

THE OBJECTIVE OF THE POLICY OF SEXUAL EXPLOITATION AND ABUSE (PSEA)

The main objective of PSEA is to protect all employees (of both sexes), consultants, volunteers and visitors of the Center from any form of sexual exploitation and abuse (SEA). This policy is applied to all regardless of their sex, age, NDC's offices, whether in Gaza or the West Bank. It also provides a safe environment to all those working at NDC.

DEFINITIONS:

UN Secretary General's Bulletin on Protection from Sexual Exploitation and Abuse PSEA (General Assembly resolution 57/306 of 15 April 2003) defines sexual exploitation and abuse as:	
Sexual exploitation:	'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' 1
Sexual abuse:	'The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions' 2
In 2019, the International Labor Organization issued the Violence and Harassment Convention in the World of Work No. 190 which included the following definitions of violence and harassment, and gender based violence and harassment, as stated in article 1	
Violence and harassment	"Violence and harassment" in the world of work refers to a range of unacceptable behaviors and practices, or threats thereof, whether a single occurrence or repeated, that aim at, result in, or are likely to result in physical, psychological, sexual or economic harm, and includes gender-based violence and harassment;3
"Gender-based violence and harassment.	"Gender-based violence and harassment" means violence and harassment directed at persons because of their sex or gender, or affecting persons of a particular sex or gender disproportionately, and includes sexual harassment.

In addition to the above mentioned definitions, NDC defines the prohibited behavior as:

Physical abuse of a sexual nature	physical abuse of a sexual nature such as rape that was defined as an act of sexual penetration committed against another person through violence, intimidation or threat.
Sexual harassment by touching the body	Performing unacceptable behaviors or practices such as a harasser touching the body of the harassed (male or female), pinching or molesting his/her sexual organs.
Psychological sexual harassment without touching the body.	Psychological sexual harassment is one of the forms of harassment that is not less revolting than by touching the body. This is done by stirring or looking in a repulsive way at the harassed, or making sex denoting sounds such as

	whispering or whistling as well as expressing words or jokes that have sexual implications.
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The Center believes that all employees, consultants, and volunteers have the right to work in an environment free from any form of sexual harassment, exploitation or abuse.

NDC COMMITMENTS

NDC exerts efforts to create and maintain a safe environment free of SEA by taking all measures of protection, prevention and response (in the event of a SEA case). The NDC is committed to:

1. Implement PSEA and abide by all of its terms.
2. Deal in a transparent, credible and objective way in all SEA issues.
3. Work with a high sense of responsibility to provide a safe workplace.
4. The Center adopts a zero tolerance attitude towards any violations to the PSEA policy and all measures are taken to prevent SEA.
5. All employees, consultants, contracted sides, service providers, and partners are informed of PSEA.
6. NDC is committed to take strict disciplinary measures against anyone who performs any sexual abuse or exploitation.

NDC'S APPROACH TO PREVENTING THE SEA:

1. Awareness: Ensure that all staff, consultants and volunteers working at or for NDC are aware of and have knowledge of all forms of SEA.
2. Demanding that all employees, consultants, and volunteers sign the PSEA when joining the Center or working with it in providing consultations or volunteering, so that PSEA becomes an integral part of any signed contract between them. In addition, everyone's background is examined before any contract signing.
3. Take punitive measures against any employee, consultant or volunteer who performs SEA whether within or outside the scope of the job.

THE RESPONSIBILITY OF THE STAFF, CONSULTANTS AND VOLUNTEERS:

1. To report any occurring or suspected SEA case immediately and with no delay.
2. Not to file false complaints for personal aims.
3. Maintain a safe environment from all forms of SEA in the work place.
4. Respect the dignity, rights and wishes of SEA survivors.

THE RESPONSIBILITY OF THE DIRECTOR OF THE CENTER:

1. The main person responsible of providing a safe SEA environment.
2. Follow up on all complaints sent to him/her or to the Human Resource Manager that deal with SEA and take all disciplinary measures against the aggressors.

3. Maintain confidentiality and respect the wishes of the SEA survivors.
4. Provide assistance to the SEA victims in accordance with their wishes and needs.

PSEA FRAMEWORK:

1. Prevention:

- 1.1. The NDC vets and examines backgrounds of all candidates for any job, consultancy, volunteering, or any kind of contractual service providers to ensure that their files are SEA free.
- 1.2. Conduct workshops to raise awareness of staff, consultants and volunteers on their personal PSEA.

2. Response:

2.1. Reporting:

Anyone has the right to file an SEA complaint. Employees, consultants or volunteers should report any SEA they face. They should also report any suspected SEA case against a beneficiary or partner. Reporting should be directly to the Center's Director or to the Human Resources Manager, while maintaining confidentiality and taking all measures to ensure the safety of the complainant or report submitter.

2.2. Investigation:

The Center forms a committee that includes the Director the Human Resource Manager, a member of the Board of Directors and a legal advisor to verify the appropriateness of the procedures if need be.

2.3. Measures:

Taking disciplinary (punishing) measures against the offenders in accordance with what is agreed upon (the bylaws.) A SEA case may lead to the termination of an employment of a staff member, the contract of a consultant or volunteer.

3. Victim assistance:

The Center assists the victim if he/she is an employee, consultant, or volunteer, by contracting a civil society organization or a specialist who counsel victims and survivors, based on their needs and positions.

1. Secretary-General's Bulletin: Special measures for protection from sexual exploitation and sexual abuse | UNHCR, Section 1, page 1

2. Eliminating Violence and Harassment in the world of Work, Convention No. 190, ARTICLE 1, PAGE 5.

3. Violence and Harassment Convention, 2019 (No. 190)