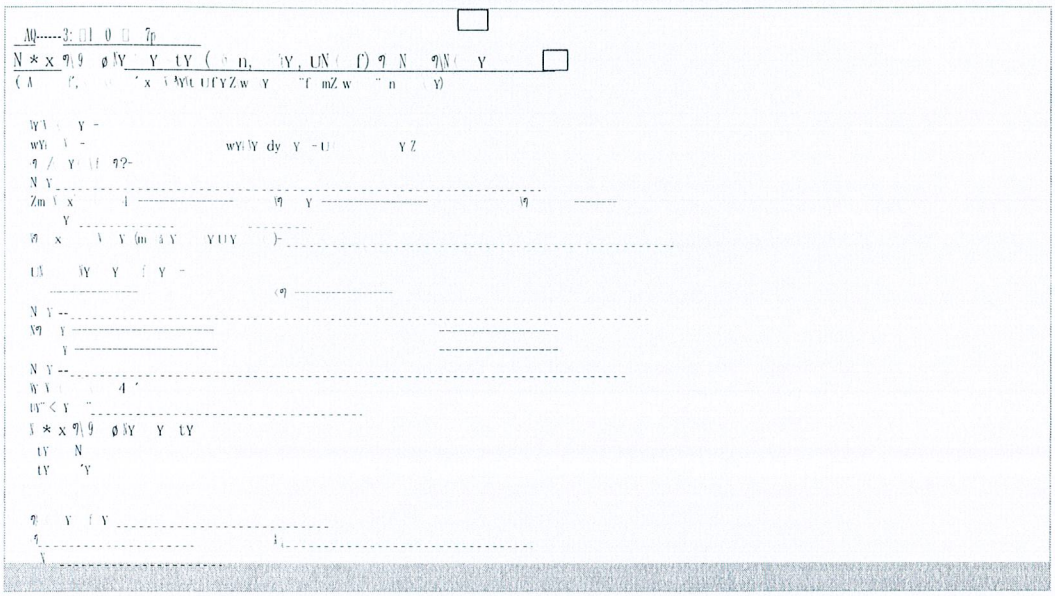
Concerned Authority means an authority of work place which is authorized underthe relevant disciplinary rules to take action in case of misconduct.

As outlined in the PSEA/Safeguarding Reporting Procedure, staff have a duty to reportany concerns or suspicions regarding safeguarding violations within 24/7 :

- By email to esdo.safeguarding2021@gmail.com or ayrinakter.esdo@gmail.com
- **ESDO Hotline Number** telephone or text **to 01713149304**
- To a Safeguarding & PSEA Focal Point, or
  In writing to:
  Safeguarding & PSEA Focal Point, ESDO Head Office Gobindanagar, Collegepepara, Thaurgaon.

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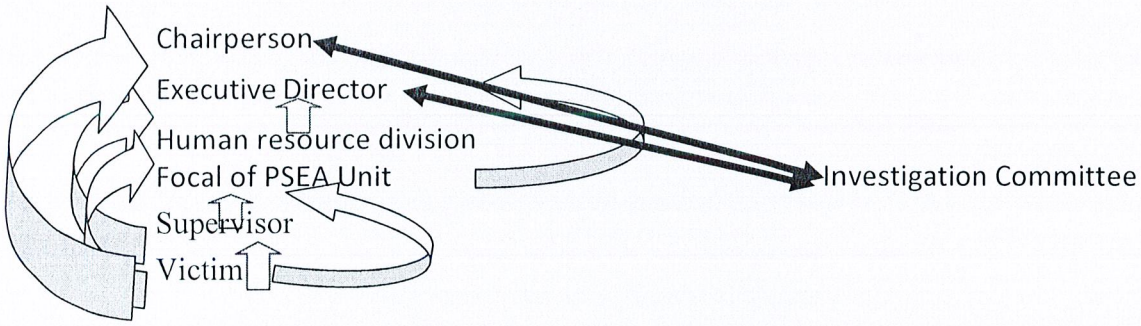
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Complaint receiverOn the convenience of the victim perspective, she/he can complain to any of below persons or cells.

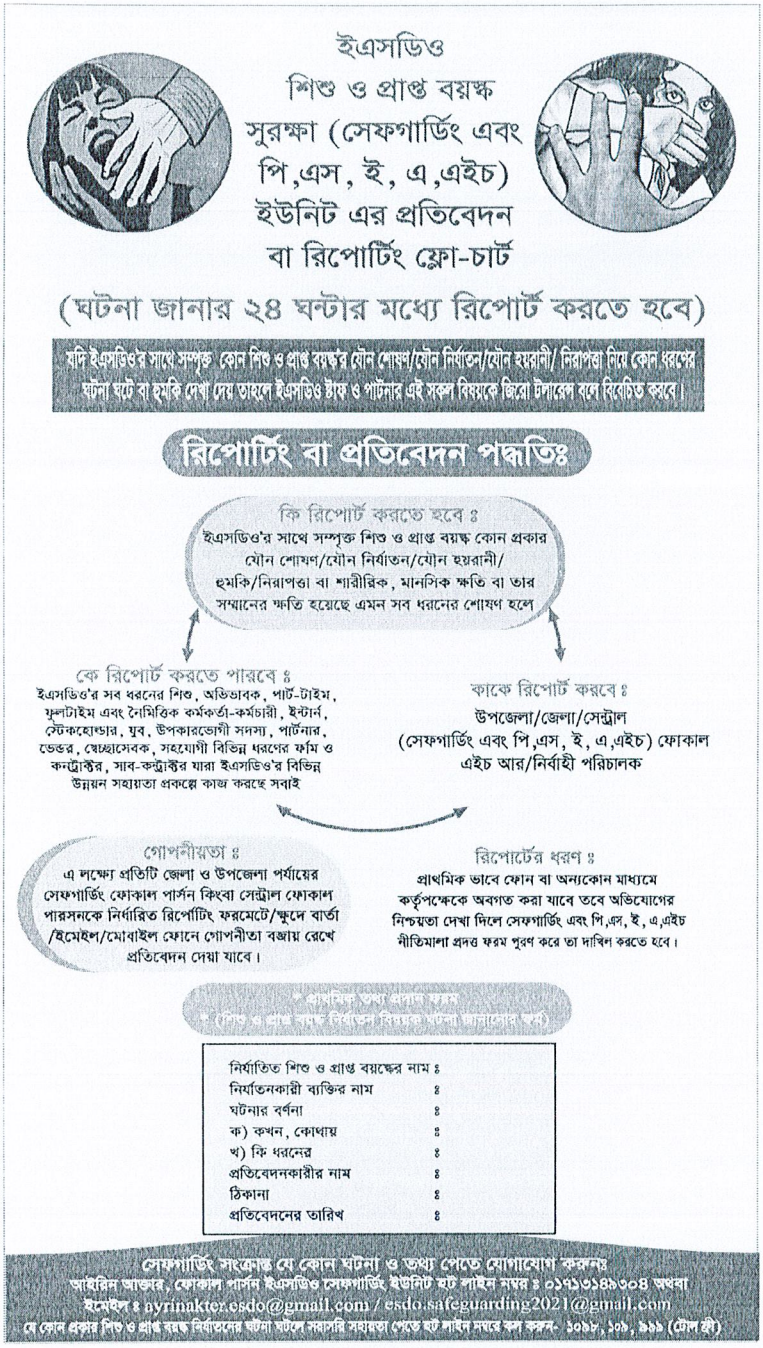
1. Supervisor or
2. Focal of PSEA Unit or
3. Coordinator of the Human Resource division or
4. Executive Director or
5. Chairperson

Complaint channels



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Dealing with other organizational staff

When staff will face SEAH by the people outside of ESDO or other organizational staff or management, then it will be protected by PSEA cell/Gender cell by taking necessary initiatives implementing.

1. Victim will inform supervisor/PSEA cell/gender cell/Human Resource Division/Executive director/concern authority of ESDO.

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2. Concerning the authority of ESDO will be investigated alone or jointly with the accused organizational authority.
3. After investigation, the concerned authority of ESDO will recommend to the Executive Director/Chairperson to take necessary initiatives for the protection of the staff against sexual exploitation, abuse, and harassment by the other organizational staff.

Sexual Assault

Immediately upon hire, female staff members should receive a briefing on the ESDO's policies and procedures in the case of sexual assault and harassment. These policies should be reviewed regularly. There are some basic facts concerning sexual assault that everyone should know:

1. Everyone is a potential victim of sexual assault. It is a crime of violence and control, and all ages, ethnicities and economic groups are at risk.
2. Sexual assault is the most under-reported violent crime.
3. Victims are usually pre-selected and the perpetrator is most often an acquaintance. Preventive measures can reduce the likelihood of a woman becoming a target of opportunity, since the offender will usually wait until the potential victim is vulnerable or isolated.
4. The victim should not shower or douche and should preserve the clothing worn during the attack to prevent loss of possible evidence for prosecution.
5. Though it may be difficult, the attack should always be reported to the appropriate authorities according to ESDO's procedures. Head Office should have someone accompany the victim to the hospital to provide support during the examination and reporting process. The medical examination should include tests for sexually transmitted diseases.
6. In most cases, the police will investigate, which will include questions about the circumstances of the event. Again, the Head Office must ensure that procedures are in place to ensure preservation of the victim's confidentiality, legal and human rights, and respect of privacy and dignity.
7. ESDO will recommend and facilitate counseling for all victims of sexually assault.
8. Taking the necessary measures to ensure victim confidentiality, the Head Office should complete an incident report form. In some areas there will be a method of sharing general, non-personal safety and security incident information within the NGO community. This is an important step to prevent others from becoming victims.

Emergency response

If SEAH occurs, then the gender cell will respond immediately to rescue or recover or support.This can be rescued from local heinous leaders and culprits or referred to the professional services providers or hospitalized of the assault victim. All emergency responses will be taken

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rapidly for protecting the staff from exploitation, abuse, assault, harassment, and violence.



Timeframe of complaint submission

- If any kind of **PSEA** Incident, then the victim could complain any time.
- The report must be sent to ayrinakter.esdo@gmail.com or esdo.safeguarding2021@gmail.com discussed with a **PSEA** Focal Point within 24/7 hours of receiving the concern. And
- Within 24 hours of receiving the report, the focal point will send it to the immediate donor ofthe program within 24 hours.

Assistance and Referrals

❖ **Ensure that victims have access to assistance** immediately upon receipt of a report or within 24 hours from the time the disclosure or allegation is received, based on their needs and wishes, regardless of decisions by organizations or others to investigate the case and regardless of the status/outcome of an investigation. Victims are not required to participate in an investigation, identify the perpetrator or prove that the allegation is true to access services. As appropriate, organizations should also account for the protection and support needs of witnesses, complainants, and other individuals connected to the case (e.g., whistle-blowers), as per the UN Victims' Assistance Protocol

❖ **Victim Gender-based Violence (GBV) Training and Case Management**

The ESDO victim GBV Case Management Guidelines and accompanying training materials

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represent the culmination of a two-year project spearheaded by the Gender-based Violence Information Management System (GBVIMS) Steering Committee to build capacity on GBV case management, information management, and strengthen the links between these in order to improve services provided to GBV survivors. This resource aims to set standards for quality, compassionate care for GBV survivors in humanitarian settings, with particular focus on the provision of case management services. The guidelines and the accompanying training materials will provide GBV service providers in humanitarian settings with the information and guidance they need to establish and provide quality case management services to GBV survivors.

The resource package includes the following:

- Inter-agency guidelines on the provision of care for GBV survivors, which outline a survivor-centered approach and process. This includes guiding principles, consent processes, case management methods and protocols, and technical guidance for specific types of abuse and populations—for example, guidance on responding to intimate partner violence and child/early marriage, and for working with adolescent girls, male sexual violence survivors, LGBTI survivors and survivors with disabilities.
- Case supervision strategies and tools;
- Training materials that elaborate the content of the guidelines and can build the expertise of staff involved in providing case management and psychosocial care for GBV survivors.

Have an updated list of local service providers, which should provide options for both children and adult victims where relevant (e.g. names of a pediatric and adult medical care provider). In many cases, organizations can use or adapt the mapping of existing GBV and child protection services and referral pathways of relevant inter-agency bodies, such as the in-country PSEA network and in-country GBV and child protection coordination groups. Especially in cases involving children, organizations should also consult with ESDO offices. The table below provides an overview of the types of services victims may need and should have access to.

Table 1: Types of service victims may need to access

Service	Description
Safety	Immediate safety or protection measures for victims and witnesses to address the risk of retaliation or further violence, such as victim safety planning, safe shelter (i.e. space that offers temporary safety to individuals fleeing harm), relocation support
Medical care	Medical care, including post-exposure prophylaxis (PEP) to prevent HIV (within 72 hours of possible exposure); treatment for sexually transmitted infections (STIs), pregnancy care, emergency contraception

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Dignity Kits	Dignity kits are generally provided to women and girls. They typically contain basic hygiene products (sanitary napkins, soap, toothbrushes and toothpaste), underwear and information on available GBV services including where and how to access them.
Psychosocial support	Mental health care, emotional and practical support,either individual or community-based
Legal services	Legal assistance services, including free legal counselling, legal representation and other support (Note: If possible, such legal representation and support should be provided independently from the alleged perpetrator's employer.) Legal assistance can be provided within the framework of child protection and GBV referral systems and/or in a holistic way. The legal assistance can be partof the child protection and GBV referral systems and/or be provided in a multi-purpose center (holistic approach).
Basic material assistance Socio-economic empowerment/ livelihood support	This includes support such as food, clothing, shelter, schooling assistance (to prevent dropout or encourage re-enrolment), and livelihood support (e.g., income- generating activities, vocational training and paid work for adults, or job skills and savings programs for older adolescents). However, when the victim is a child, the caregiver must be able to access livelihood support to support him or herself and the child.
Support for children born as a result of SEA	Medical and psychosocial care and pursuit of paternity and child support claims, in conjunction with relevant national governments. The ESDO may also facilitate applications for paternity, child support and related benefits such as nationality or citizenship for children born as a result of sexual exploitation or abuse. This could be pursued by a guardian or the child themselves. The ESDO should refer victims to legal assistance in line with their wishes and can link them with the appropriate officials in the country where they wish to bring their claim.

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Rights and interests of victims:

- □ **Made available to all victims regardless of their participation in investigation or accountability procedure**

Sexual exploitation and abuse (SEA) represent a grave breach of trust and of the right to safety, security and dignity of refugees. Sexual harassment (SH) undermines the right of personnel to be safe and treated with dignity and respect in the workplace and in connection with work.

ESDO is committed to take all necessary action to prevent and respond decisively to sexual misconduct and to put the protection, rights and dignity of refugee-victims and staff-victims at the forefront.

The way of engaging with victims that prioritizes listening, avoids re-traumatization, and systematically focuses on their safety, rights, well-being, expressed needs and choices. The purpose is to give back as much control to victims as feasible and ensure empathetic delivery of services in a non-judgmental manner.

- □ **Shall be provided in a manner that is victim-centred, rights-based, age, disability gender gender-sensitive, non-discriminatory and culturally appropriate, as well as in line with the rights andbest interests of victims.**

  - ✓ **Victim-centred**: The victim-centred approach puts the rights and dignity of victims, including their well-being and safety, at the forefront of all efforts to prevent and respond to sexual exploitation and abuse and sexual harassment, regardless of the affiliation of the alleged perpetrator.
  - ✓ **Age** denotes the different stages in a person's life cycle. It is important to know where people are in their life cycle, because their capacities and needs change over time. Age influences and can enhance or diminish people's capacity to exercise their rights, and must be considered in all protection, assistance and solutions programmes.
  - ✓ **Children and adolescents** can bring unique and valuable perspectives and solutions to problems that confront them and their communities.
  - ✓ **Youth** are frequently overlooked as a social group, even though, when they are given the opportunity to develop their talents and skills, they have the potential to make important contributions to protection and to solutions, for themselves and for their communities.
  - ✓ **Older persons** may face heightened protection risks, due to the effects of ageing alone, or ageing in combination with other personal characteristics. But they can play vital roles in their households and communities.
  - ✓ **Gender sensitive & disabilities** experience a range of barriers. As a result, they may be excluded from programmes, denied participation in decisions that affect their lives, and

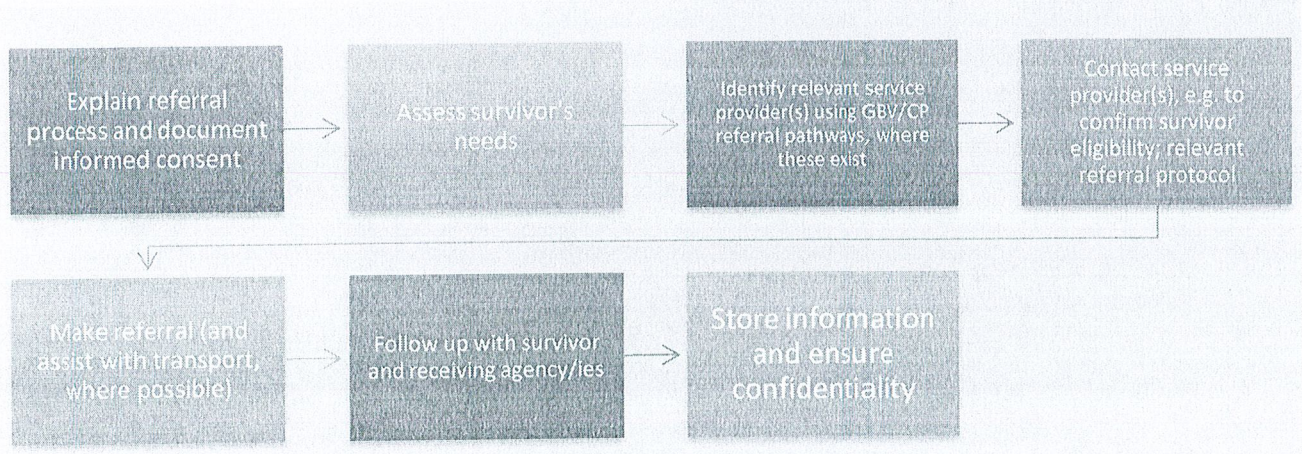
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lack support networks. the socially constructed roles of women and men, which are often central to the way in which people define themselves and are defined by others. Unlike sex, gender is not a biological determinant. Gender roles are learned, may change over time, and vary within and between cultures. Gender often defines the duties, responsibilities, constraints, opportunities and privileges of women, men, girls and boys in any context. The principle of gender equality affirms that women, men, girls and boys should enjoy rights, responsibilities and opportunities on equal terms. It implies respect for the interests, needs and priorities of each gender. Combating discrimination based on sexual orientation and gender identity is inextricably linked to gender equality, since it challenges negative gender stereotypes and systemic discrimination arising from prejudice.

- ✓ **Non-discriminatory with SEA Victim**
  ESDO does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations with SEA Victim or any others.
- ✓ **culturally appropriate with SEA Victim**
  ESDO always believes Sensitive, understanding, non-judgmental, and respectful in dealing with people whose culture is different from your own; Flexible and skillful in responding and adapting to different cultural contexts and circumstances with SEA Victim or any others.
- ✓ **Adheres to the principle of 'do no harm'**
  Nonmaleficence (do no harm) Obligation not to inflict harm intentionally; In ESDO's PSEA policy ethics, ESDO's guiding maxim is "First, do no harm." Beneficence/anthers (do good) Provide benefits to persons and contribute to their welfare.

It is the responsibility of ESDO to ensure victims of SEA allegedly perpetrated by their personnel receive immediate professional assistance, by referring them to relevant service providers, as per the victim's wishes and with their consent/assent. Referrals to assistance should be made based on the existing GBV and CP referral pathways and/or service mappings and in line with the interagency PSEA SOPs, where these exist. ESDO should consider the following aspects and good practices when facilitating assistance:



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Note that caseworkers should be flexible in applying these steps and should adapt this process to meet the needs of the victim, including those who are children.

Respect the rights of victims to privacy, confidentiality and informed consent
ESDO'S first Prouty victims to privacy, confidentiality and informed consent.

- **Respect confidentiality**, protecting personally identifiable information of victims and all those involved in the alleged incident. ESDO should collect, share and store information on these cases safely and according to agreed-upon data protection policies. In particular, organizations should share this information only with a limited number of individuals and on a 'need-to-know' basis and ensure this happens with the victim's explicit permission.

In exceptional cases, ESDO may need to refer cases – even without the victim's informed consent – when there is a serious and imminent threat of harm to the victim or others or when they are required by law to report crimes. The best practice is to ensure involvement of the victim in all aspects of their case and ensure that they are fully informed. Organizations should always explain to victims (and/or their guardians where appropriate) these limitations of confidentiality.

- **Always obtain privacy and consent/assent** before facilitating assistance, respecting the right of a person, including children (depending on their age and capacities), to freely choose which type of support services they want to access or to decline services entirely. Informed consent is the voluntary agreement of an individual who has the capacity to give consent to pursue a legal procedure or receive services. Informed assent is used for children who are too young to provide informed consent but old enough to understand the implication of the procedures to be followed or to participate in the recommended services To ensure informed consent/assent, caseworkers must ensure that the adult or child victim fully understands the services available and the referral process, potential risks and benefits of receiving services, and what information will be collected and how it will be used and shared within and outside the organization. This includes information about confidentiality and its. During this consultation, caseworkers should avoid raising unrealistic expectations among victims particularly in locations where adequate services are limited, such as remote or emergency settings.[1]

When dealing with children, caseworkers should communicate the information in a child-friendly manner, adapting it to the child's age and development, language, gender and culture (i.e. simplifying content) and obtain informed consent from both the child (taking into account his/her evolving capacities) and one of the child's parents or guardians. At the same time, it is essential for organizations to ensure that the best interests of the child serve as the primary guide for making decisions regarding assistance and referrals

- In the case of children, **prioritize the best interests of the child**, choosing the course of action that is most effective in protecting the child's rights to safety and ongoing development. For

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example, in some cultures, the victim's parents/caregivers may want (or force) the girl to get married to the alleged perpetrator to 'protect family dignity' or for other reasons, which violates the girl's rights and exposes her to additional harm. In such instances, experienced caseworkers can help the girl and her parents/caregivers make informed decisions, applying the best interests of the child principle. Depending on their in-house expertise and the complexity of the case, organizations may also need to request technical support from ESDO and/or other GBV and child protection partners.

- **Consider potential risks for victims (and their families)** and take safety precautions, as needed. This means being careful to avoid causing any additional harm to victims (and their families) as a result of how the case is being managed (e.g. possible revenge acts due to mishandling of case information). Organizations should also be careful to manage victims' expectations regarding the organization's capacity to ensure the victim's safety. As a best practice, services should not be provided by a service provider from the same organization that employs the perpetrator. If this cannot be avoided (e.g., when specialized GBV/CP services are only available through the organization that employs the perpetrator), it is recommended the organization and the case worker take necessary measures to ensure protection and safety of the victim. ESDO can provide guidance on how to support child victims in a safe and appropriate manner, including through specialized CP services that may be available.
- Ensure that one staff member is appointed to communicate with the victim until case closure. This includes providing updates on the status of their case, on the status of the investigation and any information on assistance

Investigation

Investigation committee

1. Investigation committee should have at least three members.
2. It should have a head of the team who should be women holding the position ofCoordinator of Gender Cell or she is nominated by Executive Director of ESDO.
3. It should have at least two members holding various positions in the organization.
4. The members will work honorary basis and they will be given only conveyance allowance according to organization's policy.

Investigation Report:

Investigation committee would be consisted within minimum three members after receiving complaint within 24 hours. After the investigation, the committee will collect oral evidence from relevant persons and witnesses as written documents. Then the committee will submit a report with the recommendations Executive Director based on written forms, interrogations, observations and opinions by 28 working days. If any complaint is raised against the Executive

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Director, the report will be submitted to chairperson of ESDO. If needed, first of all after getting the report,**3 days plenary assessment then the period of 15 days may be extended up to 28 days for final result.** If any question is raised about impartiality, new investigation committee may be formed by the directing of Executive Director of ESDO for reinvestigation. If it is proved that a false complaint has been filed intentionally then investigation committee will take decisions on the basis of the view expressed by the majority of its members.

Investigation Guidelines

A ESDO BRIEF TO ADDRESS INCIDENTS OF SEXUAL HARASSMENT, EXPLOITATION, AND ABUSE (SHEA) INCLUDING CHILD ABUSE AND BREACH OF THE CODE OF CONDUCT

Essential Principles for SHEA Investigators:

- Do No Harm
- Survivor Centered Approach- Safe, Confident, Respectful, Non discrimination
- Transparent and Fair- Due process, Impartial, Objective, Fact based
- Professional- Best practice, Timely, Coordinated, Qualified
- Structured- Thorough, Process oriented, Appropriately documented

Investigation process and Times and milestones:

❒ **First 3 days after getting SEA and Safeguarding Report**

- Receive allegation and commence investigation without undue delay
- Undertake a Risk Assessment by Senior Management Team / Board
- Make management decisions on how to proceed (including protection concerns)
- Undertake Preliminary Fact Finding
- Complete Preliminary Fact Finding Report (use Standard Report template)
- Consult with **Standing Complaints Committee** in case of PSHEA and CA cases (as per Supreme Court Guidelines of 2009, each organization must have a Standing Complaints Committee, composed as per prescribed guidelines)
- If allegation established through Preliminary Fact Finding, seek approval from AD or ED to proceed with the **Show Cause** to Subject of Complaint. Allow **7 days** for response.

❒ **Next 7 days after getting SEA and Safeguarding Preliminary Fact Finding**

- After receipt of Show Cause, decide if response is acceptable.
- If response is considered unsatisfactory, seek approval from AD or ED to form **Board of Inquiry.**
- Prepare **Terms of Reference** for Board of Inquiry.

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- Appoint Board on Inquiry. Ensure there is no Conflict of Interest among Board of Inquiry members. (In case of Worker category staff, the Board of Inquiry must have equal representation from Management as well as SOC's side).
  Next Stet
- Issue **Letter of Inquiry** to Subject of Complaint (SOC). Letter must contain names of the Board of Inquiry. Seek confirmation from Subject of Complaint re whether there is any objection to any Board of Inquiry member.

❒ **Next 3 to 5 days(but can't exit 5 days)**

- Plan the sequence of interviews, review background material and documentary evidence
- Draft Interview Questions

❒ **Next 3 to 7 days(but can't exit 7 days)**

- Interview Witnesses (The Subject of Complaint may be allowed to bring a companion to support him / her during the interview; the Companion must not answer questions on behalf of the SOC)
- Make reasonable inquiries considering all the relevant factors. Disregard irrelevant factors.
- Provide all parties with an opportunity to provide their account of the event, give evidence and respond to any evidence.
- Allow survivors to define the physical, emotional, and social harms they experienced during and as a result of the alleged act

❒ **Next 3 to 6 days(but can't exit 6 days)**

- Act fairly and without bias.
- Analysis and writing report (use Standard Report template) including management recommendations
- Conclude the Inquiry, and submit it to the Safeguarding Focal / ED for appropriate follow-up and implementation of decision from AD / ED.

Roles and Responsibilities:

Inquiry Manager / Safeguarding Focal / Executive Director (ED) / Country Director (AD)

- AD / ED is the key decision maker in Inquiries. Makes decisions based on Inquiry Committee's report
- Inquiry Manager or Safeguarding Focal supports Inquiry Committee.

Inquiry Committee

- Reports to Inquiry Manager
- Plans and conducts the Inquiry
- Writes report based on findings (using Standard Template)
- Submits report to Inquiry Manager / Safeguarding Focal / ED for decision making
- Inquiry Committee Members should state any Conflict of Interest (COI)
- Inquiry Committee Members should be a peer of or senior to Subject of Complaint

Who Should Be Interviewed?

- The Complainant

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- The alleged Victim/Survivor (if different from above)
- Witnesses – who may have information to give that could prove or disprove the complaint, or corroborate something the alleged survivor or SoC had said
- The Subject of Complaint – last interview

Interview Process:

- At least two people present – Lead Investigator and Co-investigator
- One person should act as Note-taker
- Translator`
- List of interviewees, position, age, gender
- Draft questions/guideline
- Ensure female Inquiry Committee members are present when interviewing Female Witnesses / SoC / Complainant
- Prior permission for male Inquiry Committee members should also be asked from the Interviewee (to establish level of comfort during the sensitive conversation).
- Exclude male interviewer if female interviewee objects to presence. In such cases, ensure, two female interviewers are present.
- Share time with interviewee in advance
- Ensure recording tools during interview
- Interviews should (if possible) take place in neutral, private location
- Each interviewee should only be interviewed once

Questioning:

- Clarify information given
- Question on more specific information
  - Use the following types of questions: Open-ended / Specific / Closed
- Avoid use of leading questions

Interview Closure:

- Summary of testimony given
- Interviewee to sign on note of Interview to confirm his / her statement is captured accurately.
- Answer any questions
- Explain next steps
- Give thanks
- Return to rapport and neutral topics
- Give your contact if the witness or reporter missed to share anything during the interview or faces the risk of retaliation

- **N.B- Every humanitarian workers must Mandatory reporting of PSEA in twice of a year.**

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Dealing with sexual harassment by supervisors:

1. If any employee seeks your advice on sexual harassment, talk to your gender co-coordinator immediately.
2. Assist the person or persons concerned in writing the complaint and provide immediate assistance. Send a copy of the complaint to the Gender Co-coordinator; if it is delayed unnecessarily, it will consider as a serious negligence.
3. The complaint must be treated in sympathy, privacy and honor.
4. There must not be any attempts to made negotiation or compromise between the parties concerned before proper investigation.
5. Give full support to the investigation and various subsequent processes.

Punishment

The governing body or Executive Director or concerned authority may suspend temporarily the accused person on the basis of the recommendation of the investigation committee. If the accused is found guilty of SEAH, the concerned authority shall treat it as misconduct and take proper action according to the disciplinary rules of the organization. The penalizing measures will be taken in this regard are following:

1. If the committee finds the complaints true, it will recommend punishment according to the policy.
2. If the complaint is partially proved, necessary actions will be taken according to the disciplinary rules of the organization such as show cause notice, issuing warning notice, financial punishment, transfer.
3. If the accusation against a person is proved as serious offence, he will be terminated according to the disciplinary rules of the organization.
4. If the complaint is found as an offence under any penal law shall refer the matter to the appropriate court or tribunal.
5. If the complaint is found false and the complaint was filed intentionally, the complainant will be punished accordingly. Also, he will be handed over to law and enforcement agency.

Staff will be immediately closed if

1. Involved or attempt to involve in any antisocial activity.
2. If involved in any kind of sexual physical relation within the organization staff.
3. If marry a staff without informing management.
4. If calling a female staff at home alone or at work after evening or after office hours on the pretext of a work. (ESDO 0 Tolerance Policy)

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LEARNING

Organizations have a process for safe space discussion with victims and survivors to learn lessons. A clear recognition is made between the difference of lived-in experience informing policy and procedure modification but not directing it.

THANK YOU

Annex 1: Reporting mechanism festoon
Annex 2: Complaint form
Annex 3:Risk Assessment for project format

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ESDO-Safeguarding/PSEA reporting form

ইএসডিও -সেফগার্ডিং/পি এস ই এ রিপোর্টিং ফর্ম

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons.
In an emergency please do not delay in informing the necessary stakeholders. All the information must be treated as confidential and reported to the Designated Safeguarding/PSEA Focal within 24 hours. (এই ফর্মটি শিশু এবং/অথবা দুর্বল ব্যক্তিদের সাথে সম্পর্কিত সুরক্ষা সংক্রান্ত উদ্বেগ রেকর্ড করতে ব্যবহার করা উচিত। জরুরি অবস্থায় অনুগ্রহ করে প্রয়োজনীয় স্টেকহোল্ডারদের জানাতে দেরি করবেন না। সমস্ত তথ্য অবশ্যই গোপনীয় হিসাবে গণ্য করতে হবে এবং 24 ঘন্টার মধ্যে মনোনীত সেফগার্ডিং/পি এস ই এ ফোকালকে রিপোর্ট করতে হবে।)

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible. (ফর্মটি প্রকাশের পরে বা অবিলম্বে পূরণ করা উচিত, তবে সমস্ত প্রয়োজনীয় জরুরি পদক্ষেপ নেওয়ার পরে। যতটা সম্ভব সম্পূর্ণরূপে ফর্ম পূরণ করুন.)

1 Your details – the person completing the form (আপনার বিবরণ – যে ব্যক্তি ফর্মটি পূরণ করছেন)

Name	নাম
Position	অবস্থান

Telephone (টেলিফোন) Email (ইমেইল)

2 Details of the person affected (আক্রান্ত ব্যক্তির বিবরণ)

Name	নাম
Address	অবস্থান

Telephone টেলিফোন) Email ((ইমেইল))

3 Details of the incident (please describe in detail using only the facts) ঘটনার বিশদ বিবরণ (অনুগ্রহ করে শুধুমাত্র ফ্যাক্টস ব্যবহার করে বিস্তারিত বর্ণনা করুন)

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4	Other present or potential witnesses (অন্যান্য উপস্থিত বা সম্ভাব্য সাক্ষী)		
Name নাম			
Address অবস্থান			
Telephone টেলিফোন) number		Email ইমেইল))	

5	Additional relevant information (please detail anything else that you believe to be helpful or important (অতিরিক্ত প্রাসঙ্গিক তথ্য (অন্য যেকোন কিছুর বিস্তারিত বিবরণ দিন যা আপনি সহায়ক বা গুরুত্বপূর্ণ বলে মনে করেন)

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter (আমি এই ফর্মটি পূরণ করেছি এবং এমন তথ্য প্রদান করেছি যা বাস্তবসম্মত এবং এই বিষয়ে আমার নিজস্ব মন্তব্য বা মতামত নেই)

Print name নাম)

Signature (স্বাক্ষর)

Date

Dr. Md. Shahid Uz Zaman
Executive Director
ESDO, Thakurgaon.

MD. SHAFIQUL ISLAM
Chairman
Executive Committee
ESDO

Eco-Social Development Organization (ESDO)

SAFEGUARDING & PSEAH ACTIVITY RISK ASSESSMENT AND MITIGATION PLAN

Planned project or initiative or activity: _____

Responsible for the Project/Activity/Initiative: _____ Name of line manager: _____

Name and position of the person who led the risk assessment:

_____

Date of the risk assessment: _____

Safeguarding Focal Point: _____ Date approval & signature_____

Name of the Project Coordinator : _____ Date approval & signature_____

Planned Activities	Risk Associated to The Activity	Possible Victims of The Risks	Probability of The Risk (Low, Medium, High)	Action to Be Done to Mitigate the Risk	Name of The Person Responsible for The Action to Take Place	Due Date	Budget Required

Md. Shahid Uz Zaman
Executive Director
ESDO, Thakurgaon.

MD. SHAFIQUL ISLAM
Chairman
Executive Committee
ESDO

ইকো-সোশ্যাল ডেভলপমেন্ট অর্গানাইজেশন (ইএসডিও)

ঘটনা ঘটার ২৪ ঘন্টার মধ্যে রিপোর্ট করতে হবে

ইএসডিও এর কোনো কর্মী ও সহযোগীদের মাধ্যমে কোনো শিশু বা প্রাপ্ত বয়স্ক যদি যৌন শোষণ, যৌন অপব্যবহার, যৌন হয়রানি, মানসিক/শারীরিক নির্যাতন বা নিরাপত্তা নিয়ে কোনো ধরণের ঘটনা ঘটে অথবা হুমকি দেখা দেয় তাহলে ইএসডিও ও পার্টনার এই সকল বিষয়কে "জিরো টলারেন্স" বলে বিবেচিত করে।

অভিযোগ জানাতে কল করুন:

০১৭১৩১৪৯৩০৪ (নম্বরটি ২৪/৭ খোলা)

ইমেইল - esdo.safeguarding2021@gmail.com

আইরিন আক্তার, সেফগার্ডিং এন্ড পিএসইএএইচ ফোকাল, ইএসডিও

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