

**POLICY AGAINST THE
SEXUAL EXPLOITATION AND
ABUSE – TAMAT NGO**



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GLOSSARY

Beneficiary population: People whose interests TAMAT serves or seeks to assist around the world, who often are in positions of vulnerability and dependence to TAMAT staff or collaborators. Beneficiaries are people who benefit directly or indirectly from TAMAT's development cooperation, social inclusion of migrants, or trainings.

Minor: Person under eighteen years old, according to Article 1 of the United Nations Convention on the Rights of the Child

Discrimination: Any distinction, exclusion, restriction, preference or other odd trait that is based directly or indirectly with issues of gender, migrants, minors, persons with disabilities, sexual or gender orientation, indigenous peoples, racial or religious issues. In addition, its intention or effect must be to annul or harm the recognition and use, under the same conditions, of human rights and fundamental freedoms in the political, economic, social, cultural, or any other aspect of public life.

Sexual exploitation: Any sexual assault committed by force, coercion or through a weird relationship, the threat of which also constitutes sexual abuse. (Bulletin of the Secretary General of the UN on special measures for protection against sexual abuse and sexual abuse (ST/SGB/2003/13), 9 October 2003).

Sexual harassment: Any unwanted act or behavior, including verbal, with a sexual connotation causing offense to the dignity and freedom of the person subjected to it, or which is likely to create retaliation or a climate of intimidation against him/her.

Victim/survivor: A person who is or has been sexually exploited, abused or harassed.

Perpetrator: A person or group of people who have perpetrated an act of exploitative harassment or sexual abuse.

Witness: Any person who gives witness or evidence to the facts of the investigation. These persons may be among others the alleged survivor(s), complainant, accused person, beneficiary, TAMAT staff member.

Investigator: Person authorized and responsible for carrying out an investigation.

Employee or collaborator of TAMAT: Any person working under the name of TAMAT as an employee or without these as part of its staff. Pertains to all persons who have a contract with TAMAT of employment or collaboration, this includes to employed staff, volunteers, trainees and collaborators, with independence of a financial compensation or not, as well as with independence of the type or duration of its contract.

Constituent practices of sexual harassment (non-exhaustive list)

Presential nonverbal acts	- Persistent or sexually allusive looks. - Sounds related to sexual activities, sighs, whistles. - Gestures of a sexual nature.
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Presential verbal acts	- Humiliating, hostile or offensive sexual comments, words or jokes, references to the body and its functions for the purpose of embarrassment. - Comments related to a person's body or appearance
Extortion, threats or offers	- Unjustified requests to spend private time with the "victim" at home or in seclusion (office, home, etc.). - Indecent proposal - Promises and offers of benefits (money, grades, positive evaluations, etc.) in exchange for sexual favors. - Threats of prejudice if sexual advances are not accepted (loss of job, bad grades, etc.). - Granting work or student benefits, or money, to those who agree to participate in sexual activities.
Physical Acts	- Unnecessary physical contact (hugging, touching waist or legs, stroking, attempting to kiss lips, hands or other body areas). - Approaching, corner, persecution. - Sexual touching against the addressee's will.
Acts through digital media	- Sending emails or messages with sexual comments, jokes, or pictures with sexual content. - Incognito calls, messages or notes with sexual comments. - Threatening or spreading rumors of a sexual nature, photographs or videos in situations considered uncomfortable. - Compulsion to view pornographic material.
Grave's Acts	- Duty to witness exhibitionism. - Sexual abuse (act of sexual significance involving the genitals, anus or mouth, even if there is no bodily contact). - Forced attempt to have sexual intercourse. - Forced sexual contact or intercourse with a third person. - Rape

INTRODUCTION

TAMAT is a non-profit, non-governmental organization. It has been pursuing exclusively civic, solidary and socially useful purposes since 1995. TAMAT is a Civil Society Organization (CSO) that works so that each person can live off his or her own resources and skills through personal capacity building and awareness, rural development, environmental advocacy, and human rights protection.

In every action, the values that guide us are transparency, collaboration, autonomy and resilience, participation, and social and intercultural integration. Transparency allows us to be honest with our donors, partners, collaborators, suppliers and beneficiary. In other, collaboration is vital to achieve our activities. A collaboration that is characterized by respect, mutual help, sincerity and trust. Still, our activities encourage the participation of both direct and indirect beneficiaries to foster their autonomy and resilience, as well as social and cultural integration.

Its compromise with civil society is defined by its code of ethics in which it guarantees the promotion of human rights, especially children's rights, the fight against labor exploitation, the fight against poverty, the promotion of gender equality and non-discrimination, social development through environmental protection, and the integration of migrants.

All the workers, collaborators, intern or volunteer of TAMAT had to respect and promote the ethical and professional standards inside the TAMAT's ethical code and all the other institutional policy.

TAMAT recognizes its responsibility to fight against the exploitation, abuse and harassment in the sustainable development cooperation area, as well as at the internal organization and the context where works. With this in mind it creates this policy against sexual exploitation, abuse and harassment, based on its own and common values and principles. In addition, this policy will describe the process for ensuring prevention of and response to sexual exploitation, abuse, and harassment.

INTERNATIONAL REGULATION AGAINST THE SEXUAL EXPLOTATION, ABUSE AND HARASSMENT

This policy and all actions of TAMAT are in full compliance with international law on this issue.

UNIVERSAL DECLARATION OF HUMAN RIGHTS – UN

Respect for human rights is essential to ensure good practices in the field of development cooperation or social inclusion. Moreover, these rights are inalienable to every individual. As collected in Article 2 of the United Nations Universal Declaration on Human Rights:

Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status. Furthermore, no distinction shall be made on the basis of the political, jurisdictional or international status of the country or territory to which a person belongs, whether it be independent, trust, non-self-governing or under any other limitation of sovereignty.

Moreover, TAMAT recognizes the right of every person not to be discriminated against for any reason and works under the criteria of human dignity, impartiality, solidarity, transparency, interculturality and dialogue. These principles are correlated with the first article of this Declaration: *All human beings are born free*

and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.

TAMAT through this policy, its code of ethics and other internal policies reaffirms its willpower fight against acts of torture or cruel, inhuman or degrading treatment or punishment. In addition, to fight against arbitrary interference in a person's private life, family, neither to injury to his or her honor and reputation. For this, TAMAT commits itself to engage in prevention and prompt response to any case of sexual exploitation, abuse or harassment within its personnel or the actions it carries out.

THE CONVENTION ON THE RIGHTS OF THE CHILD

The United Nations in 1989 created the legal mark to protect to minors, its physical and psychosocial development, nondiscrimination, and promotion of the best interests of the child. In addition to the protection of minors against violence, including sexual exploitation, sexual violence or illegal sexual activities.

TAMAT shares these principles through its activities in the countries where it operates, taking special care when children and adolescents are involved in our actions.

COUNCIL OF EUROPE

The Council of Europe combats discrimination in general, exploitation, abuse and sexual harassment with special attention when they affect minors or women. That is why it makes pronouncements through the Council of Europe Convention for the Protection of Minors against Sexual Exploitation and Sexual Abuse and the Istanbul Convention on Preventing and Combating Violence against Women and Domestic Violence. Through both Conventions it puts the focus in the importance of protecting minors and women from all forms of discrimination and violence, while also taking stock of sexual exploitation, abuse, and harassment in each case.

TAMAT is committed to working together to achieve these goals of preventing and combating this type of violence, especially when it affects minors and women.

POLICY GOAL

This policy aspires to establish TAMAT's compromise in the fight against sexual exploitation, abuse, and harassment, especially way within its structure or projects it develops. In order to achieve this goal, it is necessary to establish the methods of prevention and protection in the face of possible cases, as well as transparency in TAMAT's response on the issue.

TAMAT is committed to encouraging staff members to speak up, to facilitate the reporting of misconduct, to prioritize cases of sexual exploitation or abuse, to deal with such cases promptly and effectively when they are reported, to avoid retaliation, and to defend/protect staff members who come forward. TAMAT is committed to taking action to prevent sexual exploitation and abuse through communication and awareness raising.

The principles guiding this policy and TAMAT's actions to prevent sexual exploitation, abuse, and harassment are zero tolerance of these acts. TAMAT is

committed to preventing, mitigating, and responding to all forms of sexual exploitation, abuse, and harassment within its facility and projects in which it is involved. TAMAT therefore takes all reports seriously. Survivors will be at the forefront of any intervention: no procedure will cause them further harm or disempower them.

