

## *Prevention of Sexual Exploitation, Abuse & Harassment Policy*

Policy owner:	Executive Director of TI-Mongolia	
Approved by:	Board of TI-Mongolia	
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### 1. Introduction

The purpose of the Transparency International Mongolia is to take action to combat corruption and prevent criminal activities arising from corruption so as to help build a world in which government, politics, business, civil society and the daily lives of people are free of corruption. Our values are transparency, accountability, integrity, solidarity, courage, justice and democracy. Since its inception in 2003, TI-Mongolia has focused on raising awareness and drawing attention of the general public and the politicians on the devastating consequences of corruption, took active part in development of the National Anti-Corruption Program and the Law against Corruption, and have done its utmost to ensure and accelerate establishment of the anti-corruption agency.

Transparency International – Mongolia (hereafter called TI-Mongolia) has a zero-tolerance approach to sexual exploitation, abuse and harassment (SEAH) and has developed a Preventing Sexual Exploitation, Abuse & Harassment policy in order:

- To place effective mechanisms are in place to prevent SEAH.
- To ensure TI-Mongolia has a culture and practices where people are treated with dignity and respect, both in the workplace and in projects conducted by TI-Mongolia and its implementing partner organizations.
- To integrate these practices into our workplace and in the delivery of TI-Mongolia’s programs and activities.
- To place procedures to raise concerns or allegations, and make complaints, and
- To take effective action(s) when concerns are raised, or allegations are made.

### 2. Scope

This policy applies to all TI-Mongolia Board Members, employees, volunteers and interns (herein referred to as TI-Mongolia People). This policy also applies to contractors and consultants where they do not have a Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) policy that meets TI-Mongolia standards. For any incidents involving children, the Child Protection Policy and related procedures should be followed. This policy covers all other incidents for people over the age of 18.

### 3. Principles

This policy is shaped and informed by the following principles:

- A zero-tolerance approach to SEAH,
- A shared responsibility approach to managing risks and building a safe environment in relation to SEAH across the organization,
- Gender equality,
- Accountability and transparency,
- Victim/survivor-centered,
- A commitment to procedural fairness in responding to concerns or allegations of SEAH.

### 4. Responsibilities

This policy will be implemented under the supervision of the Executive Director of TI-Mongolia and supported by all managers. Their responsibilities will include:

- Overseeing the implementation of compliance standards defined under the policy;
- Promoting a culture of Preventing SEAH across the organization;
- Identifying and managing SEAH risks across the organization;
- Managing responses to SEAH allegations or incidents in line with reporting and referral protocols;
- External reporting in line with donor requirements.

### 5. Practice

#### Part 1. Recruitment & Screening

TI-Mongolia has robust recruitment and screening processes when engaging new employees that verify the integrity of the applicant. Relevant processes conducted by TI-Mongolia in recruitment include:

- Job descriptions required for all positions, which describe key selection criteria and outline tasks and accountabilities.
- Applicants are required to submit details of their background such as dates and places of employment, education and other activities.
- Verbal referee checks required for all preferred candidates. This includes short- and long-term positions, volunteers on placement and consultants. The

candidate's most recent employer/supervisor must be one of these referees. TI-Mongolia verifies the identity of the referee and makes direct contact with each. Written references are not accepted.

- Documented criminal record checks for relevant employees conducted for each country in which the individual has lived for 12 months or longer over the last 5 years, and for the individual's countries of citizenship.
- All staff are required to provide proof of identity including one of birth certificate, passport, driver's license and relevant qualifications.
- All employees are subject to a probationary period depending on the length of the contract.

## **Part 2. Training**

All TI-Mongolia staff, consultants, and external contractors will receive training on the PSEAH policy, their responsibilities under the policy and any other associated processes as part of their induction, or as part of a yearly refresher training.

Where necessary or requested by a partner, TI-Mongolia will also conduct training with implementing partners on PSEAH and the development of a compliant and contextually relevant PSEAH policy.

If any TI-Mongolia person, contractor or consultant is required to work in a country or region outside Mongolia, then they will receive training before departing.

## **6. Incident Reporting & Investigation**

TI-Mongolia commits to thoroughly investigate allegations relating to SEAH based on the principles of confidentiality and procedural fairness. As specified in employee and consultant/contractor contracts, anyone covered by the scope of this policy may be suspended or be transferred to more appropriate duties if subject to an investigation.

Any substantiated allegations of SEAH will be considered gross misconduct and may lead to the termination of the contract. TI-Mongolia has a reporting process as part of its Child Protection Policy & Procedures document (Appendix 3).

The focal point for reporting is TI-Mongolia's Executive Director. All TI-Mongolia persons covered by the policy have a responsibility to report any suspected or alleged incidents of sexual exploitation, abuse or harassment or policy non-compliance.

As an organization dedicated to transparency and in line with the TI-Secretariat's whistleblowing policy, any person(s) engaged in activities by TI-Mongolia people should feel free to report any incident free of fear of reprisals. TI-Mongolia is committed to reporting alleged SEAH incidents that involve a criminal aspect to the correct local law enforcement agency where it is safe to do so and is in accordance with the wishes of the

victims/survivors. TI-Mongolia commits to, wherever possible, de-identifying the victim/survivor, consistent with a survivor-centered approach.

## **7. Risk based approach**

TI-Mongolia is committed to safe programming and effective risk management. Although not a major focus, some work that TI-Mongolia and its partners undertake is focused on community engagement. With this, there is always a possibility of inflicting unintended harm, particularly in relation to vulnerable populations. To ensure that these risks are mitigated, TI-Mongolia will:

- Ensure protection and safeguarding are always considered in program/chapter risk assessments. Projects & Programs as well as chapter level risk assessments include a specific reference risk related to PSEAH and associated monitoring schedules.
- Ensure that due diligence and/or capacity assessments of partners include an assessment of partners' implementation of key safeguarding and risk policies including the prevention of sexual exploitation, abuse and harassment.

## **8. Code of Conduct**

All TI-Mongolia person(s) signs and adhere to the TI-Mongolia's Code of Conduct which outlines the expected behavior for all TI-Mongolia persons. Failure to align to these processes will lead to termination, and any conduct that is criminal will be reported to the relevant authorities, both in Mongolia and countries where TI-Mongolia works, where it is safe to do so and is in accordance with the wishes of the victims/survivor.

## **9. Communication of the Policy**

This Policy will be available on TI-Mongolia's website, and a hard copy shall be kept in TI-Mongolia's office. An introduction to the Policy and relevant procedures and responsibilities will be given to all current and new Board Directors, staff, contractors (if they are working in a high-risk environment) and volunteers through training and induction processes.

## **10. Other Related Documents**

This policy should be read in conjunction with:

- Child Protection Policy
- TI-Mongolia Code of Conduct
- Terms and conditions of relevant employee contract, particularly in relation to disciplinary procedures and termination (in process of development).

## APPENDIX 1 - SEXUAL EXPLOITATION, ABUSE & HARRASSMENT INCIDENT REPORT FORM

It is mandatory for all Transparency International Mongolia's (TI-M) persons to report concerns or allegations of sexual exploitation, abuse and harassment during the delivery of TIM work to their manager and/or the Executive Director / Board member (where relevant). This report form should be used. All incident reports must be stored securely.

### Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of staff/volunteer involved:	

### Please categorize the incident

Sexual Exploitation	
Sexual Harassment	
Sexual Abuse	

### For use by team/person managing the incident

Date incident report received:	
Staff member managing incident:	
Follow up actions?	
Follow-up date:	
Incident ref. number:	
Has the incident been reported to:	
Police (please specify if local/district Mongolian or international)	
Donors (please specify)	
Any other third party (please specify)	

**APPENDIX 2 - SEXUAL EXPLOITATION, ABUSE & HARRASSMENT INCIDENT  
REPORTING GLOW CHART**

