

PSEA Policy and Procedures

Field Ready strongly believes in the human dignity of each individual. We follow humanitarian principles throughout our approach to programming and in our relations with our Team Members and the people we assist. This is spelled out in the Code of Conduct for the “International Red Cross and Red Crescent Movement and NGOs in Disaster Relief” and other documents including the Convention on the Elimination of Discrimination against Women (CEDAW).

Field Ready strongly condemns and prohibits any behavior on the part of any Field Ready Contractor, Volunteer, Consultant or Board Member (“Team Members”), Executive Director or Board of Directors member which constitutes anything that infringes upon the rights and dignity of others. This includes gender-based violence (GBV), sexual harassment, sexual exploitation or sexual abuse towards any other Team Member or beneficiary of a Field Ready program or activity. Field Ready is committed to providing a work environment that is free from discrimination and harassment. Field Ready is also committed to protecting vulnerable individuals from any and all forms of abuse and exploitation, including physical, mental or sexual. This policy applies to all Team Members, the Executive Director and Board of Directors members.

Please note: The utmost care should be made so that Team Members do not place themselves in a position where one is made vulnerable to allegations of misconduct.

Field Ready prohibits any and all conduct that may reasonably be interpreted as abuse and exploitation as defined above, regardless of whether or not such conduct meets the technical legal definition of criminal abuse or exploitation.

Examples of this may include, but are not limited to: doing things of a personal nature for someone that they can do for themselves; condoning or participating in behavior that is illegal, unsafe or abusive; spending excessive time alone with vulnerable people; discriminating against any individual; and showing unfair treatment or favor to any individual over others.

Taking of images of vulnerable people (photography and video) is also strictly controlled and must be authorized by Field Ready. Furthermore, written permission is required for any distribution of a photo or video. Please refer to Field Ready’s Style and Branding Guide for further information. In preventing and responding to GBV, harassment and SEA we will focus on three mutually reinforcing objectives:

1. hold each other accountable,
2. educate and empower Team Members and,
3. improve how we operate and manage

Sexual Harassment

Sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct or communication of a sexual nature when:



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1. The submission to such sexual conduct or communication is either implicitly or explicitly made a term or condition of an individual's employment or volunteer opportunities.

Or the submission to such sexual conduct or communication is either implicitly or explicitly required for a beneficiary's initial or on-going access to the programs, services or materials supplied by Field Ready; or

2. The submission to or rejection of that sexual conduct or communication is used as a basis for employment decisions affecting the individual's employment, volunteer opportunities or education; or a beneficiary's initial or on-going access to the programs, services or materials supplied by Field Ready; or
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's employment or volunteer opportunities or a beneficiary's access to Field Ready programs, services or materials supplied by Field Ready; or
4. The conduct or communication creates an intimidating, hostile, or offensive working environment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic are not acceptable.

Sexual harassment includes harassment of women by men, of men by women, and same-sex harassment. Field Ready prohibits any and all conduct that may reasonably be interpreted as harassment as defined above, whether or not such conduct is pervasive enough or severe enough to meet the technical legal requirements of harassment.

Sexual Exploitation and Abuse (SEA)

Sexual Exploitation and Abuse occurs when a position of power is used for sexual purposes against a beneficiary or vulnerable member of the community. SEA can be defined as the act of coercing, luring or engaging a vulnerable individual in a sexual act, involvement in the sex trade, or pornography, with or without consent, in exchange for goods and services, money, drugs, shelter, food, protection or any other necessity or item of value. The following activities are prohibited when working with vulnerable communities and beneficiaries and are considered abusive when:

1. The submission to such sexual conduct or communication is either implicitly or explicitly made a term or condition of a beneficiary's initial or on-going access to the programs, services or materials supplied by Field Ready; or
2. The submission to or rejection of that sexual conduct or communication is used as a basis for a beneficiary's initial or on-going access to the programs, services or materials supplied by Field Ready; or
3. The conduct or communication has the purpose or effect of substantially interfering with a beneficiary's access to Field Ready's programs, services or materials supplied by Field Ready; or The conduct or communication creates an intimidating, hostile, or offensive working environment; or
4. The conduct is inappropriate, unprofessional and unethical for humanitarian workers as in the case of sex with commercial sex workers and prostitutes.

