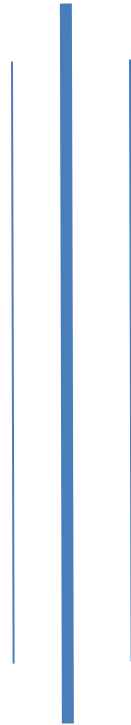


Protection from Sexual Exploitation and Abuse (PSEA) Policy

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Chapter 1

Introduction

I) Policy Introduction

Student Awareness Forum (BIJAM) hereinafter referred to as BIJAM has a zero tolerance for sexual exploitation and abuse. BIJAM will not tolerate its staff, associates, partners or any other representatives associated with the delivery of its work to engage in any form of sexual exploitation or abuse. Vulnerable adults, women and children are particularly at risk of sexual exploitation and abuse. BIJAM is committed to protecting all communities that the organization works with from sexual exploitation and abuse at all times. The purpose of the PSEA Framework, including the policy, procedures and resources, is to establish an outline of the importance of the framework and clear procedures. The PSEA Framework also affirms BIJAM's commitment to the United Nations Secretary General's Bulletin on Special Measures for protection from sexual exploitation and abuse (ST/SGB/2003/13). This policy ensures that all BIJAM staff, associates, and partners are aware of their role and responsibilities in keeping communities and stakeholders safe from any form of sexual exploitation or abuse. The policy clarifies definitions and responsibilities regarding prohibited behavior and the associated PSEA procedures outline the reporting and investigation processes.

II) Accountability Statement

BIJAM takes this policy very seriously, and the mandate prohibiting any form of sexual exploitation and abuse comes from BIJAM's management Team and Board. The PSEA policy applies to all BIJAM staff, associates, and partners who must comply with its requirements and understand the sanctions that may be applied for breaches of the policy. Where required by law or local practices, BIJAM may enhance the standards as set out in this policy. This commitment will be evidenced through signing the policy and the Code of Conduct. Training in this policy is mandatory for all BIJAM staff, associates, and partners. The Board of BIJAM is ultimately accountable for this policy.



The PC, management team and board of BIJAM are responsible for its implementation. It is the responsibility of all representatives of BIJAM to raise any concerns regarding sexual exploitation and abuse. BIJAM takes all concerns and complaints seriously and will initiate a comprehensive investigation of complaints that are in violation of this policy and take disciplinary and possibly legal action as warranted.

III) Policy Principles

This policy and the entire Safeguarding Framework are guided by the following principles:

- a) **Safeguarding:** BIJAM is committed to all community members as outlined in the definitions as having the right to safeguarding and protection from sexual exploitation and abuse irrespective of ability, ethnicity, faith, gender, sexuality, and culture. A key principle within this is that all processes are survivor led. BIJAM commits to survivors leading the complaint process where it is possible and appropriate to do so.
- b) **Shared Responsibility:** For the PSEA policies and practices to be effective in reducing the risks to beneficiaries and communities, all at BIJAM must share the responsibility for implementation and improvement. As such, a failure at one level of the organization constitutes a failure at all levels of the organization.
- c) **Effective Communication:** BIJAM effectively communicates with all staff, associates, and partners in simple and accessible language to create a positive and accessible culture where responsibilities for PSEA are clear.
- d) **Continuous Improvement:** BIJAM provides assessment, reflection and feedback mechanisms to inform the organization of any improvements that can be made to policies and practices. These mechanisms include quarterly incident reviews, regular safeguarding audits, as well as regular policy review and refresher training.



- e) **Dignity and Respect:** BIJAM creates a work environment where the principles of dignity and respect for all staff, associates, and partners, in all locations are at the heart of what the organization does. Included in this are the principles of being non-judgmental when hearing the concerns and complaints of survivors of sexual exploitation and abuse.
- f) **Zero Tolerance:** BIJAM has zero tolerance for any forms of sexual exploitation and abuse.
- g) **Confidential:** BIJAM is committed to confidentiality and information will not be shared outside of the Safeguarding Committee unless it is absolutely necessary, and the safety of the person involved is a concern.

IV) DEFINITIONS:

In these Policies, unless the subject or context otherwise requires:

- a) Child and vulnerable adults: A child is any individual under the age of 18, irrespective of local country definitions of when a child reaches adulthood.
- b) Vulnerable adults: Those aged over 18 years and who identify themselves as unable to take care of themselves/ protect themselves from harm or exploitation; or Who, due to their gender, mental or physical health, disability, ethnicity, religious identity, sexual orientation, economic or social status, or as a result of disasters and conflicts, are deemed to be at risk.
- c) Physical Abuse: Physical abuse occurs when a person purposefully injures or threatens to injure a child or vulnerable adult. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures.
- d) Child Emotional Abuse: Emotional abuse is inappropriate verbal or symbolic acts toward a child or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child's self-esteem or social competence.
- e) Neglect: Neglect is the failure to provide a child or vulnerable adult with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being.



- f) 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.
- g) 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 conditions.
- h) Child Sexual Abuse: Child sexual abuse is the involvement of a child in sexual activity that s/he does not fully comprehend, give informed consent to, or for which s/he is not developmentally prepared and cannot give consent, or that violates the laws or social taboos of society
- i) Grooming: Grooming is behavior that an offender uses to procure sexual activity from a child. It can include building trust with children and/or their carers to gain access to children to sexually abuse them.
- j) Online Grooming: Grooming may be in person as above, or online where the groomer sends electronic messages with the goal of engaging the child in sexual activity.
- k) Coercion: Coercion covers a whole spectrum of degrees of force. Apart from physical force, it may involve psychological intimidation, blackmail or other threats.
- l) 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.
- m) Modern Slavery: Slavery is a situation where a person exercises (perceived) power of ownership over another person.



- n) Sexual Violence: Any sexual act or attempt to obtain a sexual act or 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.
- o) Child Marriage: The custom of marrying young children, particularly girls, is a form of sexual violence as children are unable to give or withhold consent.
- p) Sexual Harassment: Sexual harassment includes ‘unwelcome sexual advances, requests for sexual favors, and other conduct that creates a coercive, hostile, intimidating, or offensive work environment.
- q) BIJAM staff: BIJAM staff refers to individuals who receive a regular salary for work in any part of BIJAM including all Field office, unit office, DIC, EC,SSU and any other location where BIJAM operates.
- r) BIJAM associates refers to a range of paid and non-paid individuals who have committed to work with or support BIJAM. It includes volunteers, interns, and consultants and contractors.
- s) BIJAM partners refers to staff and/or representatives of partner organizations and local governments when operating in partnership agreement with BIJAM.
- t) BIJAM beneficiary is defined as anyone who receives services or support from BIJAM or BIJAM partner

Chapter 2

Implementation

- 1) **Communication and Training:** It is BIJAM’s responsibility to ensure that all staff, associates and partners are aware and fully compliant with the PSEA policy. In order to take the steps to prevent any forms of sexual exploitation or abuse, BIJAM will ensure that:
 - Training is provided for all staff who has a specific responsibility for implementing this Policy and associated Procedure or who may be involved in dealing with complaints, which arise.



- Awareness raising training is provided to all staff, associates, and partners on PSEA. The training will equip staff, associates, and partners to develop awareness as well as an understanding of when and how to report any concerns.
- Proactive steps are taken to communicate the zero-tolerance message.
- All staff is informed of and trained in the policy and procedure.
- All staff is aware of the definitions under this policy.
- All staff is aware of reporting procedures.
- All staff has signed and acknowledged that they have read and understood the policy.

2) Safeguarding Committee: A Safeguarding Committee is established at field office. The Safeguarding Committee is comprised of 3 members:

- One woman from Board
- Two members from program and finance

Role of Safeguarding Committee

- Safeguarding Committees will ensure that there is diversity and equal gender representation on the committee.
 - Safeguarding Committee will be responsible for informing and training all staff in safeguarding, PSEA and harassment policies and procedures.
 - They will also be responsible for receiving and investigating any safeguarding complaints, including PSEA.
 - Safeguarding Committees will be trained in all of the Safeguarding policies as well as reporting and investigations.
 - Safeguarding Committee will submit its investigation report to board with recommendation to take action.
- 3) Staff Responsibility: All staff, associates, and partners are required to adhere to this policy at all times and are obliged to report any suspicions of sexual exploitation and abuse of others. All staff, associates, and partners are required to sign the associated Code of Conduct and an acknowledgement of having read and understood the policy.



- 4) Project head Responsibility: All Managers and Directors hold overall accountability for this Policy and its Implementation. Managers also have a responsibility to support and develop systems that maintain an environment where all parties involved with BIJAM understand how to behave, how to raise complaints and concerns, and what action will be taken.
- 5) Prohibited Retaliation: BIJAM maintains a zero-tolerance policy for retaliation against anyone for reporting sexual exploitation or abuse, assisting in making a complaint, or participating in an investigation. Any staff, associate, or partner who makes a good-faith complaint of sexual exploitation or abuse, assists, testifies, or participates in any investigation or proceeding or who reasonably opposes such conduct in the workplace will not be adversely affected in the terms and conditions of his or her employment and will not be discriminated against or discharged for engaging in such activity. Retaliation not only affects the recipient, but also can spread rapidly throughout BIJAM. It destroys faith in BIJAM's leadership and can damage employee morale. Complaints of retaliation will be promptly investigated. If retaliation is substantiated, appropriate disciplinary action, including possible dismissal, will be taken.

Examples of retaliation: Some examples of retaliation include but are not limited to the following:

- Termination, demotion, disadvantageous transfers or assignments, refusals to promote, threats, reprimands, or negative evaluations.
 - Co-worker hostility or retaliatory harassment, which includes intimidation, gossip, rumors, insults, or otherwise offensive conduct that would subject a person to ridicule or humiliation.
 - Any action or combination of actions that is reasonably likely to materially and adversely affect an employee's job performance or opportunity for advancement.
- 6) Prohibited behaviour : The following behaviours are prohibited in BIJAM:
- Sexual Activity with Children and Vulnerable Adults.



- Child Marriage
 - Sexual Activity with BIJAM's Beneficiaries
 - Sexual activity with any beneficiary
 - Grooming and/or Coercion
 - Sexual Exploitation
 - Sexual Harassment
 - Sexual Violence
 - Physical/Emotional Abuse
- 7) Consequences: Any staff, associate, or partner who is in violation of the PSEA policy will face disciplinary procedures, which may result in disciplinary action, termination of employment or contract and/or referral to the appropriate law enforcement agency or legal authority
- 8) PSEA Reporting Procedures: Any staff, associates and partners can report to its supervisor or project head or President of BIJAM describing the incident orally or written within 24 hours of incident and the name of reporter will be kept confidential.
- 9) Failure to Report: The Code of Conduct and Principles on PSEA state that it is the duty and the responsibility of all staff, associates and partners to report any PSEA concerns. Failure to report may lead to disciplinary action.