The TAMAT's prevention, attenuation and respond to sexual exploitation, abuse and harassment is based on the following key principle:

First principle: Enforce a zero-tolerance policy toward sexual exploitation, abuse and harassment. Sexual exploitation, abuse and harassment are not acceptable. TAMAT defines zero tolerance as dealing with every incident of allegation in a timely manner, justly and reasonable through fair treatment.

Second principle: Ensure that protection from sexual exploitation, abuse, and harassment is understood as a shared responsibility. Protection from sexual exploitation, abuse, and harassment is a shared responsibility that requires the collaboration of all TAMAT staff, all its partners, and all development cooperation and migrant inclusion workers. TAMAT managers and supervisors must be the model and conduct themselves in an exemplary manner.

Third Principle: Supporting survivors. Focus on the needs and rights of people who have experienced sexual exploitation, abuse, and harassment. The process of investigating the possibility of an act of sexual exploitation, abuse or harassment will be treated confidentially to ensure the rights of all those involved.

Forth Principle: Intervene as early as possible. Identify risks of sexual exploitation, abuse, and harassment as early as possible in the project cycle by taking a risk-based approach to all TAMAT activities. This will identify those projects where exploitation, abuse, and sexual harassment are most likely to appear and ensure that mitigation measures are sufficiently integrated into project design and implementation. It will also help to better protect survivors of sexual exploitation, abuse, and harassment.

Fifth principle: Ensure gender equality and social inclusion in every action.

Sixth principle: Transparency. The policy against sexual exploitation, abuse and harassment will be public. All TAMAT staff members will be expected to be aware of this policy by signing a statement of knowledge and compliments of it. In addition, regular training will be provided specifically on this issue to TAMAT staff. TAMAT's actions to prevent sexual exploitation, abuse, and harassment will be compiled annually in a fact sheet, as well as a situation study of such cases had in that year.

Seventh principle: Promote an open, inclusive and diverse work culture, as well as one that is aware of social realities.

OBLIGATIONS AND RESPONSIBILITY

It is the responsibility of TAMAT staff to create and maintain an environment that prevents sexual exploitation, abuse and harassment. TAMAT recognizes the

importance that clearly defined management and technical forbearance will facilitate the implementation of the Policy against Sexual Exploitation, Abuse and Harassment.

TAMAT strives to prevent sexual exploitation, abuse, and harassment by adopting a communication and awareness plan for staff, informing beneficiaries about this issue. As well as monitoring and tracking information on sexual exploitation, abuse, and harassment with transparency in the process.

Furthermore, TAMAT provides channels to facilitate the reporting of such Policy violations, prioritizing acts of sexual exploitation or abuse, and makes efforts to respond to reports of such acts promptly and effectively.

REGULATIONS OF STAFF BEHAVIOR

The following attitude norms will apply to all TAMAT staff-employees, volunteers, collaborators, and trainees-while working under the entity's name and at all times, including both working hours and after those hours.

1. TAMAT staff members are expected to behave professionally and personally beyond reproach and to act with integrity and discretion. Furthermore, if acts of sexual exploitation or abuse are committed by staff members, they damage the image and reputation of the institution and undermine trust in the organization.
2. TAMAT staff should not seek any sexual service or favor from beneficiaries of TAMAT projects or other members of the community where TAMAT operates in exchange for protection or favor of any other kind. In addition, they must not involve themselves in acts of sexual exploitation.
3. TAMAT personnel may not exchange money, employment, goods or services for sex, inclusive sexual favors or other humiliating, degrading or exploitative behavior.
4. TAMAT staff shall avoid having sexual relationships or sexual activities with beneficiaries because there is a conflict of interest and potential abuse of power in that relationship. If a staff member has sexual relations or engages in sexual activity with a beneficiary, he/she must notify his/her superior. Otherwise, disciplinary measures will be taken.
5. TAMAT personnel shall abstain from having sexual relations with any person under 18 years of age, regardless of the age majority of national norms or socially permissible age of the countries where they are operating. Ignorance or mistaken belief about the age of a child or teenager is no excuse. Anyway, disciplinary measures will be taken.
6. TAMAT personnel shall not support or participate in any kind of sexual exploitation or abusive activities, including pornography or human trafficking, among others.

7. TAMAT personnel must adequately inform any suspicion about the possibility of a violation of this policy or the related rules of conduct, through the channels enabled for this purpose.

