

Advocacy Center
for **Democratic Culture**



**POLITIKA ZAŠTITE
OD SEKSUALNE
EKSPLOATACIJE,
ZLOSTAVLJANJA I
UZNEMIRAVANJA**

**POLICY ON THE
PROTECTION
FROM SEXUAL
EXPLOITATION,
ABUSE AND
HARASSMENT**

**POLITIKA PËR
MBROJTJEN NGA
SHFRYTËZIMI,
ABUZIMI DHE
NGACMIMI
SEKSUAL**



CikaJovina 3, North City Center, North Mitrovica
+381 (0) 64 1177871, +383 (0) 44 539 852
www.acdc-kosovo.org; office@acdc-kosovo.org

Policy on the protection from Sexual Exploitation, Abuse and Harassment (SEAH)

This policy must be applied to all members and persons engaged through contracts with ACDC, and applies to contracts concluded during regular working hours as well as part-time and full-time contracts. The policy sets out ACDC's approach to the prevention and resolution of sexual harassment and sexual exploitation and abuse, which applies to any type of harassment during the performance of work duties, specifically including:

- The obligation to prevent sexual harassment and sexual exploitation and abuse during the performance of work tasks and effectively undertake activities aimed at preventing problems when they arise;
- Principles on which decision-making and actions will be based;
- Expectations from all who represent and work on behalf of the Advocacy Center for Democratic Culture - ACDC.

The Advocacy Center for Democratic Culture has a zero-tolerance policy toward sexual harassment, exploitation, and abuse. All people employed at ACDC have the right to perform their work tasks and stay in their workspace free from sexual violence and any abuse of power regardless of age, gender, sexuality, sexual orientation, disability, religion, or ethnic origin. With this policy, our task is to recognize whether there is an unequal power dynamic in the organization and whether we face the risk that some people use their positional power for personal gain. Advocacy Center for Democratic Culture - ACDC will not tolerate any of its employees, volunteers, associates, partners, or any other business-related representative who engages in any form of sexual harassment, sexual exploitation, or sexual abuse.

Through this business policy, ACDC is committed to providing support to victims of violence/abuse, improving protective capacities, reporting, investigating, responding to, and preventing sexual harassment and sexual exploitation and abuse in the workplace.

For the purposes of this Policy, the following terms are defined as follows:

Members of the NGO ACDC and related staff: Under the terms of this Policy, the term "Members of the NGO ACDC and related staff" refers to all members of the organization Advocacy Center for Democratic Culture. The term also includes board members, volunteers, interns, international and local associates, and related staff. It includes temporary employees and regular ACDC members and individuals who have entered into partnership, subcontract, or subcontractor agreements with ACDC.

Sexual harassment: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, verbal or physical behavior or gesture of a sexual nature, or



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any other behavior of a sexual nature that can reasonably be expected or considered to cause offense or humiliation to another. It is considered as sexual harassment when such conduct interferes with work, is made a condition for employment, or creates an intimidating, hostile, or abusive work environment. While typically involving a pattern of behavior, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Men and women can be either victims or perpetrators.

Sexual exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including but not limited to monetary, social, or political gain from sexually exploiting another.

Sexual abuse: Actual or threatened physical intrusion of a sexual nature, either by force or under unequal or coercive force conditions.

Suspected misconduct: A concern raised through any reporting method. This is suspected assesses at the initial case by the Board of Directors.

Allegation of inappropriate conduct: If at the stage of the case conference/council of interested parties there is a decision in the investigation of suspected misconduct, it is treated as an "allegation of misconduct".

Victim: A person who is alleged to have been the subject of sexual harassment, abuse, or exploitation.

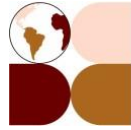
Complainant: The person making the complaint (this may or may not be the victim).

The subject of Complaint / Subject of Concern: Person against whom an allegation, complaint, or concern has been raised.

The outcome of the investigation: After investigating the allegations and reviewing the investigation report, the resulting recommendations are called the "outcome investigations".

Self-evaluation questionnaire on Sexual Exploitation, Abuse and Harassment (SEAH)

Question: how would you rate the level of compliance of your organization about the following elements:	Excellent	Very Good	Good	Fair	Poor	N/A	Comments
Ethics and professional conduct standards							
1. The organization has SEAH Policy and procedures in place.							
2. The SEAH Policy and procedures contain details of provisions on investigation and disciplinary measures for breaches according to the applicable law, including management decisions and investigations.							
Survivor-centered approach							
3. The organization has a focal point dedicated to SEAH.							
Organizational reporting structures							
4. The SEAH Policy and procedures define that it is the responsibility of all staff to report SEAH incidents to the focal point. The focal point follows specific organizational standards and procedures to involve the senior management and executive boards.							
5. The organization's reporting mechanisms are simple, clear, easily accessible, contextually appropriate, and disseminated to staff, partners, beneficiaries, etc.							
Question: how would you rate the level of compliance of your organization about the following elements:	Excellent	Very Good	Good	Fair	Poor	N/A	Comments
Accountability and transparency							



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6. The organization has robust recruitment screening processes and employment practices that address and manage the risk of SEAH and that provide reasonable assurance that SEAH precautions have been taken, such as requesting applicants' recent criminal records, vetting checks, and referencing procedures.							
7. The organization has accountable standard operating procedures for addressing SEAH allegations and reports, restricting information-sharing to a need-to-know basis, and documenting each complaint/incident and related follow-up actions such as investigation and remedial actions.							
Training and awareness raising							
8. The organization has mandatory SEAH training in place allowing all staff members to benefit from this training.							
9. Periodic reminders (training refreshers, emails, annual reports, etc) are sent to all members of the staff about SEAH and ethics rules identified, implemented, and, monitored.							