

Steps to prevent **sexual harassment, exploitation, and abuse**

01.

DEVELOP A PSEA POLICY



Look at examples from other countries and speak to experts while creating a sexual harassment, exploitation, and abuse (PSEA) policy. Ensure leadership buy-in and institutional commitment to the policy.

02.

ASSESS AND MITIGATE THE RISKS



Reflect on decision-making and power dynamics to ensure there is space for meaningful conversations about gender, sexuality, and power relations that are both inclusive and respectful.

03.

RECRUIT AND TRAIN



All employees, volunteers, and contractors should understand the PSEA Policy and the consequences of violating it. Everyone should participate in training as part of the policy roll out and supplemental training as needed. Performance reviews should consider conduct in relation to this policy.

04.

COORDINATE AND COLLABORATE



Implementation of the policy should be centralized to a PSEA Focal Point within your organization. In addition to sharing your policy and other resources, encourage partners to develop their own policies. Review the policy regularly to ensure it is up to date and creating a safe, inclusive and respectful environment.



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01.

DEVELOP A PSEA POLICY



- See what other organizations and countries are doing.
- Identify your legal responsibilities and what help is already out there.
- Consult with experts and women's organizations.
- Create a vision statement, which shares your principles and values.
- Make your documents and resources easy to understand and accessible.
- Obtain a firm commitment from your organization's leadership and support from all levels of your organization.

02.

ASSESS AND MITIGATE THE RISKS



- Think about who makes the decisions in your organization and who might be left out.
- Reflect on the interactions of different people or groups of people and who has power in these situations.
- Incorporate mechanisms and processes into your policy implementation that ensure these power dynamics don't prevent staff from speaking out on specific practices or behaviors.
- Speak up about issues that make you feel intimidated, unsafe or uncomfortable.
- Have meaningful conversations about how organizational staff and members understand gender and sexuality differently.
- Work together to develop a strategy to promote gender equality and a safer, more inclusive and respectful work environment.

03.

RECRUIT AND TRAIN



- Conduct background checks when you hire new employees.
- Make sure that all employees, volunteers and contractors understand and sign the PSEA policy.
- Get everyone on the same page - roll out training so that everyone understands how they should behave and interact in the workplace.
- Provide additional training when it is needed e.g. anti-discrimination, cultural sensitivity and intercultural communication.
- Keep track of who has been trained and when, so that you can plan for refresher training.
- Check that staff and volunteers are following the policy when you review their work performance.
- Make sure that everyone understands the consequences of violating the policy.

04.

COORDINATE AND COLLABORATE



- Assign a person in your organization (a PSEA Focal Point) who can respond to complaints and coordinate the implementation of the policy.
- Work together with gender specialists, partners and members to carry out the policy.
- Display the policy and other resources on your website and share widely on social media, so that everyone is aware of their rights and responsibilities.
- Support partners to develop their own PSEA policies and encourage them to share their knowledge and resources with each other.
- Review the policy regularly to see if it is up to date and working for everyone.
- Keep checking in with your staff, volunteers and contractors to see if they feel included, respected and safe.
- Look beyond your policy - help others understand how they can contribute to a safer, more inclusive and equitable society.