



Policy

Protection from Sexual Exploitation and Abuse (PSEA) and Code of Conduct

Version	Adopted	Next review	Approved by
1.0	28 September 2026	September 2027	The President

1 Purpose

Evan Humanitarian Organization (EVAN) exists to protect the dignity of the people it serves. Sexual exploitation and abuse by anyone working on our behalf is a grave breach of that trust and will not be tolerated. This policy sets out the conduct we require, how concerns are reported, and how we respond.

2 Scope

This policy applies to:

- members of the Executive Office;
- all staff, whether full-time, part-time or temporary;
- volunteers, interns and consultants;
- contractors, suppliers and partner organizations carrying out work that EVAN funds or directs, and their personnel.

It applies at all times, during and outside working hours, including in private life, wherever the person is.

3 Definitions

Sexual exploitation

Any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including profiting monetarily, socially or politically from the sexual exploitation of another.

Sexual abuse

The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Child

Any person under the age of 18, regardless of the local age of majority or consent.

Survivor

A person who has experienced sexual exploitation or abuse.

4 Standards of conduct

In line with the six core principles of the Inter-Agency Standing Committee (IASC, 2019), everyone covered by this policy must:

1. Never commit sexual exploitation or abuse. It is gross misconduct and grounds for dismissal.
2. Never engage in sexual activity with a child, whatever the local age of consent. Mistaken belief about a child's age is not a defence.
3. Never exchange money, employment, goods, services or assistance, including assistance people are entitled to, for sex, sexual favours or any other humiliating, degrading or exploitative behaviour.
4. Never enter into a sexual relationship with a person receiving EVAN's assistance.
5. Report any concern or suspicion of sexual exploitation or abuse by anyone, inside or outside EVAN, through the channels in section 5.
6. Help create and maintain an environment that prevents sexual exploitation and abuse. Managers at every level carry a particular responsibility for this.

EVAN also requires everyone covered by this policy to:

- treat every person with respect, and never use their position to ask for anything in return;
- never access, create or share sexually exploitative material, including on EVAN's devices or accounts;
- never photograph or record people receiving assistance without their informed consent, and never photograph children in a way that could identify or endanger them.

5 Reporting a concern

Anyone, whether a member of the community, a partner or a member of staff, can report a concern:

- by email to complaints@evanhu.org;
- by telephone on +249 92 564 1655;
- in person, to any member of the Executive Office or to the PSEA focal point.

Reports can be made anonymously. Staff, volunteers and partners who know of or suspect sexual exploitation or abuse must report it within 24 hours, and must not investigate it themselves.

6 How EVAN responds

- Every report is acknowledged within three working days, where the person reporting can be contacted.
- The survivor's safety, wishes and wellbeing come first. With their consent, EVAN refers them to available medical, psychosocial, legal and protection services.
- Reports are handled in confidence and shared only with those who need to know in order to act. Records are stored securely.
- Allegations are assessed and investigated promptly by people trained to do so and independent of the team concerned. Where EVAN lacks that capacity, it seeks support from a qualified external body.
- The subject of an allegation may be suspended while it is investigated. Suspension is not a finding of guilt.
- Where a crime may have been committed, EVAN refers the matter to the competent authorities, taking into account the survivor's safety and wishes and the law.
- EVAN informs donors and partners of allegations as their agreements require, without identifying survivors.

7 Protection from retaliation

No one who reports a concern in good faith will face retaliation. Retaliation against a person reporting, a survivor or a witness is itself misconduct. So is knowingly making a false report in bad faith.

8 Prevention

- Safe recruitment: references and, where the law allows, checks for previous misconduct are completed before appointment. Job descriptions and contracts include PSEA obligations.
- Every member of staff and every volunteer signs this code of conduct and completes PSEA training before starting work, with refresher training at least once a year.
- Communities are told, in languages and formats they understand, that assistance is free, what conduct they are entitled to expect, and how to report.
- Partner agreements include PSEA obligations and a duty to report.

9 Responsibilities

- The President holds overall responsibility for this policy and its implementation.
- The Executive Office designates a PSEA focal point and an alternate, at least one of whom is a woman, and makes their contact details known to staff and communities.
- Managers make sure their teams are trained and that concerns are reported.
- Everyone covered by this policy is responsible for their own conduct and for reporting concerns.

10 Consequences of a breach

A breach of this policy by staff or volunteers leads to disciplinary action, up to and including dismissal. For contractors, consultants and partners, it is grounds for ending the agreement. EVAN will not knowingly re-engage anyone dismissed for sexual exploitation or abuse.

11 Review

This policy is reviewed at least once a year, and after any case that reveals a gap in it.

Based on the IASC Six Core Principles Relating to Sexual Exploitation and Abuse (2019) and the UN Secretary-General's Bulletin ST/SGB/2003/13.

Adopted by the President of Evan Humanitarian Organization under the powers granted to her by the organization's constitution.



Dr Sarra Awad Ahmad Elmekki

President

Date: 28 September 2026