8. TAMAT personnel will have to create and maintain a work environment that prevents sexual exploitation, abuse, and harassment at the time that promotes the implementation of the Policy Against Sexual Exploitation, Abuse, and Harassment.

9. TAMAT staff must challenge misconduct and report potential risks that could lead to sexual exploitation or abuse

These standards are not exhaustive; other types of sexual exploitative and abusive behavior also constitute serious misconduct and are subject to disciplinary action. All TAMAT personnel have an obligation to obey these norms. Any violation of them constitutes serious violation. Failure to comply with these rules, shirking to inform of a case of sexual exploitation or abuse is grounds for disciplinary action. These may include termination of the contract or dismissal, as well as referral to local authorities for criminal prosecution, if appropriate and in accordance with applicable national laws.

INSTITUTIONAL RESPONSIBILITY

Presidency and Management has the responsibility to protect the implementation and updates of this Policy against Sexual Exploitation, Abuse and Harassment. As well as, to offer the necessary resources.

Country Manager and Project/Mission Leaders have the duty to develop and periodically review country-specific strategies of this Policy. As well as to ensure the application of this within the country mission. Country Managers and Project/Mission Leaders also will have the responsibility to initiate the necessary resources at the regional and country levels.

A PSEA Policy Commission will be created to monitor and inform the Management and Presidency periodically on the state of the art in implementing and complying with the Policy against Sexual Exploitation, Abuse and Harassment. This Commission will be formed for the Director of Human Resources, Area Directors, and the Communications Manager. This Commission will be responsible for periodically reviewing and updating this Policy.

The PSEA Policy Commission shall ensure that TAMAT's awareness and compromise in the face of sexual exploitation, abuse and harassment are properly integrated into the recruitment processes of staff-employees, collaborators, trainees, volunteers-and will provide ongoing training to staff about this issue.

REPORTING MECHANISM

TAMAT will enable mechanisms for reporting suspected cases of sexual exploitation, abuse and harassment for prompt response and confidentiality of

information. These will be available to TAMAT staff, collaborators, trainees, volunteers and beneficiaries, victims and any witnesses to the events.

All staff, at any level within the institution, who have suspicions about one or more acts of sexual exploitation, abuse or harassment that could have been carried out for another member of TAMAT, have a duty to inform the PSEA Commission; through an email to the Responsible of Human Resources. Beneficiaries or any other person who initiates awareness of possible facts of this nature committed for TAMAT staff, may send an email to the same address.

For those who would like to make the report of anonymous way, a form will be enabled in the website of TAMAT, in the "Transparency" section.

Cases of acts of sexual exploitation or sexual abuse will be processed on a priority basis. The Management and Presidency as well as the Country Management involved in the matter will be informed immediately on the reception of the complaint.

Reporting mechanisms will, if necessary, be adapted and updated for the Country Respondent or Chief of Mission according to the needs or cultural mechanisms of each country. In addition, these people will need to make sure that the beneficiaries and the community with which TAMAT works are aware of the organization's zero tolerance of any act of SEA. As well as their rights to feel protected in the face of such cases and their ability to report it.

TREATMENT OF INFORMATION

It is essential that all TAMAT staff and associates, beneficiaries, and the communities where it operates are aware that:

- Acts of exploitation, abuse and sexual harassment can be carried out for TAMAT staff, associates, trainees or volunteers. TAMAT is opposed to this fact.
- These acts can also be carried out for part of other people involved in a development cooperation or social inclusion.
- These acts can be carried out for authorities or community leader.
- These acts can occur within families, communities, institutions, and so on.
- Beneficiaries can also be the perpetrators of these acts.

When there is a complaint of this kind against a beneficiary of TAMAT's projects or other community member who is not a party to TAMAT's acts, this information should be forwarded to the relevant authorities assenting to the corresponding national legislation.

When TAMAT staff are involved in acts of sexual exploitation, abuse, or harassment, the reporter should inform the PSEA Commission as soon as possible of his or her suspicions by completing a form to be sent by email or anonymously. In addition, in case the complainant is a member of TAMAT, he/she should inform

his/her suspicions to his/her Project/Mission Chief, Country Manager or his/her superior within 24 hours after submitting the complaint to the Committee on PSEA.

In case that the complaint affects a member of TAMAT the internal investigation will be carried out, the realization of an inform of the same, disciplinary measures will be taken if necessary as well as measures to protect the victim but also to prevent future acts.

Any false, malicious, or abusive accusation or statement against a member of TAMAT or a third person will also be considered as a serious violation and then appropriate disciplinary measures may be taken.

PRINCIPLES IN THE TREATMENT OF INFORMATION

The principles that will hold up the handling of information and cases of sexual exploitation, abuse and harassment will be:

Confidentiality: TAMAT understands the importance of preserving confidentiality at all stages of a process. Confidentiality is essential to a satisfactory outcome by protecting the privacy and safety of all parties involved. Information about an incident and subsequent case management related to the incident must be shared on a need-to-know people and must always remain confidential. A violation of confidentiality will be considered any reason other than proper case management or legal obligation, or for whistleblowing purposes where an individual believes the case has not been adequately handled through internal mechanisms and where whistleblowing is necessary to prevent: a significant threat to public safety; substantial harm to TAMAT operations; or a violation of national or international law, constitutes a violation of this Policy.

Personal data of those implicated in cases of sexual exploitation, abuse or harassment will be treated confidentially. These data will not be shared with any unauthorized person nor if it makes public the identity or characteristics of victims or complainants. This data will be kept, accessed and shared only with authorized personnel according to this policy -the PSEA Commission, Management and Chair when it corresponds, Country Managers and Leader of Projects/Missions when it corresponds.

All breaches of confidentiality not specified in this policy will be considered a breach of this policy and disciplinary action may be taken.

No Retaliation: Retaliation means any direct or indirect adverse action that adversely affects a person's employment or working conditions if such action was recommended, threatened, or taken for the purpose of punishing, intimidating, or harming a person because of a complaint made in good faith. Every person has the right to file a complaint. Any attempt to retaliate against a complainant is considered a serious violation of this Policy.

Objectivity: Any action by TAMAT in its fight against sexual exploitation, abuse or harassment will be done with impartiality, fairness and objectivity.

Safety for Victims and Whistleblowers: TAMAT will have the safety of victims, whistleblowers, witnesses, and all those involved in the matter as a primary issue.

Responsiveness: Always with the guarantees of utmost confidentiality and respecting the needs of victims, TAMAT will implement promptly by initiating, if so deemed necessary, internal investigations to elucidate acts of sexual exploitation, abuse and harassment. In addition, the organization's response will be characterized by being respectful, effective, in the shortest possible time, and with sensitivity about the acts that occurred.

METHOD OF IMPLEMENTATION

All strategies for responding to possible cases of sexual exploitation, abuse, or harassment must be developed of a balanced manner between respect for the ongoing due process centered in the victim, and the victim's needs, safety, and well-being as a priority in any action.

As a priority, TAMAT will initiate an investigation into the alleged sexual abuse or harassment exploitation to ascertain the facts.

INTERVIEWS TO THE SEA SURVIVORS

PSEA Policy Committee members must have the training skills on techniques and methodologies of interviewing survivors of sexual exploitation, abuse or harassment. Recurrent victim interviews can contribute to the deepening of survivors' trauma. In this regard, members of the Committee should coordinate their actions to prevent an excessive number of interviews. In addition, the following protocols should be considered when interviewing alleged survivors of sexual exploitation, abuse, and harassment:

- If will have to inform the victims about the purpose of the interview. In addition, informed consent will have to be had prior to the implementation. Furthermore, victims will be informed about the possible steps to take, including reference for specific assistance or possible internal or external investigation.
- The PSEA Policy Committee will have to make sure that victims feel safe at all times. Therefore, they will strive to ensure that victims do not feel vulnerable or displaced.
- Interviews will not take place in spaces where people alien to the Committee may have suspicions.
- Interview techniques and methodologies will take into consideration the age and gender of those involved.

REFERRING FOR SPECIFIC CARE

After initial interviews with survivors, in cases classified as sexual exploitation or abuse, the referral will immediately be passed on to country-specific services for

attention of gender-based violence cases, always under the informed consent of the victim. This referral should ensure respect and a survivor-centered approach. Information shared for this referral will be limited according to need, the safety of the survivor, and others involved.

DISCIPLINARY MEASURES

Depending on the severity of cases of proven sexual exploitation, abuse or harassment involving members of its staff, TAMAT will take action on a case-by-case basis by applying appropriate disciplinary measures. In cases of verified acts of sexual exploitation or abuse, TAMAT will have the authority to immediately terminate the contractual relationship of staff members, trainees and volunteers. As well as consider the immediate firing of employees. This does not exclude possible additional criminal consequences as a result of prosecutions by national authorities.

Disciplinary action will also be taken against staff members found to have failed to report or to have encouraged or tolerated acts of sexual exploitation or abuse.

Malicious reporting of sexual exploitation or abuse without evidence or reasonable suspicion, made with the intent to damage the integrity or reputation of a third party, constitutes misconduct and will be subject to disciplinary action. This should be distinguished from reports of alleged misconduct made in good faith and based on beliefs and information available at the time of the report, which may not be confirmed by subsequent investigation.

DISSEMINATION OF INFORMATION ABOUT ACTS OF EXPLOITATION, ABUSE AND SEXUAL HARASSMENT

TAMAT guarantees confidentiality throughout the internal process of responding to cases of sexual exploitation, abuse, and harassment. However, TAMAT will have to share information about acts of sexual exploitation, abuse and harassment according to national criminal laws.

PREVENTIVE MEASURES

AWARENESS, COMMUNICATION AND INFORMATION

TAMAT will develop a communication strategy to promote the dissemination and implementation of this policy and to raise awareness throughout the Organization of the problem of sexual exploitation, abuse, and harassment. The plan will include dissemination of the policy on TAMAT's websites in the "transparency" section. As well as the creation of communication materials for TAMAT staff-employees, collaborators, volunteers and trainees-as well as a training program on this issue. It will also inform partner organizations about this policy, including of collaboration agreements a clause on sexual exploitation, abuse and harassment.

A clause of the obligation to comply with this policy on sexual exploitation, abuse, and harassment will be included in contracts of employment, collaboration, volunteer work, or internship to become part of TAMAT staff.

A communication campaign to inform beneficiaries of TAMAT's projects will also be initiated. So that beneficiaries and communities involved in TAMAT's actions are aware and have the skills to recognize acts of sexual exploitation, abuse, and harassment. Information about this Policy and attitude norms for TAMAT staff will always be available in a visible part of TAMAT offices and other places where TAMAT carries out its projects.

TRAINING

For effective implementation of the policy and to foster prevention and awareness of sexual exploitation, abuse and harassment, TAMAT staff will be required to conduct specific training modules on this issue. The training will include a presentation of the issues of sexual exploitation, abuse and harassment, as well as specific training modules on how to implement and report these acts internally. As well as, Project/Mission Managers and Country Managers will additionally have concrete training, prior to departure, on techniques for identifying possible risks of exploitation, abuse and sexual harassment within a region and project.

New staff also will have to carry out this training. In addition, periodic trainings will be done for all staff in order to update the characteristics of this Policy and acceptable attitude norms.

The training will enable staff members to be aware of the ethical values mentioned in this Policy, especially for vulnerable situations. In addition, staff members will learn how to identify signs of sexual exploitation, abuse, or harassment and will receive practical information on how to help victims if such signs are detected or if a victim comes to them to make a complaint.

SAFE HIRING

All job offers will indicate that TAMAT has a Policy against Sexual Exploitation, Abuse, and Harassment that the candidate is expected to obey and promote. Candidates notified for an interview will receive this Policy in advance. Questions about TAMAT's own Policy Against Sexual Exploitation, Abuse and Harassment will be implemented during in the interview.

The successful candidate will be required to present identification and a personal statement indicating any criminal convictions, including those that are prescribed. Whenever possible, criminal background checks will be conducted in the candidate's native country.

This policy will be included in the proposed collaboration, employment, volunteer or internship.

All staff, collaborators, volunteers, and interns will be required to state in writing that they understand and have committed to abide by the Policy Against Sexual Exploitation, Abuse and Harassment and related standards of conduct prior to the commencement of the contract/assignment. The signed statement of commitment to TAMAT's Policy Against Sexual Exploitation, Abuse, and Harassment must be kept on file with the signed contract of employment or collaboration.

TAMAT reserves the right not to contract or employ a candidate if the statement or background check reveals that he/she was previously reported for sexual exploitation, abuse, or harassment or no consider him/herself suitable to work directly with beneficiaries. TAMAT will not contract any person convicted of sexual exploitation, abuse or sexual harassment, nor can a charge with direct contact with beneficiaries or access personal information.

PARTNER CONTRACT

When TAMAT makes a contract of collaboration with a new partner, it shall inform him/her of its Policy against Sexual Exploitation, Abuse or Harassment, as well as the attitude norms described within it. The partner must accept and promote this policy. This statement of compliance with and promotion of the Policy Against Sexual Exploitation, Abuse or Harassment will need to be signed for the partner's legal representative. In addition, both organizations will have a copy on file. The partner will also agree to share TAMAT's policy against sexual exploitation, abuse or harassment with its staff.

TAMAT will not implement partnership agreements with any entity that does not recognize all forms of sexual exploitation, abuse, or harassment that break universally recognized international norms and standards and that does not have an active compromise to protect to the public against sexual exploitation, abuse, or harassment.

SAFE PROJECTS

All TAMAT projects and actions must design and implement to minimize actual or potential risks that may become in sexual exploitation and abuse for staff-collaborators, employees, volunteers, trainees- against beneficiaries or members of the local community of intervention. TAMAT has the compromise of ensuring safe projects against sexual exploitation, abuse, and harassment, even in the face of identifying vulnerability factors related to the implementation context or specifically to the project or activity. When faced with this reality, all necessary measures will be taken to mitigate them.

Measures to implement safe projects against sexual exploitation, abuse and harassment must be part of all phases of the project cycle: design, execution, monitoring and evaluation. At the design level, the risks of sexual exploitation, abuse and harassment will assess per activity or project. In addition, they will do periodic reviews during project initiation to ensure that there are mitigation measures in place for all possible risks of exploitation, abuse, and sexual harassment.

In this regard, it will be the responsibility of the Project/Mission Leaders and Country Managers to do an analysis of exploitation, abuse and sexual harassment risks and develop a strategy to mitigate them per project and per country.

ENTRY INTO FORCE AND REVIEW OF THE POLICY

This Policy will come into effect after it is approved by the TAMAT Directive Board and posted on the TAMAT website. This Policy will be revised every five years after a report signaling the need for updating the policy, the manner of implementation, or the consistency of the policy. In addition, this Policy will also be revised after a case of sexual exploitation, abuse or harassment or any kind of policy's violation.

ANNEX I: CRIMINAL PREVIOUS STATEMENT

Do you have any pending court proceedings or have you ever been convicted, referred, or cautioned by the police or received a formal reprimand or final warning for any offense, including traffic violations?

YES

NO

If yes, please provide details, including any prosecutions or convictions that have been deemed concluded, and indicate any previous investigations or charges against you. These will be kept confidential by relevant TAMAT staff who will assess whether or not they present risks in relation to child protection or protection from sexual exploitation and abuse.

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I, the undersigned, declare that the information I have proportioned is complete and true. I understand that making a false statement deliberately may be grounds to terminate any agreement between myself and TAMAT.

Signature of employee/collaborator/
intern/volunteer:

Name of the employee/collaborator/
trainee/volunteer:

On behalf of TAMAT:

Signature:

Name:

Date:

ANNEX II: DECLARATION OF ACCEPTANCE OF THE OBLIGATION TO COMPLY WITH THE POLICY AGAINST SEXUAL EXPLOITATION, ABUSE, AND HARASSMENT FOR TAMAT PERSONNEL

I, the undersigned, hereby acknowledge that I have read and understand TAMAT's Policy Against Sexual Exploitation, Abuse and Harassment, and agree to abide by its rules and procedures.

I am fully aware that if I do not comply with the policy and its attitude standards I will be solely responsible for suspension, firing, and/or criminal legal implications for the crime I have committed.

I declare that I have no prior criminal history in any country related to child exploitation or abuse, abusive exploitation or sexual harassment and that I have never been wrapped up in any form of child exploitation or abuse or sexual exploitation and abuse.

I compromise to respect and promote the implementation of TAMAT's internal policies in every way while being part of TAMAT's staff, cooperating with it through my attitude and informing of any violation of internal rules.

As an exhibit of my acceptance and compromise to comply with TAMAT's Policy Against Sexual Exploitation, Abuse and Harassment, I sign this statement.

Signature:

Full Name:

Charged within TAMAT:

Place and Date:

ANNEX III: STATEMENT OF ACCEPTANCE OF OBLIGATION TO COMPLY WITH TAMAT'S POLICY AGAINST SEXUAL EXPLOITATION, ABUSE, AND HARASSMENT FOR PARTNERS

..... (Name of entity) hereby acknowledges that it has received and read TAMAT's Policy Against Sexual Exploitation, Abuse and Harassment.

..... (Name of entity) agrees that all forms of sexual exploitation and abuse violate universally recognized international norms and standards and the principles of international cooperation.

..... (Name of entity) agrees and undertakes to actively prevent acts of sexual exploitation and abuse by its staff and associates, as well as respond to suspected cases of sexual exploitation, abuse, and harassment that are carried out against beneficiaries or other community members in accordance with TAMAT's policy against sexual exploitation, abuse, and harassment.

..... (Name of entity) affirms that no staff contracted or wrapped in implementation projects in collaboration with TAMAT or with the support of TAMAT, who have not been previously wrapped in any form of sexual exploitation or abuse.

..... (Name of entity) affirms that all personnel contracted or wrapped in implementation projects in collaboration with TAMAT or with the support of TAMAT, will actively participate to comply with and promote TAMAT's policy against sexual exploitation, abuse and sexual harassment.

..... (Name of entity) is fully aware that it is responsible for the suspension or cancellation of the cooperation agreement or subcontract with TAMAT in case any of it or associated members violate the attitude standards of TAMAT's policy against sexual exploitation, abuse and sexual harassment.

Signature:

Signature:

Name:

Name:

Position:

Position:

Place e date:

Place e date:

In rapresentation of.....

In rapresentation of TAMAT

ANNEX IV: INFORMED CONSENT FORM FOR ADULTS OR MINORS OVER THE AGE OF FIFTEEN TO BE INTERVIEWED

My name is I am predisposed to work with a person or group of people from the PSEA Commission of TAMAT.

They can ask me about my experiences and feelings and I am predisposed to answer his/her questions if I feel comfortable. I can deny myself to answer any question. I know that the person or group of people will record my story in writing or by recording my voice, plus they can take photos. I consent to do these things, but I can change my mind and stop recording at any time. I understand that I will not be identified in any way in informs or advertisements.

I understand that the information I will proportion may be used for public purposes, such as newspapers, books, websites, radio or television. I accept this action, however, I may change my opinion after the interview. I also know that this person/group of people will not make my real name public or they will not show my face when my story is published.

I know that they will not give me any promise or reward of money. I freely decided to allow this person/group of people to talk to me.

Signature of informant Date.....

I think the information given is correct and I inform of the same of good faith. I also have the capacity to understand this statement.

Interviewer's signature Date.....

**ANNEX V: INFORMED CONSENT FORM FOR PARENTS OR LEGAL
GUARDIANS OF MINOR UNDER FIFTEEN FOR INTERVIEWS**

My name is I give permission for my
son/daughter (Name of minor) may participate
in the interview conducted for (Name of interviewer) from
TAMAT.

I have had a full explanation from the interviewer about the purposes of the interview,
what is expected that my son/daughter will do during the interview, and how this
information will be used.

I understand that the interviewer will record photographically, in writing and/or in voice
my son/daughter's story.

I understand that my son/daughter will not receive any money or reward for his/her
participation in the interview.

I also understand that if at any time I do not agree with my son/daughter participating in
the interview, I may disrupt the interview.

I certify that I am the father, mother or legal guardian of the minor described above.

Signature of parent or legal guardian Date.....

I believe that the information given is correct and I inform of the same in good faith. I
also have the capacity to understand this statement.

Interviewer's signature Date

ANNEX VI: OATH OF CONFIDENTIALITY OF INVESTIGATORS

I, the undersigned, compromise to have the utmost discretion with respect to my participation in the TAMAT investigation. I will keep in secrecy all information had due to my activities on behalf of the investigation team. I will not use this information for private benefit or to favor or harm any third person.

I understand that this statement will be in effect even after I finish my work with the investigation group. I also understand that revealing confidential information to people who are not authorized to receive it may constitute misconduct and therefore may have disciplinary measures.

In addition I understand that the signed original of this statement will be filed in the report of the corresponding investigation.

Signature:

Full Name:

Charge and Function;

Place and Date:

To fill in another investigator to whom the oath of confidentiality is sworn.

Case Number (Project Code/Progress Number)

Signature:

First and Last Name:

Charge and Function:

Place and Date: