

SPECIAL MEASURES FOR PROTECTION FROM SEXUAL EXPLOITATION AND SEXUAL ABUSE

WHAT YOU NEED TO KNOW

- The United Nations and its partner organisations are present in [*insert location*] to help restore peace, security and human rights. [*For development situations, change to: help promote economic development and reconstruction*].
- Staff members of the United Nations and its partner organisations are expected to uphold the highest standards of personal and professional conduct at all times. Sexual exploitation and sexual abuse of members of the local population (including refugees and other beneficiaries of assistance) by such staff will not be tolerated.
- This leaflet explains what you should know on the issue of sexual exploitation and sexual abuse, including what conduct is prohibited and what you can do if you have a complaint or allegation on this matter.

What is sexual exploitation and sexual abuse?

- Exchanging money, shelter, food or other goods for sex or sexual favours from someone in a vulnerable position is sexual exploitation.
- Threatening or forcing someone to have sex or provide sexual favours under unequal or forced conditions is sexual abuse.

What kinds of sexual conduct are prohibited?

Any acts of sexual exploitation and sexual abuse by an international or national United Nations staff member and anyone working with the following organisations [*list implementing partners and partner agencies participating in the in-country SEA prevention strategy*] is serious misconduct and may lead to disciplinary measures. Specifically:

- a) Sexual activity with anyone under the age of 18 is prohibited, regardless of consent;
- b) Purchasing sexual acts with money, employment, goods or services is prohibited;
- c) Exchanging humanitarian assistance (e.g. food rations, shelter supplies) for sexual acts is prohibited;
- d) Any forced, coercive or degrading sexual acts are prohibited;

In addition, sexual relationships between staff and beneficiaries of assistance are strongly discouraged, because of the difference in power and the potential for this to be abused

Do these rules apply to UN peacekeeping forces and civilian police?

United Nations peacekeeping forces (military members of national contingents), UN Military Observers and UN civilian police must not commit acts of sexual exploitation and sexual abuse, and have a particular duty of care towards women and children. They are expected to uphold the same standards as civilian staff members.

What should I do if I have a complaint about sexual exploitation and abuse?

- If you are a victim of sexual exploitation and abuse, or if you are aware of someone who is, contact one of the Focal Points (see below). If you know the organisation that the accused person works for, you should try to contact the Focal Point within that organisation (e.g. the Peacekeeping Focal Point if your complaint is about a UN soldier, a UNICEF Focal Point if your complaint is about a UNICEF staff member).
- If you feel at all uncomfortable taking the complaint to the relevant organisation's Focal Point, you may contact any of the Focal Points, who will ensure your complaint is dealt with in a timely and sensitive manner.
- The person you report to will ask you for your consent, and then record your complaint and ask you to sign it. They will also be able to advise or assist you with any immediate safety, security, health and legal needs, by helping you (or the victim, if different) get in touch with the right services.
- Your complaint will be kept as confidential as possible. Only those people involved in investigating your complaint, the person you are complaining about and the Headquarters of the organisation where s/he works, will be informed about your complaint.
- Your safety and security will always be taken into account when following up on a complaint.
- Following your complaint, you will be contacted by the appropriate investigation team.
- The Focal Point will also try to keep you informed of the progress and outcomes of the investigation, and to explain investigation process will work.

Can I make a complaint on behalf of another person?

- Yes. If you suspect sexual exploitation is being committed by staff of any agency or organization listed above. You are encouraged to make a report.

**REMEMBER: ACTS OF SEXUAL EXPLOITATION
AND ABUSE COMMITTED AGAINST YOU
ARE NEVER YOUR FAULT.**

**PLEASE REPORT ANY SUSPICIONS OR CONCERNS
YOU HAVE ON THESE MATTERS
TO ONE OF THE FOCAL POINT(S) LISTED IN THE ATTACHED SHEET.**

List here the in-country Focal Points and Alternates or the field-level focal points if this leaflet is to be used in a field location: