### Sexual Exploitation and Abuse (SEA)

#### ALLEGED PERPETRATOR

- Unwelcome comments, jokes, gestures or actions about the physical appearance or sexual identity of an individual or group
- Request for sexual activity to obtain a promotion or other favourable treatment
- Unwelcome advances or conduct of a sexual nature
- Attempted or actual sexual assault

#### SURVIVOR

- Deliberately malicious or false allegations may result in disciplinary action

#### OCHA RESPONSE

- Actions to address allegations:
  - Filing of a complaint/report
  - Investigation
  - Disciplinary and/or managerial action
  - Possible referral to national authorities

#### ALLEGED OFFENDER

- Referral to specialized internal or external staff, including:
  - Child protection specialist
  - Gender-based violence specialist

#### SURVIVOR

- Referral to specialized internal or external staff, including:
  - Child protection specialist
  - Gender-based violence specialist

#### AFFECTED PERSON

- Deliberately malicious or false allegations may result in disciplinary action

### Sexual Harassment

#### ALLEGED OFFENDER

- Unwelcome comments, jokes, gestures or actions about the physical appearance or sexual identity of an individual or group
- Request for sexual activity to obtain a promotion or other favourable treatment
- Unwelcome advances or conduct of a sexual nature
- Attempted or actual sexual assault

#### SURVIVOR

- Deliberately malicious or false allegations may result in disciplinary action

#### OCHA RESPONSE

- Actions to address allegations:
  - Informal resolution OR
  - Formal complaint
  - Investigation
  - Disciplinary and/or managerial action
  - Possible referral to national authorities

#### ALLEGED PERPETRATOR

- Adhere to OCHA SOPs on Sexual Misconduct
- Create and maintain an environment that prevents sexual exploitation and abuse
- Complete the Secretariat mandatory training on PSEA for all Staff or Manager version (INSPIRA)
- Report SEA when witnessed or if there is a good faith suspicion or concern, in line with the principle of mandatory reporting
- Comply with the Secretary-General’s Bulletin on Special Measures for Protection from SEA and the IASC Core Principles Relating to SEA, 2019

#### OCHA RESPONSE

- Your responsibility as OCHA staff

- Adhere to OCHA SOPs on Sexual Misconduct
- Know and adhere to the UN Policy on Prohibited Conduct (ST/SGB/2019/8) and the United to Respect Toolkit
- Complete Secretariat mandatory training on prevention of Sexual Harassment and Abuse - Working Harmoniously (INSPIRA)
- Offer your support to the affected individual, which may include formally reporting the concerns or speaking-up to the alleged offender on their behalf

#### REFER TO

- OCHA HQ: PSEA Focal Point:
  - Email: ochaspecialist@un.org
  - Office of Internal Oversight Services (OIOS):
    - T: + 1 212 963 1111 (24 hr)
    - Email: oioshotline@un.org

- OCHA Country Office PSEA Focal Point:
  - Email: ochapsea@un.org
  - Office of Internal Oversight Services (OIOS):
    - T: + 1 212 963 1111 (24 hr)
    - Email: oioshotline@un.org

- OCHA HQ: UN Conduct and Discipline Focal Points:
  - Email: smithc@un.org
  - Office of Internal Oversight Services (OIOS):
    - T: + 1 212 963 1111 (24 hr)
    - Email: oioshotline@un.org

- OCHA Staff Counsellor:
  - Email: ocha.staffcounsellor@un.org
  - Office of Internal Oversight Services (OIOS):
    - T: + 1 212 963 1111 (24 hr)
    - Email: oioshotline@un.org