Field Ready is further committed to ensuring that all Team Members are made aware that they are expected to comply with the policy. In our normal recruitment and hiring process, each Team Member agrees to undergo training and sensitization to the issue (currently,



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through the following training

tool:

<https://www.interaction.org/courses/sea101/index.html>

Reporting, Investigation & Referral

Field Ready is committed to ensuring everyone knows the steps to take and whom to contact when concerns arise regarding harassment, sexual exploitation and abuse. These policies apply equally to everyone regardless of ethnicity, gender, age, religion, disability or sexual orientation.

What to Report

Field Ready Team Members must report concerns or allegations of harassment and sexual exploitation and abuse or any alleged violation of Field Ready's policy covering this matter. Reports may include concerns from directly witnessing abuse or noticing someone acting in a concerning way.

How to Report

If any Field Ready Team Member, Executive Director, Board of Directors member, beneficiary or any other person(s) believes s/he has either witnessed or been the victim of abuse, harassment or exploitation during the course of work at Field Ready, s/he is expected to act quickly and get help. This involves taking every action possible to ensure that the victim is removed from the abusive or exploitative environment immediately. Referral should be made to relevant authority. In many cases, this shall be government but in some cases this may involve groups such the United Nations. In areas where this is of concern, the Field Ready senior most manager will proactively be in touch with qualified service providers who have capacity in safeguarding and care of victims.

If any type of misconduct is suspected, the Team Member should report concerns in the following order:

- Field Ready Supervisor and/or PSEA focal point (or, if not appropriate)
- Field Ready Executive Director (or, if not appropriate)
- Board of Directors (Trustees)

Field Ready Team Members who work with vulnerable individuals are required to report any violation of this policy within 24 hours of becoming aware of the violation. The report may be made in person or in writing and shall be submitted to the Contractor's or Volunteer's supervisor, or, if the supervisor is suspected to be involved in the misconduct, Field Ready's Executive Director. Under no circumstances are victims required to report the incident to the person involved in the misconduct or to a supervisor, whether or not the supervisor is alleged to be responsible for the misconduct. Care should be made so that Team Members do not place themselves in a position where one is made vulnerable to allegations of misconduct.

All Field Ready Team Members have a duty to manage sensitive information in a manner that is respectful, professional and that complies with the applicable law. Team Members must keep all information about any suspected or reported incidents strictly confidential, and must divulge only that information to the reporting lines involved in the investigation (mentioned above), except as required by law. Retaliation of any kind is strictly prohibited



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and will not be tolerated. Any reporting party will result in immediate termination.

retaliation committed against a

All Field Ready Team Members are required to report instances of misconduct truthfully and responsibly and to cooperate fully in the investigation. Any Field Ready Team Member who is alleged to have sexually harassed or engaged in other sexual misconduct will be suspended with pay pending the outcome of the investigation. If Field Ready determines that misconduct has occurred, prompt remedial action will be taken, including the termination of the Field Ready Contractor and Volunteer Agreement. Intentional false reporting of sexual harassment and misconduct is also prohibited and will result in termination of the Field Ready Contractor and Volunteer Agreement.

To be clear, Field Ready has zero-tolerance for inaction on GBV, sexual harassment and SEA allegations, which means Team Members must treat every allegation seriously and pursue appropriate action to resolve it. This extends to and includes our partners.

I have read and/or someone has read this policy to me. I understand the contents of this policy and that I am responsible for complying with its provisions. I further understand that failure to comply with this policy will result in disciplinary action which may include termination.

Name (Print):

Signature: X

Date: