



**Prevention of Sexual Exploitation  
and Abuse (PSEA) Policy  
ECLOF, Myanmar**

**Published in 2023 May**

# ECLOF, Myanmar Prevention of Sexual Exploitation and Abuse (PSEA) Policy

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## **1. Purpose**

The purpose of this policy is to protect aid beneficiaries and the communities that ECLOF Myanmar serves from sexual exploitation and abuse by all participants in ECLOF, Myanmar 's programme.

ECLOF, Myanmar is committed to preventing all forms of sexual abuse and exploitation (SEA). This policy seeks to ensure that all participants in ECLOF, Myanmar 's programs are not exposed to any threat or conduct involving sexual exploitation or abuse.

## **2. Definitions**

We have adopted the following definitions from the UN for our policy:

### **2.1 Sexual abuse**

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

### **2.2 Sexual exploitation**

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

## **3. PSEA Policy Statement**

We believe in creating and maintaining safe environments for children and adults and protecting beneficiaries and communities from sexual exploitation and

abuse. We will not tolerate any breach of this Policy. Our staff and staff acting as part of ECLOF Myanmar's network should neither support nor take part in any form of illegal, exploitative or abusive activities in their personal or work life. We will take all possible steps to prevent harm from the misuse of power, sexual exploitation and abuse. We will make sure that our staff and associated personnel know how to report sexual exploitation and abuse under this Policy. Our response to sexual exploitation and abuse will include support for those that make a report and the victims / survivors of abuse and exploitation.

#### **4. Scope of the PSEA policy**

This policy applies to all EM staff members, consultants, independent contractors, agents and volunteers (including boards and assembly members), visitors who work on or visit EM and other individuals acting as representatives of EM and EM subrecipient programs.

EM takes all concerns and complaints seriously and will initiate a comprehensive investigation of complaints that are in violation of this policy and take disciplinary and possibly legal action as warranted.

#### **5. Core Principles**

EM Workers and Visitors are prohibited from engaging in any form of sexual exploitation or abuse of a person participating in a EM or EM subrecipient program. Never engage in sexual relationships with program beneficiaries, as these relationships are based on inherently unequal power dynamics. These are the rules they must comply with:

5.1) Sexual exploitation and all forms of abuse by workers providing financial services, humanitarian and other assistance constitute acts of gross misconduct and are therefore grounds for termination of employment.

5.2) Sexual activity with children (persons under the age of 18 years) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense.

5.3) Exchange of money, employment, goods, services or any type of assistance for sexual favors is prohibited.

5.4) Sexual relationships between ECLOF Myanmar staff and beneficiaries are prohibited since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work and financial services.

5.5) Where a ECLOF Myanmar staff member develops concerns or suspicions with regard to possible sexual exploitation or sexual abuse by a fellow worker, whether the individual works for ECLOF Myanmar or for another agency, he or she must report such concerns via established reporting channels.

5.6) All ECLOF Myanmar staff are obliged to create and maintain an environment that prevents sexual exploitation and all forms of abuse. Managers at all levels have particular responsibility to support and develop systems, which maintain this environment.

The principles set forth in this policy apply strictly to all staff and those working as part of ECLOF Myanmar network both during and outside of office hours.

## **6. Breaches of the PSEA policy**

Failure to follow the above principles or failing to meet the requirements of this policy by staff, may be grounds for termination of employment and / or partnership (network) contracts, disciplinary action and / or legal action.

## 7. Prevention

ECLOF Myanmar will:

- 7.1 Ensure all staff understand their responsibilities within this policy
- 7.2 Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with ECLOF Myanmar. This includes the way in which information about individuals in our programmes is gathered and communicated.
- 7.3 Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- 7.4 Ensure staff receive training on safeguarding. ECLOF, Myanmar's responsibility to ensure that all staff, associates and partners are aware and fully compliant with the PSEA policy. In order to take the steps to prevent any forms of sexual exploitation or abuse, ECLOF Myanmar will ensure that:
  - a. Training is provided for all staff who has a specific responsibility for implementing this Policy and associated Procedure or who may be involved in dealing with complaints, which arise.
  - b. Awareness raising training is provided to all staff, associates, and partners on PSEA. The training will equip staff, associates, and partners to develop awareness as well as an understanding of when and how to report any concerns.

- c. Proactive steps are taken to communicate the zero-tolerance message.
- d. All staff is informed of and trained in the policy and procedure.

7.5 All staff is aware of the definitions under this policy.

7.6 All staff is aware of reporting procedures.

7.7 All staff has signed and acknowledged that they have read and understood the policy.

7.8 Follow up on reports of safeguarding concerns promptly and according to a process.

7.9 Declaration of Adherence

I understand that I can significantly contribute to risk mitigation and prevention of sexual violence by translating this PSEA into actions in my work. I understand that I must uphold our collective commitments to colleagues, partners and the communities we serve by adhering to the standards of behavior outlined in the PSEA.

I, undersigned, \_\_\_\_\_, hereby declare that I have read, understood, and will comply with this PSEA. I understand that breach of any provision of the Policy may result in disciplinary action, including termination of the contract.

SIGNATURE:

DATE

**8. Reporting procedures**

Disciplinary Action any violation of these standards will be considered as serious misconduct. Any proven false accusations of SEA that are made maliciously can be deemed to constitute a violation of this Policy. SEA concerns and complaints

will be investigated and will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges, as outlined in the Employee Handbook.

Staffs and Visitors are required to report suspicions or allegations of SEA, or noncompliance with this policy, within the first 24 hours by alerting the General Secretary and Compliance Officer or Prevention of Sexual Exploitation and Abuse Policy 5 of 9 by submitting a report to the **Reporting System**. Workers and Visitors should also report any historic SEA allegations from any EM program.

All SEA reports should include the following:

- Who committed the alleged wrong doing?
- Do you know if anyone else was involved?
- What has happened?

Describe in detail what you know or suspect of a SEA incident.

- Were there any witnesses?

## 9. Policy Review

ECLOF, Myanmar agrees to review this policy and the entire PSEA Framework every two years, as a minimum. It is the responsibility of the Chief of Governance and Operations to complete this review, in collaboration with any key stakeholders or external third-party providers.

Effective Date : May 2023

Next Review Date: May 2025

Signed By



May Aye Shwe ( General Secretary)