



**Afghanistan Educational & Health Development Aids
Organization (AEHDA)**

Protection from Sexual Exploitation and Abuse Policy (PSEA Policy)

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Forward Note

Dear Esteemed Team Members,

It is with great pride and a strong sense of responsibility that we present the Protection from Sexual Exploitation and Abuse (PSEA) Policy of the Afghanistan Educational & Health Development Aids Organization (AEHDA). This essential policy underscores our collective dedication to upholding the highest standards of integrity, transparency, and accountability in all our humanitarian pursuits.

As stewards of AEHDA's mission and values, the Board of Directors is committed to fostering an environment where each team member embraces the imperative of preventing sexual exploitation and abuse. This policy stands as a pivotal framework, ensuring that our organization operates ethically and in full compliance with relevant principles and guidelines.

The PSEA Policy encapsulates the combined AEHDA, expertise, and best practices of our dedicated team. It provides a comprehensive set of guidelines and procedures governing our approach to preventing and responding to sexual exploitation and abuse, reflecting our unwavering commitment to fostering a safe and respectful environment.

We strongly encourage each of you to familiarize yourselves with this policy, as it not only provides guidance but also mirrors our organizational values and expectations. By adhering to these principles, we reinforce the foundation upon which our shared mission flourishes.

Should you have any questions, require clarification, or wish to contribute insights to enhance any aspect of this policy, we invite you to connect with the Policy Review Committee or the Board directly. Your perspectives and feedback are instrumental as we continuously strive for excellence in our commitment to preventing sexual exploitation and abuse.

Thank you for your steadfast dedication to the cause of AEHDA and the transformative impact we collectively strive to achieve. Together, we are forging a path towards a more just, equitable, and secure future for those we serve.

Warm regards,

Chairman of the Board of Directors
Afghanistan Educational & Health Development Aids Organization (AEHDA)

1. Introduction

The introduction of the Protection from Sexual Exploitation and Sexual Abuse (PSEA) Policy reflects our resolute commitment to safeguarding the well-being and dignity of all individuals involved in our humanitarian efforts. Rooted in compassion, integrity, and accountability, this policy signifies our proactive stance against sexual exploitation and abuse. Through clear standards and a zero-tolerance approach, we aim to foster a secure environment for every person – beneficiaries, staff, volunteers, and partners – reinforcing our dedication to the highest ethical standards in all aspects of our work.

1.1 Background:

The PSEA Policy is rooted in the recognition of the historical challenges and vulnerabilities faced by individuals in humanitarian and development settings. Over the years, the international community AEHDA increasingly acknowledged the prevalence of sexual exploitation and abuse within these contexts. This understanding AEHDA prompted a collective commitment to develop comprehensive policies that not only respond to incidents but also proactively prevent and address the root causes of such misconduct. This policy is a response to this imperative, reflecting our organization's commitment to upholding the highest standards of integrity and safeguarding the dignity and well-being of all individuals we serve.

1.2 Purpose of the Policy:

The purpose of this policy is to establish a robust framework that unequivocally condemns and combats sexual exploitation and abuse within AEHDA. It serves as a guiding document that articulates our commitment to maintaining a safe and respectful environment for everyone involved in our programs, including beneficiaries, staff, volunteers, and partners. Through clear objectives and defined principles, this policy aims to instill a culture of accountability, responsibility, and zero tolerance for any form of sexual misconduct. By outlining the specific goals and expectations, it provides a roadmap for AEHDA and its stakeholders to collectively work towards the eradication of sexual exploitation and abuse.

1.3 Scope and Applicability:

This policy applies to all activities and operations conducted under the auspices of our organization. Geographically, it encompasses our work across diverse regions, ensuring consistency in the application of preventive and responsive measures. Organizational units covered include every department, project, and affiliated entity, ensuring that the principles

embedded in this policy permeate every facet of our work. Personnel covered by this policy include employees, volunteers, contractors, and partners, emphasizing the universal commitment to safeguarding. Furthermore, this policy extends its reach into contractual agreements and partnerships, requiring all entities associated with AEHDA to adopt and adhere to similar standards, thus creating a united front against sexual exploitation and abuse.

1.4 Commitment to PSEA's Core Principles:

AEHDA PSEA Policy fully meets the requirements of “the UN Secretary-General’s Bulletin Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)”. AEHDA is in agreement with the standards of the conduct enlisted in section 3 of the ST/SGB/2003/13. Sexual exploitation and sexual abuse violate universally recognized international legal norms and standards, and thus AEHDA being in full agreement with these norms and standards in the light of these standards AEHDA adopted the following six principles:

- I. Any act of Sexual Exploitation and Abuse by AEHDA’ employees or by any real or legal person (Bodies, related workers of the bodies) with whom AEHDA is in contractual relations is considered very grave misconduct and thus are unbeatable justification for disciplinary action including summary dismissal of employment, contracts and agreements and halting the relations;
- II. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of the majority or age of consent locally. Mistaken belief in the age of the child is not a defense;
- III. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior by AEHDA’ Employees or by any real or legal person (Bodies, related workers of the bodies) with whom AEHDA is in contractual relations is prohibited at all times. This includes buying sex or the exchange of assistance that is due to program participants;
- IV. Sexual relationships between AEHDA Employees or by any real person belonging to a legal person (Related workers of the bodies) with whom AEHDA is in contractual relations and beneficiaries are forbidden. Because, such relationships may be based on inherently unequal power dynamics and may undermine the credibility and integrity of AEHDA and its interventions and thus is strongly discouraged;
- V. Where an AEHDA Employee develops concerns or suspicions regarding sexual abuse or exploitation or sexual harassment by a fellow worker, whether in AEHDA or not,

he or she must immediately report such concerns via the established reporting mechanism as outlined in this policy;

- VI. AEHDA' Employees and any real or legal person (Bodies, related workers of the bodies) with whom AEHDA is in contractual relations, are obliged to create and maintain an environment that prevents sexual exploitation and abuse. All AEHDA' Managers at all levels have particular responsibilities to support and develop systems, which maintain this environment.

1.5 Definitions:

Sexual exploitation: Sexual exploitation is defined as 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.

Sexual abuse: Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force, or under unequal or coercive conditions. It includes sexual slavery, pornography, child abuse and sexual assault.

2. Documentation of Standard Procedures

Effective policy dissemination is foundational to the successful implementation of our PSEA Policy. To ensure widespread awareness and understanding, the policy will be distributed to all personnel across all organizational levels. This distribution includes but is not limited to employee handbooks, and in-person training sessions.

2.1 Distribution of PSEA Policy:

The PSEA Policy will be distributed through various channels, including electronic communication platforms, internal websites, and during orientation sessions for new personnel. A centralized repository will be maintained, accessible to all employees, ensuring that the most current version of the policy is readily available. Periodic reminders and updates will be disseminated to reinforce the importance of compliance and adherence.

2.2 Acknowledgment and Confirmation of Understanding:

To affirm the awareness and understanding of the PSEA Policy, all personnel are required to formally acknowledge receipt and comprehension. This acknowledgment will be obtained through a signed confirmation form, included in employee onboarding materials. Additionally, regular training sessions will incorporate mechanisms to assess understanding and allow personnel to seek clarification on any aspects of the policy. These measures ensure a comprehensive and ongoing commitment to the principles outlined in the PSEA Policy throughout the organization.

3. Contractual Obligations

Contractual obligations play a critical role in upholding the standards outlined in our PSEA Policy. By **integrating specific clauses into contracts and partnership agreements**, we extend our commitment to preventing and responding to sexual exploitation and abuse across all levels of collaboration.

3.1 Integration of PSEA Clause in Contracts and Partnership Agreements:

All contracts and partnership agreements entered into by AEHDA will include a dedicated clause explicitly addressing the commitment to preventing sexual exploitation and abuse. This clause emphasizes adherence to our PSEA Policy, making it a binding component of our agreements. The inclusion of this clause underscores our expectation that all parties involved will actively work towards creating a secure environment, free from any form of misconduct.

3.2 Sub-contractor Requirements:

Subcontractors are obligated to adopt and enforce policies within their organizations that explicitly prohibit sexual exploitation and abuse. This includes the implementation of preventive measures and clear guidelines on responding to incidents. Documentation of these policies will be reviewed during the contracting process, ensuring alignment with our PSEA standards.

3.3 PSEA Clause:

This following PSEA Clause is obligatory in all contracts and partnership agreements, symbolizing the shared commitment of the parties to uphold the highest ethical standards outlined in the AEHDA's PSEA Policy.

"By entering into this agreement, all parties explicitly commit to preventing sexual exploitation and abuse. The undersigned parties agree to adhere to the AEHDA PSEA Policy, making it an integral part of this contract/partnership agreement. This commitment includes a zero-tolerance approach, the implementation of preventive measures, and the prompt reporting and response to any alleged incidents. All parties acknowledge their responsibility to create a secure environment free from any form of misconduct. This PSEA Clause is subject to periodic review by AEHDA to ensure ongoing compliance."

4. Systematic Vetting Procedures for Job Candidates

Effective systematic vetting is paramount to ensuring the integrity of AEHDA and safeguarding against the risk of sexual exploitation and abuse. The procedures outlined below are designed to rigorously assess the background of potential candidates for employment with AEHDA.

4.1 Screening Process:

Our screening process is a comprehensive evaluation that includes specific measures to prevent the hiring of individuals with a history of sexual misconduct.

4.1.1 Reference Checks for Sexual Misconduct:

As a crucial component of the screening process, thorough reference checks will be conducted to verify the professional history of job candidates, with a specific focus on any instances of sexual misconduct. This includes direct inquiries with previous employers, seeking information related to any disciplinary actions or investigations concerning sexual exploitation or abuse. These checks are conducted in accordance with legal and privacy standards, ensuring a diligent and respectful vetting process.

4.1.2 Self-Declaration by Job Candidates:

Job candidates are required to submit a self-declaration confirming that they have never been subject to sanctions—disciplinary, administrative, or criminal—arising from an investigation related to sexual exploitation or abuse. This self-declaration is a mandatory step in the vetting process, promoting transparency and accountability on the part of the candidate.

4.1.3 Handling Previous Sanctions and Investigations:

In cases where a candidate discloses previous sanctions or ongoing investigations related to sexual exploitation or abuse, a designated review committee will assess the circumstances. The committee will evaluate the nature and severity of the incident, the candidate's cooperation in any investigations, and any subsequent corrective actions taken. This thorough assessment ensures that the hiring decision is informed and aligns with our commitment to a safe and secure environment.

This systematic vetting process not only safeguards AEHDA but also upholds our commitment to ethical employment practices and the prevention of sexual exploitation and abuse within our workforce.

5. Reference Check Template

Efficient reference checks are pivotal in assessing the suitability of job candidates and preventing the hiring of individuals with a history of sexual misconduct. The Reference Check Form provided in *Annex-1* establishes a systematic and standardized methodology for acquiring essential information, ensuring a thorough and consistent approach.

5.1 Inclusion of Sexual Misconduct Inquiry:

The Reference Check Form includes specific inquiries related to sexual misconduct. These questions are designed to elicit information on any disciplinary actions or investigations involving the candidate in their previous roles. This focused inquiry is vital in maintaining a thorough vetting process and upholding our commitment to preventing sexual exploitation and abuse within our organization.

5.2 Collaboration with Previous Employers:

Our reference check process involves active collaboration with the candidate's previous employers. We engage in direct communication to seek accurate and candid information regarding the candidate's professional conduct, emphasizing the importance of obtaining details related to any instances of sexual misconduct. This collaborative approach ensures a comprehensive understanding of the candidate's background, further supporting our commitment to a safe working environment.

5.3 Self-Declaration Form:

In conjunction with the Reference Check Template, candidates are required to complete a Self-Declaration Form. This form includes a specific section where candidates disclose any history of sanctions or investigations related to sexual exploitation or abuse. The self-declaration serves as an additional layer of transparency, allowing candidates to affirm their commitment to ethical conduct and providing essential information for a comprehensive vetting process.

The Reference Check Form, encompassing sexual misconduct inquiries, collaboration with previous employers, and a Self-Declaration Form, serves as a vital tool in our systematic vetting procedures, reinforcing our dedication to maintaining the highest ethical standards in our workforce.

6. Mandatory Training Programs

Effective training programs are instrumental in fostering a culture of awareness, prevention, and response to protect against Sexual Exploitation and Abuse (SEA). The following outlines the key components of our mandatory training to ensure comprehensive understanding and adherence.

6.1 Overview of PSEA Training:

Our PSEA training provides a foundational understanding of the critical aspects related to Sexual Exploitation and Abuse. Participants gain insights into preventive measures, reporting mechanisms, and appropriate actions, reinforcing our commitment to a secure and respectful environment.

6.1.1 Definition of SEA (Aligned with UN's Definition):

Participants are introduced to the definition of Sexual Exploitation and Abuse aligned with the United Nations' standards. This includes clear delineation of behaviors constituting SEA, ensuring a common understanding across all personnel.

6.1.2 Prohibition of SEA:

The training empAEHDAizes a steadfast prohibition of Sexual Exploitation and Abuse within AEHDA. Participants are informed of the severe consequences for violations and the organization's commitment to a zero-tolerance approach.

6.1.3 Required Actions for Personnel:

This section delineates the specific actions expected from personnel, creating a proactive and responsive framework.

6.1.3.1 Prompt Reporting of Allegations:

Training empAEHDAizes the paramount importance of promptly reporting any allegations of Sexual Exploitation and Abuse. Participants are guided through the reporting process, ensuring clarity on the steps to take when incidents are suspected or witnessed.

6.1.3.2 Referral of Victims:

Participants learn the critical importance of referring victims of Sexual Exploitation and Abuse to appropriate support services. This includes understanding the organization's referral pathways and contributing to the well-being of survivors through compassionate and supportive measures.

Our Mandatory Training Programs are designed to instill a collective commitment among personnel, ensuring that every individual is equipped with the knowledge and skills to actively contribute to the prevention and response to Sexual Exploitation and Abuse.

7. Mechanisms for Reporting SEA Allegations

Establishing robust mechanisms for reporting Sexual Exploitation and Abuse (SEA) allegations is crucial in maintaining transparency, ensuring accountability, and safeguarding the well-being of all stakeholders involved. The following outlines the procedures for reporting SEA allegations at different levels within AEHDA.

7.1 Procedures for Personnel:

Personnel are provided with clear and accessible procedures for reporting SEA allegations. This includes guidance on the steps to take when witnessing or becoming aware of any incidents, ensuring prompt and confidential reporting. Training programs further reinforce these procedures, emphasizing the organizational commitment to a safe reporting environment.

Procedures for Reporting SEA Allegations by Personnel:

- **Immediate Action:** In the event of witnessing or becoming aware of any Sexual Exploitation and Abuse (SEA) incidents, personnel are required to take immediate action to ensure the safety and well-being of the individuals involved.
- **Contact Designated Committee (SEARCH):** Personnel should promptly contact the designated Committee within AEHDA responsible for handling SEA allegations. The contact information for the committee members is readily available and communicated to all personnel through official channels.
- **Confidential Reporting:** The reporting procedures prioritize confidentiality. Personnel are encouraged to report SEA allegations in a discreet manner, respecting the privacy of the individuals involved.
- **Documentation:** When reporting SEA allegations, personnel should provide detailed and accurate information about the incident. This may include the date, time, location, individuals involved, and any other relevant details.
- **Whistleblower Protection:** AEHDA is committed to protecting whistleblowers who report SEA allegations. Personnel are assured that they will not face retaliation for reporting incidents in good faith.
- **Training Programs:** Regular training programs are conducted to educate personnel on the reporting procedures for SEA allegations. These programs reinforce the importance of prompt reporting and contribute to creating a safe reporting environment.

- **Follow-up and Support:** After reporting, personnel will receive appropriate follow-up and support. This may involve additional guidance, counseling services, or any necessary measures to address the impact of the reporting process.
- **AEHDA Commitment:** EmpAEHDA is placed on the organizational commitment to maintaining a safe reporting environment. Personnel are reminded that reporting SEA allegations aligns with the values of AEHDA and contributes to a culture of accountability and protection.

Our comprehensive Mechanisms for Reporting SEA Allegations ensure that reporting procedures are tailored to the needs of different stakeholders, empAEHDAizing a culture of accountability and responsiveness within AEHDA.

8. Internal Complaints and Feedback Mechanism

Establishing a robust Internal Complaints and Feedback Mechanism is pivotal in maintaining transparency, addressing concerns, and fostering a culture of continuous improvement within AEHDA.

8.1 Establishment and Structure:

AEHDA established a SEA Redress Committee High (SEARCH), headed by the Director General (DG) that receives reports as well redress the cases. Moreover, each manager at any level is responsible for receiving such reports and forwarding them to SARCH. It is of high importance to maintain confidentiality as far as possible and it is in the favor and benefit of the victim/survivor and even complaints can be made anonymously.

Procedures:

- **Submission Channels:** Clear and accessible channels, such as designated emails are provided for personnel to submit complaints.
- **SEARCH Responsibilities:** SEARCH is tasked with promptly acknowledging received complaints no later than 12 hours and initial consideration of the case by SEARCH no later than 36 hours,
- **Proper impartial investigation:** SEARCH will assign a team to investigate the case in proper impartial manner. Ideally the investigation report should be available within 72 hours, but if it is delayed, the delay must be well justified.
- **Just decision:** To the best of its efforts and judgment, AEHDA will take swift decision on the case and will execute it, which could be summary dismissal of the violator. Some cases could be referred to Government for criminal prosecution

Sexual Exploitation and Abuse Redress Committee High “SEARCH” Current Members

S.N	Name	Position	Contact No	Email Address
1	Mr. Mohammad Bashir Wasil	Director General	+93786215856	mbwasil@gmail.com
2	Mr. Habibullah Wardak	Deputy Director	+93789881900	wardak.habib@gmail.com
3	Mr. Matiullah Naveed	Resource Mobilization Manager	+93779772523	AEHDA.rmdep@gmail.com
4	Mr. Mohammad Qasim Wardak	Sponsorships Program Manager & PSEA Focal Point	+93777771665	AEHDA.orphan@gmail.com

8.2 Accessibility for All Personnel:

Accessibility is a key focus, ensuring that all personnel, regardless of their position or role, can easily access the Internal Complaints and Feedback Mechanism. Communication channels are widely disseminated, and efforts are made to simplify the reporting process to encourage broad participation. Personnel receive information and training on how to utilize the mechanism, promoting a culture of active participation.

8.3 Confidentiality Measures:

Confidentiality is prioritized to create a safe space for personnel to voice their concerns without fear of reprisal. Rigorous measures are in place to safeguard the identity of complainants and the sensitive information shared during the complaint process.

Procedures:

- **Anonymous Reporting:** Personnel have the option to submit anonymous complaints, ensuring confidentiality and encouraging open communication.
- **Limited Access:** Access to complaint details is restricted to the designated committee or officer overseeing the mechanism to maintain confidentiality.

The Internal Complaints and Feedback Mechanism exemplifies the AEHDA's commitment to addressing concerns promptly, impartially, and with utmost confidentiality, fostering a culture of accountability and continuous improvement.

9. Referral to Support Services

Establishing effective mechanisms for the referral of individuals affected by Sexual Exploitation and Abuse (SEA) to support services is crucial for their well-being and recovery. The following outlines the procedures and considerations in place for seamless referrals.

9.1 Local Support Services:

AEHDA actively identifies and collaborates with local support services that specialize in addressing the needs of SEA survivors if needed. These services encompass medical, psychological, legal, and other support systems. The goal is to ensure that survivors have access to comprehensive and locally relevant assistance tailored to their specific needs.

9.2 Needs and Consent Considerations:

Referrals to support services are guided by a thorough consideration of the individual's needs and consent. The organization prioritizes the autonomy of survivors, ensuring that they are informed about available support options and empowered to make decisions aligned with their well-being. Consent is sought and respected at every stage of the referral process.

9.3 Contribution to PSEA Networks and GBV Systems:

In addition to direct support services, AEHDA actively will contribute to Protection from Sexual Exploitation and Abuse (PSEA) networks and Gender-Based Violence (GBV) systems. This involvement may include participation in inter-agency collaborations, sharing best practices, and contributing to the development of comprehensive referral pathways at an industry level.

By prioritizing referrals to support services, AEHDA aims to foster a supportive environment for survivors, ensuring that they receive the care and assistance needed to navigate the aftermath of SEA incidents.

10. Investigation of SEA Allegations

Ensuring a thorough and objective investigation process is vital in addressing Sexual Exploitation and Abuse (SEA) allegations. AEHDA is committed to conducting fair and comprehensive investigations to uphold accountability and maintain the integrity of its programs and personnel.

10.1 In-House Investigation Process:

The in-house investigation process is systematically designed to address SEA allegations promptly and impartially. SEA Redress Committee High (SEARCH), lead the investigation. The process involves interviewing relevant parties, collecting evidence, and assessing the credibility of the allegations. Throughout, AEHDA maintains a commitment to confidentiality and ensures that both the complainant and the accused are treated fairly.

Procedures:

- **Impartial Investigators:** SEARCH, devoid of conflicts of interest, are assigned to conduct in-house investigations.
- **Interview Protocols:** Standardized protocols govern the interviews of all involved parties to ensure consistency and fairness.
- **Confidentiality Measures:** The investigation process prioritizes the confidentiality of all parties involved, protecting sensitive information.

10.2 Referral System for External Investigations:

In cases where in-house capacity is insufficient or a conflict is perceived, our organization places empAEHDAis on the development of a referral system for external investigations. This approach involves potential collaboration with reputable external entities, ensuring a focused and tailored response when the need arises. The objective is to maintain transparency and accountability while adapting to specific circumstances requiring external expertise.

10.3 Documentation and Evidence Collection:

The documentation and evidence collection process is meticulous to substantiate investigations and support accountability. This involves maintaining detailed records of interviews, collecting physical and digital evidence, and adhering to legal and ethical standards throughout the process.

The Investigation of SEA Allegations is conducted with the utmost dedication to fairness, confidentiality, and accountability. AEHDA continually reviews and refines its investigative procedures to align with best practices and international standards.

11. Review of SEA Allegations

A comprehensive and transparent process for reviewing Sexual Exploitation and Abuse (SEA) allegations is integral to upholding accountability and maintaining AEHDA's commitment to a safe and respectful environment. The following outlines the procedures and considerations involved in the review process.

11.1 Written Process for Review:

The review of Sexual Exploitation and Abuse (SEA) allegations is governed by a meticulous and standardized written process, ensuring transparency, consistency, and thorough examination. This process delineates the steps involved in reviewing investigation outcomes and taking corrective actions as needed.

Procedures:

- **Initial Documentation Review:** The process commences with a comprehensive review of all documentation related to the SEA allegations, including investigation reports, witness statements, and any relevant evidence.
- **Establishment of Review Criteria:** Clear and specific criteria are established to assess the outcomes of investigations. These criteria encompass the severity of the alleged misconduct, the credibility of evidence, and the adherence to ethical and legal standards.

The following are the established criteria:

- **Severity of Alleged Misconduct:** The severity of the alleged misconduct is a key criterion, considering the nature and impact of the actions in question. This includes an evaluation of the harm caused to individuals and the broader community.
- **Credibility of Evidence:** The credibility of evidence is critically assessed to determine its reliability and relevance to the investigation. Factors such as witness statements, documentary evidence, and corroborating information contribute to this evaluation.
- **Adherence to Ethical Standards:** Adherence to ethical standards is a crucial criterion, ensuring that the investigation process upholds principles of

integrity, fairness, and respect for the rights and well-being of all parties involved.

- **Adherence to Legal Standards:** Compliance with legal standards is rigorously examined, confirming that the investigation aligns with local and international laws. This includes adherence to due process, protection of rights, and compliance with relevant legal frameworks.
 - **Consistency with Organizational Policies:** The investigation outcomes are evaluated for consistency with AEHDA policies and procedures. Any deviations or discrepancies are carefully considered in determining the appropriateness of corrective actions.
 - **Impact on Organizational Culture:** The impact of the alleged misconduct on the organizational culture is assessed. This includes consideration of the potential influence on the workplace environment, morale, and overall adherence to the AEHDA's values.
 - **Preventive Measures:** The extent to which corrective actions contribute to preventing future incidents is considered. Proactive measures, such as additional training, policy revisions, or enhanced monitoring, are evaluated for their effectiveness.
- **Constitution of Review Panel:** A designated review panel, consisting of qualified individuals with expertise in relevant areas such as legal, human resources, and ethics, is formed. The panel is carefully selected to ensure objectivity and impartiality.
 - **Objective Evaluation:** The review panel objectively evaluates the investigation reports, considering the established criteria. Each case is examined with sensitivity, recognizing the importance of a fair and thorough assessment.
 - **Determining Corrective Actions:** Based on the evaluation, the review panel determines the appropriateness of corrective actions. These actions may include disciplinary measures, policy revisions, or additional training to prevent future incidents.
 - **Communication of Outcomes:** The outcomes of the review process, including any corrective actions taken, are communicated to relevant stakeholders. Transparent communication ensures that the organization remains accountable to its personnel and community.

11.2 Involvement of Key Stakeholders:

Key stakeholders, including representatives from relevant departments, legal experts, and, when appropriate, external entities, are actively involved in the review process. Their

diverse perspectives contribute to a comprehensive assessment of the allegations, fostering fairness and accountability.

Procedures:

- **Multidisciplinary Approach:** Involvement of stakeholders from different disciplines ensures a holistic review, considering legal, ethical, and organizational implications.
- **External Expertise:** In complex cases, external experts may be consulted to provide an unbiased perspective, contributing to the credibility of the review process.

11.3 Transparency and Accountability:

Transparency and accountability are core principles guiding the review of SEA allegations. AEHDA is committed to providing clear communication regarding the review process, outcomes, and any corrective actions taken. This transparency ensures that stakeholders are informed and trust in the integrity of AEHDA’s response.

Procedures:

- **Communication Protocols:** Transparent communication channels are established to provide timely updates to stakeholders throughout the review process.
- **Accountability Measures:** AEHDA implements accountability measures based on the outcomes of the review, ensuring that corrective actions are taken when necessary, and lessons learned are applied for continuous improvement.

The Review of SEA Allegations is conducted with a commitment to fairness, transparency, and continuous enhancement of AEHDA practices. By involving key stakeholders and adhering to a standardized process, AEHDA aims to demonstrate accountability and maintain the trust of its community.

12. Corrective Actions

Implementing effective corrective actions in response to Sexual Exploitation and Abuse (SEA) allegations is paramount for maintaining organizational integrity and fostering a safe environment. The following outlines the procedures and considerations guiding AEHDA's approach to corrective actions.

12.1 Procedures for Taking Corrective Action:

Clear and decisive procedures govern the process of taking corrective actions in response to SEA allegations. These procedures ensure a systematic and fair approach, emphasizing accountability and a commitment to preventing future incidents. The steps involved include:

- **Assessment of Investigation Outcomes:** The findings of the investigation are thoroughly assessed, considering established criteria and the severity of the alleged misconduct.
- **Development of Action Plans:** Based on the assessment, tailored action plans are developed. These plans outline specific measures to address the identified issues, prevent recurrence, and promote a culture of respect and safety.
- **Implementation of Corrective Measures:** AEHDA diligently implements the identified corrective measures, which may include disciplinary actions, policy revisions, additional training programs, or other interventions.
- **Monitoring and Evaluation:** Ongoing monitoring and evaluation mechanisms are established to track the effectiveness of corrective actions. Regular assessments ensure that AEHDA remains proactive in addressing any emerging challenges.

13. Conclusion

The conclusion of the PSEA Policy underscores the AEHDA's unwavering commitment to ethical principles, continuous improvement, and the creation of a secure environment for all stakeholders.

13.1 Commitment to PSEA Principles:

AEHDA reaffirms its steadfast commitment to PSEA principles, emphasizing a zero-tolerance approach to Sexual Exploitation and Abuse. This commitment is reflected in:

- **Adherence to International Standards:** The organization aligns its practices with international standards and principles, ensuring that its PSEA policies and procedures are in harmony with guidelines set forth by relevant bodies, including the United Nations.
- **Promotion of a Culture of Respect:** A culture of respect and accountability is actively promoted throughout AEHDA. Personnel at all levels are expected to embody these principles in their interactions, fostering an environment free from harassment and exploitation.
- **Collaboration with Stakeholders:** The commitment extends to collaborative efforts with stakeholders, including communities, partners, and support services. These partnerships strengthen the collective resolve to combat SEA and contribute to a safer operating environment.

13.2 Continuous Improvement:

AEHDA embraces a commitment to continuous improvement in its PSEA practices, recognizing that vigilance and adaptability are key to addressing emerging challenges. This commitment involves:

- **Regular Policy Review:** PSEA policies and procedures are subject to regular review, ensuring they remain responsive to evolving needs, best practices, and emerging threats.

- **Ongoing Training Programs:** Personnel engage in continuous training programs to enhance their understanding of PSEA principles, reinforcing the importance of vigilance, prompt reporting, and collective responsibility.
- **Feedback Mechanisms:** AEHDA actively seeks feedback from personnel, beneficiaries, and stakeholders, valuing their insights as crucial components in the ongoing refinement of PSEA practices.

In conclusion, AEHDA's commitment to PSEA principles and continuous improvement signifies its dedication to creating an environment that upholds the highest ethical standards and prioritizes the safety and well-being of all individuals involved in its operations.

REFERENCE CHECK TEMPLATE

Date:	
Applicant Name	
Position Applied for:	
Referee's Name:	
Referee's Title	

Reference check conducted by:	
-------------------------------	--

NO.	General questions	
1	How Long have you known the Candidate and in what capacity, Supervisor, Colleague etc.?	
2	What were the dates of Candidate's employment?	From To
3	What was the job title of the Candidate with your organization?	
4	What is/was the Candidate's reason for leaving?	
5	How was Candidate's attendance? Is Candidate punctual to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Is the Candidate a dependable person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	How did the candidate get along with others?	
8	How would you describe the candidate's overall work performance?	
9	What would you say are the candidate's strengths?	
10	What would you say are the candidate's development areas (e.g., Weaknesses)?	
11	What was the level of contact of the Candidate with children while working with you and was there a time that he/she ignored or violated child protection policy?	
12	AEHDA the Candidate ever been subject to disciplinary actions or investigations related to sexual exploitation and abuse while working with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes so please provide details:

13	AEHDA the Candidate ever been involved in any form of misconduct, fraud, corruption, money laundering, or other unethical activities in their professional capacity?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes so please provide details:
14	AEHDA the Candidate violated organization other policies while working with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes so please provide details:

In closing	
Would you re-employ the applicant? Why/why not?	
Do you have any final comments?	
Thank you for taking the time to provide feedback.	

I confirm that the details I have provided are accurate to best of my knowledge.

Sign: _____ Date: _____	Please affix employer's official stamp in space below:
--------------------------------	--

SELF-DECLARATION FORM: MISCONDUCT DISCLOSURE

Applicant **Employee** **Unescorted Contractor/Volunteer** **Promotion**

I affirm that all information provided in this form is accurate, complete, and in good faith to the best of my knowledge. I understand that providing false or fraudulent information may result in disqualification from consideration for employment and, if employed, may lead to termination if discovered later.

1. Sexual Abuse in Institutions:

Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? **Yes** **No**

2. Criminal Conviction for Sexual Activity:

Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? **Yes** **No**

3. Civil or Administrative Adjudication for Sexual Misconduct:

Have you ever been civilly or administratively adjudicated to have engaged in sexual activity, sexual abuse, or sexual harassment? **Yes** **No**

4. Misconduct, Fraud, Corruption, Money Laundering, etc.:

Have you ever been involved in any form of misconduct, fraud, corruption, money laundering, or other unethical activities? **Yes** **No**

By signing below, I acknowledge my ongoing duty to disclose any changes in the information provided. I understand that any material omissions or provision of false information regarding such misconduct may be grounds for termination.

Full Printed Name: _____

Signature: _____

Date: _____

Appendix C

ACKNOWLEDGMENT OF PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY

I, _____, employed by Afghanistan Educational & Health Development Aids Organization (AEHDA), hereby acknowledge that I have received, read, and understand AEHDA's Protection from Sexual Exploitation and Abuse (PSEA) Policy.

By signing this acknowledgment, I confirm my commitment to abide by the principles outlined in the PSEA Policy, including but not limited to:

- Recognizing and reporting any instances of sexual exploitation and abuse.
- Adhering to AEHDA's standards and procedures for preventing and responding to sexual exploitation and abuse.
- Cooperating fully with any investigations related to allegations of sexual exploitation and abuse.

- Contributing to the creation of a safe and respectful environment for all individuals involved in AEHDA’s programs.

I understand that any violation of the PSEA Policy may result in disciplinary action, including termination of employment.

Employee/Staff Full Name: _____

Position/Title: _____

Date: _____

Signature: _____

Witness (AEHDA Representative): _____

Date: _____

***Revised by: Policy Review Committee
Reviewed and Approved by: Board of Trustee***