



PSEA POLICY

JDF

JIREH DOO FOUNDATION

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INTRODUCTION

Jireh Doo Foundation was founded in 2003 and became operational in the same year, JDF's uniqueness lies in her interventions for poor and excluded communities including services to single women and their children, orphans and vulnerable children with special considerations for those orphaned by HIV, Persons Living with HIV, Youth as well as advocating for favorable policies for these target group. Our interest also lies in providing relief assistance to those made vulnerable by human and natural disaster (IDPs). We make particular effort to nurture partnerships with public institutions, non-governmental organizations and agencies towards improving the lives of women, children, young people and other marginalized populations through participation, service delivery, fund raising, capacity building and networking amongst others in the achievement of sustainable development.

1.1 Vision

Envisions a society where the poor and vulnerable have access to social justice and sustainable livelihood.

1.2 Mission

JDF is committed to enhancing social justice of the underserved for a healthier society through creating access to sustainable livelihoods, basic health information, inclusive governance, gender equity and improved response to emergencies.

1.3 Cores Values

JDF upholds the following values

- Respect for human rights and social inclusion
- Integrity
- Teamwork
- Innovation
- Accountability
- Effective and efficient Service Delivery

AIMS AND OBJECTIVES

- Strengthen capacity of stakeholders to respond to socio economic challenges of people and to ensure equity in the access and utilization of community resources and respect for human rights. Through this, JDF envisions a better life for the underprivileged in our society
- Promote good governance and accountability at state and local levels through community mobilization, creative campaigning, and citizen participation.
- Empowering capacities of community structures to engage and demand for accountability at all levels
- Improve livelihoods of marginalized groups and their communities through empowerment and inclusive solidarity.
- To respond to the needs of the distressed in our social to ensure gender equity in the access and utilization of community resources and the respect for human rights
- Develop a sustainable and credible referral systems that ensures the social wellbeing of target beneficiaries
- To provide a purposeful and transparent leadership in the management and administration of the resources of Jireh Doo Foundation towards achieving her desired goal.
- Build and retain a workforce that is bold, responsive and innovative capable of delivering high quality services to our target beneficiaries

THEMATIC FOCUS AND PROGRAM AREAS

In a world where development is a process, a condition and a reality, these areas of concern are of a key institutional and programmatic relevance to the vision and mission of Jireh Doo Foundation. Jireh Doo Foundation works in 5 broad program areas;

1. Humanitarian Response

- Food Security and Livelihood Advocacy
- Water Sanitation and Hygiene
- Emergency Response
- Gender Base
- Violence o
- Disaster Management
- Child Case Management
- Livelihood Support
- Protection

2. Knowledge and Information Management

- Project Monitoring and Evaluation
- Analyzing and publicizing
- Operational Research
- Capacity Building
- Publications

3. Good Governance and Policy

- Advocacy for robust policy regulations
- Legislative monitoring and Advocacy
- Budget Tracking and Monitoring
- Civic Education
- Capacity building for policy makers at all levels

4. Gender, Women and Single Parents

- Single parents support and their children

- o Advocacy
- o Gender equity
- o Capacity building
- o Care and support
- o Fundraising and empowerment

5. Child Development and Adolescent Empowerment

- o Care and support
- o Advocacy
- o Child Case Management
- o Child Education and Empowerment
- o Capacity building

6. HIV and Health

- o HIV and other disease Prevention
- o Home Based Care and Support services
- o Referral Services
- o Mobile HIV Counseling and Testing services
- o Community HIV and Health Education

PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) OCTOBER 2019

Policy Statement at Jireh Doo Foundation (JDF), we believe all people have a right to live their lives free from sexual violence. We recognize that there are unequal power dynamics across the organization and in relation to those we serve, and that we face an inherent risk of some staff exploiting their position of power for personal gain. JDF will not tolerate its employees, volunteers, consultants, or any other representatives associated with the delivery of its work carrying out any form of sexual harassment, sexual abuse or sexual exploitation. It is the responsibility of all representatives of JDF to raise any concerns you have or those which are reported to you according to this policy. It is not your responsibility to decide whether or not sexual harassment, abuse, or exploitation has occurred. It is the responsibility of all JDF managers to ensure the delivery of this policy and to promote it as relevant in all aspects of their work, to hold themselves and others to account and to help create a safe environment for all. This policy will automatically apply in all locations where JDF is stationed and providing any form of assistance to the most vulnerable persons/beneficiaries and must be used in conjunction with JDF’s PSEA Procedures. Staff must read and be signatory to this policy as part of his/her commitment to stand against PSEA and adhere to organizational policies.

CONTENT OF POLICY

- o Purpose of this Policy
- o JDF PSEA Principles
- o Roles and Responsibilities
- o Support for Survivors and Victims
- o Policy Guidance Safe Programming
- o How to Report a Complaint or Concern?
- o Procedure for Responding to Complaints and Concerns

- Further Guidance for Embedding PSEA Across JDF
- Definitions

RELATED POLICIES

- JDF Code of Conduct
- JDF Gender policy
- JDF Child protection policy
- JDF Accountability to the affected population
- JDF staff hand book/HR manual

PURPOSE OF THIS POLICY

Through this policy JDF makes clear its approach to preventing sexual exploitation and abuse. It outlines

- The principles upon which we will base our decision making and actions,
- Our expectations of all who represent JDF
- Actions to be taken if PSEA occurs

JIREH DOO FOUNDATION -PSEA PRINCIPLES

JDF remains the voice of the voiceless and we believe all people have a right to live their lives free from, sexual harassment and abuse, sexual violence, bullying, exploitation and any abuse of power regardless of age, gender, sexuality, disability, religion or ethnic origin. JDF will not tolerate its employees, volunteers, consultants, or any other representatives associated with the delivery of its work carrying out any form of sexual harassment, abuse or exploitation. Such behavior goes against the very beliefs, values and mission of our organization. Safeguarding is a priority for JDF. Sexual harassment, violence, exploitation and abuse, as well as a range of non-sexual abuses of power, take various forms and can happen to anybody at any time during their lives, but are more likely when one person is in a position of power over another. JDF recognizes that this can happen in workplaces and that organizations working with vulnerable populations face an inherent risk of some staff exploiting positions of power.

JDF IS COMMITMENT IS TO:

- Create a safe working culture for all those whom JDF serves and those working for and representing the organization.
- Ensure that all concerns or allegations of sexual harassment, abuse or exploitation are responded to in a timely and appropriate manner and there are multiple channels through which staff and other stakeholders can raise concerns.
- Ensure zero tolerance of sexual exploitation and abuse in the organization through robust prevention and response work, offering support to survivors and victims and holding those responsible to account.

- Always adopt a survivor centric approach, that respects the confidentiality and decision making rights of survivors where possible and appropriate to do so.
- Build a culture where all those whom JDF serves and who work for JDF feel empowered to insist on non- discriminatory and respectful behavior from each other, where poor behavior is not accepted, and where power is not abused.
- Be transparent about safeguarding issues occurring within JDF, sensitive in our communications about our practices and open to learning and improving.
- Support the creation of a unified JDF approach to safeguarding where there is equal capacity to safeguard properly throughout the confederation

JDF ADOPTS THE FOLLOWING PRINCIPLES TO GUIDE OUR SAFEGUARDING WORK:

- **Survivor led:** We are committed to listening to survivors and being led by the wishes of the survivor where possible and appropriate to do so
- **Non-directive:** We aim to empower survivors and complainants by helping them explore their options in safe ways without imposing our own opinions
- **Non-judgmental:** We never judge survivors or complainants for their actions or decisions
- **Confidentiality:** We are committed to confidentiality when carrying out our work. Information will not be shared outside the team or the organization unless we believe that someone is in danger or a child has been or may be harmed
- **Independent investigations:** Through our safeguarding team we carry our independent and discrete investigations, recognizing the rights and duty of care to everyone involved, including the complainant or survivor, witnesses and the person accused
- **Commitment to good practice:** We always strive to offer the best service possible, and are open to feedback and continual learning

will ensure that:

- All staff, volunteers, partners and other representatives will have access to information about how to report concerns or allegations of sexual harassment, abuse and exploitation
- Concerns or allegations of sexual harassment, abuse or exploitation will always be taken seriously, investigated and acted on if appropriate, in line with our safeguarding principles set out above
- All managers, employees, volunteers and other representatives will have access to, and be familiar with this policy and know their responsibilities within it
- All staff will receive training in relation to PSEA. In addition, staff with specific responsibilities (eg. managers) will receive additional training commensurate with their role;

- All managers are responsible for promoting awareness of this policy within their divisions, individual departments or teams.

ROLES AND RESPONSIBILITIES:

Creating a safe working environment at JDF is everyone's responsibility and failure to act on concerns or disclosures relating to sexual harassment, abuse and exploitation is not an option. JDF Managers, hold overall accountability for this Policy and its implementation. JDF BOT/Council of Trustees are responsible for reviewing and updating this Policy annually, and in line with legislative and organizational developments and hold overall accountability for JDF PSEA work. All staff, volunteers, partners and other representatives of JDF are required to adhere to this Policy and JDF's Code of Conduct at all times. All JDF employees are obliged to report any suspicions of sexual exploitation, abuse or harassment of others. This can be done without sharing details of cases where information has been shared in confidence. Failure to report to a relevant person suspicion of abuse relating to someone else is a breach of JDF policy, and could lead to disciplinary action being taken. For the avoidance of doubt, there is no obligation placed on any individual to report any incident that has happened to them. JDF Safeguarding Team and senior management teams can offer further support to help staff, volunteers and other representatives on implementing this Policy.

SUPPORT FOR SURVIVORS AND VICTIMS

Support will be offered to survivors and victims, regardless of whether a formal internal response is carried out (such as an internal investigation). Support can include specialist psycho-social counselling, access to JDF's Employee Assistance Programme and/or access to other specialist and appropriate support as needed. Survivors and victims can choose if and when they would like to take up the support options available to them.

POLICY GUIDANCE:

All JDF staff, volunteers, partners and other representatives are expected to conduct themselves in accordance with the following core policies relating to their sexual and personal conduct. This is not an exhaustive list and further details can be provided by JDF Safeguarding or People teams.

SEXUAL ACTIVITY WITH CHILDREN

JDF strictly prohibits staff and other representatives from having sexual relationships with children, which is anyone under the age of 18 years (or older if the local law indicates as such). Mistaken belief of age is no defence. Staff and other representatives must make a reasonable effort to alert all applicants of this policy position before employment of staff who are married to children.

SEXUAL ACTIVITY WITH BENEFICIARIES

JDF strictly prohibits staff, volunteers and other representatives of the organization from engaging in any form of sexual activity with beneficiaries.

SEXUAL ACTIVITY WITH STAFF FROM PARTNERS AND DONORS

JDF is clear that any partnerships we go into with others are based on mutual respect for values and beliefs (please see Partnership Principles). JDF strictly prohibits staff from engaging in sexual activity with staff from its partners where this is an abuse of power. All staff and other representatives engaged in relationships with partners of JDF must

- Declare their relationships as soon as possible to their line managers or HR, even if the relationship is at an early stage and may not continue. As long as relationships are conducted appropriately such disclosures will be treated confidentially.
- Behave professionally and conduct their relationships in a way that does not impact on JDF business.
- Ensure they do not make work decisions based on that relationship. Ensure that their relationships do not lead to fraudulent or corrupt behaviours.

BUYING SEX

JDF Code of Conduct strictly prohibits staff, volunteers and other representatives from buying sex. JDF does not make a judgement against individuals who participate in selling sex in exchange for money or something else such as gifts or material support (“transactional sex”). However, in line with the IASC Core Principles on PSEA, JDF has banned this activity in order to prevent sexual exploitation and abuse from occurring.

SEXUAL ACTIVITY WITH OTHER JDF COLLEAGUES

JDF strictly prohibits staff and volunteers from having a sexual relationship with people who they line manage or supervise and, in the case of the most senior managers, any more junior staff in their direct management line. JDF ’s policy does not prohibit staff from beginning relationships with each other outside of the unequal power dynamics explained above, but all staff and other representatives engaged in or beginning relationships with other staff or representatives must:

- Declare their relationships as soon as possible (with both parties in agreement) to their line managers or HR, as long as relationships are conducted appropriately such disclosures will be treated confidentially;
- Behave professionally and conduct their relationships in a way that does not impact on JDF business;

- Ensure they do not make work decisions based on that relationship. This may include staff who share responsibility for sign off on the same budget lines; or are involved in carrying out joint decision-making relating to resourcing or programme issues; or are carrying out or acting as decision makers for internal investigative processes;

Ensure that their relationships do not lead to fraudulent or corrupt behaviours. For example, if staff members choose to conduct travel at the same time as each other without having a valid business need for such travel, they will be committing fraud.

FAILURE TO ACT UPON SUSPECTED OR REPORTED SEXUAL HARASSMENT, ABUSE OR EXPLOITATION

The Code of Conduct and the IASC Core Principles on PSEA state that it is the duty and the responsibility of all managers, employees and representatives to report in line with this policy any suspicions or incidences of inappropriate behavior. All JDF employees are obliged to report any suspicions or incidences of inappropriate behavior towards others. This can be done without sharing details of cases where information has been shared in confidence. Failure to report to a relevant person suspicion of abuse relating to someone else is a breach of JDF's policy, and could lead to disciplinary action being taken. For the avoidance of doubt, there is no obligation placed on any individual to report any incident that has happened to them.

RESPONSIBILITY OF MANAGERS FOR CREATING AND MAINTAINING AN ENVIRONMENT THAT PREVENTS SEXUAL HARASSMENT, ABUSE OR EXPLOITATION

JDF's Code of Conduct states that managers at all levels have a particular responsibility to support and develop systems that maintain an environment in which beneficiaries, volunteers, staff, contractors and other representatives know how JDF expects them to behave, how they can raise complaints and concerns, and that JDF will take action when they do.

Safe Programming

We recognize there is always a possibility of inflicting unintended harm, particularly in relation to vulnerable populations. For this reason, we have minimum standards in place intended to minimize this risk in our work. Responsibility for ensuring these programme standards are applied lies with JDF's National coordinator and Programme Managers. all JDF staff and partners must take personal responsibility for upholding these minimum standards

HOW TO REPORT A COMPLAINT OR CONCERN?

Anyone can raise a concern or make a complaint to JDF about something they have experienced or witnessed. You can do this verbally or in writing to your Safeguarding Focal Point or the Safeguarding focal person. (National coordinator or her designee in any field office) If an allegation is made against you, then you must inform your manager immediately. You should create a signed and dated record of the details as you know them and send a copy of this to HR. All those accused will be treated with respect and all allegations are treated confidentially. You may wish to seek support from your Union or Staff Representative.

PROCEDURE FOR HANDLING COMPLAINTS AND CONCERNS

JDF is committed to responding to all complaints and concerns of abuse. JDF's Safeguarding focal person is responsible for this work, and have specialist expertise in prevention, carrying out investigations, and delivering support to survivors of and victims. When a complaint or concern has been raised, it must be referred within 24 hours to JDF's Safeguarding focal person. This can be done on behalf of somebody else, and may only involve a suspicion.

INTERNAL RESPONSE

Within 72 hours of receiving a complaint or concern, JDF Safeguarding focal person must convene a case conference. An email must be sent to the complainant acknowledging the complaint as soon as possible. JDF must refer suspected cases of child or vulnerable adult abuse to local statutory authorities where possible. The decision about whether to refer to local police or statutory authorities in other cases is made by the person who it is alleged has been the subject of abuse ("the victim/survivor" - who may or may not be the complainant). The Safeguarding focal person will support the victim/survivor and/or complainant regardless of whether they wish to report to local police / statutory authorities or not. (See "support for survivors and victims" above.) Our approach will always be to comply with reporting obligations under local law, as long as we have the victim's consent to do so. If someone's life is in danger or the matter relates in any way to a child or adult at risk, then some decisions may have to be taken by JDF (for example, to contact the Police). This recognizes that the principle of being survivor led must be balanced against risk and protection of vulnerable groups in every instance. If the victim/survivor is a child or adult at risk, then decisions about their welfare may have to be made by others. However, as far as is possible and appropriate they will be engaged in the conversation about their own welfare.

confidentiality must be maintained throughout the complaints process by all staff and witnesses. Staff members who breach confidentiality will be subject to disciplinary action up to and including termination of employment. In some cases, such breaches constitute breaking the law.

RETALIATION AGAINST COMPLAINANTS, VICTIMS AND WITNESSES

JDF will take action against any staff, volunteers or other representatives, whether they are the subject of a complaint or not, who seek or carry out retaliatory action against complainants, victims or other witnesses. Staff who are found to do this will be subject to disciplinary action, up to and including termination of employment.

OUTCOMES OF MISCONDUCT EMPLOYEES

JDF staff or volunteer or representative who are found to contravene JDF's clearly stated expectations of their sexual conduct will be subject to disciplinary action that may result in dismissal. Volunteers, contractors and other representatives will have their relationship with JDF terminated.

FALSE ALLEGATIONS

It is extremely rare that staff or other stakeholders are found to have raised allegations which they knew to be false. If a member of staff from JDF is found to have made an allegation that they knew to be false they will be subject to disciplinary action, up to and including termination of employment.

COMPLAINTS ABOUT JDF'S PARTNERS

If JDF receives a complaint about a partner organization, JDF will expect the partner to respond quickly and appropriately. JDF should assist the partner to ascertain its obligations under local law to refer the matter to the police or other statutory authorities for criminal investigation. Where appropriate, JDF should work with the partner to address the issue through an appropriate independent investigation. If the outcome is that abuse has occurred, ongoing work with the partner cannot involve the individual(s) concerned. If there is reason to believe that an allegation of abuse has been dealt with inappropriately by a partner, then they risk withdrawal of funding or ending the relationship (including networks and consortia).

RECEIVING EXTERNAL COMPLAINTS AND CONCERNS

Complaints raised from outside the organization must be referred to JDF's Safeguarding focal person and must adhere to JDF's policy and procedures as outlined in this document.

FURTHER GUIDANCE FOR EMBEDDING PSEA

SAFEGUARDING FOCAL POINTS

JDF’s global Safeguarding Focal Point support staff to prevent and respond to sexual harassment, abuse and exploitation by receiving concerns and forwarding these to the team, raising awareness and promoting best practice.

INDUCTIONS

All staff must receive inductions on PSEA and Safeguarding when they join JDF including a briefing on JDF’s policies and values, information about how to report concerns and advice about where to seek further information about safeguarding and safer practices across the organization.

TRAINING / AWARENESS RAISING FOR STAFF, VOLUNTEERS, PARTNERS

Training on PSEA and Safeguarding at JDF will be mandatory for all staff. This training will be carried out on a regular basis. Overall responsibility for ensuring that staff receive regular training and awareness raising activities lies with managers. Managers will need to prioritize PSEA training for themselves and their staff, and provide budget lines for some activities.

AWARENESS RAISING FOR BENEFICIARIES

JDF’s PSEA and wider Safeguarding policies should be promoted throughout our engagement work with beneficiaries, Feedback from communities on JDF’s role, staff behaviours, and complaints should be actively sought. Designated, and ideally senior, JDF staff should present feedback to communities on what changes have been made resulting from complaints. Staff working directly with beneficiaries must receive training on how to receive complaints and disclosures.

SAFER RECRUITMENT

JDF is committed to recruiting staff, volunteers, consultants and other representatives safely. As part of this all application forms, interviews and references must address Safeguarding and equality requirements and attitudes, and follow JDF’s Recruitment Policy.

DEFINITIONS

SEXUAL ABUSE

The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive condition.

SEXUAL EXPLOITATION

The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. JDF recognizes that the terms sexual abuse and exploitation represent a wide spectrum of behaviours and is not limited to the act of sexual intercourse. It is

in recognition of this that JDF works to a more detailed set of definitions (set out below) to guide work carried out to address and prevent 'sexual violence' in all its forms.

SEXUAL VIOLENCE

Sexual violence is

- Any sexual act or attempt to obtain a sexual act
- Unwanted sexual comments or advances or acts to traffic that are directed against a person's sexuality using coercion by anyone, regardless of their relationship to the victim, in any setting, including at home and at work

Three types of sexual violence are commonly distinguished: sexual violence involving intercourse (i.e. rape), contact sexual violence (i.e. unwanted touching, but excluding intercourse) and noncontact sexual violence (i.e. threatened sexual violence, exhibitionism and verbal sexual harassment). While coerced sex may result in sexual gratification for the perpetrator, its underlying purpose is to express power and dominance over the other person

SEXUAL HARASSMENT

Sexual harassment is unwanted conduct of a sexual nature. It can be directed towards one person, groups of people or towards everyone and can occur as a one-off incident or be a pattern of harmful behaviours. Anyone can experience sexual harassment, and JDF recognizes the specific and varied challenges faced by women, men, transgender people and others when experiencing it. The effect of sexual harassment is to violate the dignity of another person, and to create an intimidating, hostile, degrading, humiliating or offensive environment for them and others. Sexual harassment can take many forms, including (but not limited to):

- Verbal comments of a sexual nature, such as remarks about an employee's appearance, questions about their sex life or offensive jokes
- Non-verbal such as displaying pornographic or explicit images, staring, sexual gestures or written comments of a sexual nature such as offensive or inappropriate
- Physical such as unwanted physical contact, touching, and assault (this includes attempts and threats to do these things) When addressing allegations of sexual harassment, JDF is concerned with the impact of the behaviours on the complainant, not the intention of the person accused. An action or behavior can still be considered sexual harassment even if the alleged harasser didn't intend for it to be harmful. All workers are protected from sexual harassment in the workplace. This protection comes from both employment law and criminal law

COERCION

Coercion covers a whole spectrum of degrees of force. Apart from physical force, it may involve psychological intimidation, blackmail or other threats. For instance, threats of being dismissed from a job or of not obtaining a job that is sought. It may also occur when a person is unable to give consent. For example, while drunk, drugged, asleep or mentally incapable of understanding the situation

CHILD ABUSE

A child is defined as anyone under 18 years old. The five most commonly defined types of child abuse are neglect and physical, sexual, emotional abuse and child sexual exploitation.

VULNERABLE ADULT ABUSE

A Vulnerable Adult is defined as someone “who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation” .

Vulnerable Adult Abuse can take many forms including: physical, sexual, psychological, financial/material, discriminatory, domestic abuse and self-neglect.

SIGNED

National coordinator:

JDF PSEA POLICY

All staff of Jireh Doo Foundation (JDF) Must read and understand this policy document after which they shall append their signatures below

Staff Name

Designation:

Signature: **Date:**