

NALANDA

PSEA Policy

(Protection against Sexual Exploitation and Abuse)

Sexual Exploitation and Abuse (SEA) represents a fundamental failure of protection. It brings harm to those we are mandated to protect and it jeopardizes the reputation of our organization. NALANDA is committed to protecting vulnerable populations from SEA in the locations we serve at the hands of NALANDA staff and collaborators (consultants, sub-partners, contractors). NALANDA stands on zero tolerance towards Sexual exploitation and abuse.

WHAT IS SEXUAL EXPLOITATION AND ABUSE (SEA)?

Sexual exploitation: Actual or attempted abuse of a position of vulnerability, power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

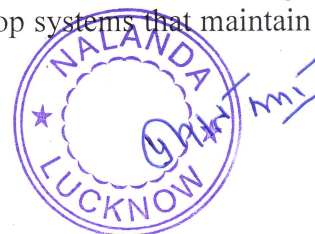
Sexual abuse: Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

SEA also includes sexual relations with a child, in any context, defined as a human being below the age of 18 years.

CORE PRINCIPLES

NALANDA staff and collaborators must work and behave in a manner that respects and fosters the rights of the people they serve abiding by the six core principles:

1. **Sexual exploitation and abuse constitute acts of serious misconduct** and are therefore grounds for disciplinary action including summary dismissal, and criminal proceedings.
2. **Exchange of money, employment, goods, assistance or services for sex, including sexual favours** or other forms of humiliating, degrading or exploitative behaviour is prohibited.
3. **Sexual activity with children (persons under the age of 18) is prohibited**, regardless of the local age of consent or majority. Mistaken belief in the age of a child is not a defence.
4. NALANDA staff have a duty to report any instance where they may suspect or detect signs of SEA.
5. **NALANDA will protect people NALANDA report SEA** in accordance with the Whistle blowing and Protection against Retaliation policy.
6. **NALANDA staff shall create and maintain an environment that prevents SEA** and promote the implementation of the Code of Ethics and Professional Conduct. Managers at all levels have particular responsibilities to support and develop systems that maintain this environment.



ACTS OF SEXUAL EXPLOITATION AND ABUSE INCLUDE:

- Sexual assault.
- Demanding sex in any context or making sex a condition for assistance.
- Forcing sex or someone to have sex with anyone.
- Forcing a person to engage in prostitution or pornography.
- Engaging in prostitution even if it is deemed legal in a country.
- Sexually explicit behaviour on audio/video means of communication.
- Unwanted touching of a sexual nature.
- Engaging in sex with individuals below the age of 18 years.
- Other types of sexually exploitive or sexually abusive behaviour may be grounds for administrative action, disciplinary measures, and criminal proceedings.

SUPPORT

Protection from retaliation:

NALANDA will protect those who report SEA. It is expected that the reporting is being done in good faith (with intentions to save the victim or protect the sanctity of the organization). However, if someone (NALANDA staff or collaborator) found knowingly report of false allegation with mischievous intentions, it will be considered as misconduct under sexual exploitation and could attract disciplinary action.

For survivors: If you are supporting a victim of Sexual Exploitation and Abuse — you can make a confidential report. Medical and psychosocial support is available for all those affected by sexual exploitation and abuse. The societal forces that tend to marginalise persons with disabilities exacerbate the likelihood and the impact of SEA. People with disabilities can be more vulnerable to SEA and often face increased barriers when it comes to reporting or getting the support they need. Staff are encouraged to be particularly alert to suspected cases of SEA within vulnerable populations.

For staff: For ongoing support you can contact the PSEA focal person or the Executive Director any time at nalandaindia@gmail.com or contact ASH committee.

WHAT TO DO WHEN YOU BECOME AWARE OF POSSIBLE SEA?

Anyone having concerns or suspicions about a possible case of SEA by an NALANDA staff, or sub-partner, consultant, regardless of their position, has a duty to report to: nalandaindia@gmail.com

The ASH committee will strictly require that:

- You do not need proof before reporting but all reports must be made in
- Do not investigate.
- Always maintain strict confidentiality.
- Respect the dignity, wishes and rights of those affected by SEA.

WHAT TO REPORT:

Who committed the alleged wrongdoing?



5. The programme strategies and systems are gender responsive which will be supportive to set the task.
6. NALANDA will also encourage its partner organizations in the process of development of policies and procedures that promote gender equality among their organization where these do not exist.

Governance level:

1. NALANDA has a Governing board which is highly supportive of the integration of gender issues in all aspects of governance and programme activity.
2. Minimum two members of the board will always be females.
3. Programmes on orientation of the new team member will always have gender consideration.
4. The NALANDA staffs should acquire knowledge and skills on gender-related issues and should give their commitment to NALANDA's mission.
5. The policy should be reviewed every year to incorporate new changes will be adjusted where it is necessary.

GRIEVANCE REDRESSAL POLICY

Introduction

NALANDA staff and the beneficiary community are the whole and soul of the Organization. For efficient working and smooth running of an Organization it is important to see to the problems of the employees and also create a healthy environment with good working culture. NALANDA believes not only to recruit more and more staffs but also to retain them for longer duration towards the betterment and success of the Organization.

Our Organization has come up with lots of initiatives that are oriented to provide a better complaint redressal mechanism whenever any sort of grievances arises against the Organization or against any staff.

The Policy:

Grievance Redressal policy differs between large & small Organizations. A complaint lodged verbally by an employee will be treated as grievances. However, grievance will be regarded as formed when the dissatisfaction is given in writing or through mail at nalandaindia@gmail.com. Such disputes which are of a reasonable magnitude arising out of ill feeling by an employee or group of employees may be regarded as grievance. The feeling of injustice may be related to wages, mode of its payment, leave, transfer, positions, promotion, and treatment by superiors, interpretation of code of conduct, sexual exploitation and abuse or the food supplied in the canteen.

The idea of framing the policy in NALANDA is to solve the problem and the complaints of the staff. In this policy each and every staff has the right to express his/her grievance and there is a procedure to be followed. The policy has been formulated taking the following in to consideration:

- Employees are treated fairly at all times.
- Complaints raised by employees are dealt with courtesy and on time.
- Employees are fully informed of avenues to escalate their complaints/ grievance within the



Organization and alternative remedy if they are not fully satisfied with the response to their complaints.

- Protection against all sorts of sexual exploitation and abuse in all areas of work within or beyond working hours.
- All complaints are dealt efficiently and fairly.

Procedure:

First stage

- When an employee faces any grievance, he/she has to report it to his/her immediate superior. Such immediate superior officer is expected to give reply or find the solution to the grievance within the time stipulated according to the gravity of the grievance made.
- If the matter is not settled or if the settlement made by him/her is not acceptable to the concerned employee, then the employee can directly contact the Executive Director either through verbal communication or by submitting a written application in person or via mail.

Second stage

- In second stage, the employee concerned will be permitted to present his/ her grievance with the help of co-workers to the Executive Director who in turn listens to the grievance and tries to give a solution and constitutes a committee according to the merit of the case or issue put before him.
- The committee is made of two or three members who will act as conciliators under this stage.
- In the case of SEA (Sexual exploitation or abuse) the grievance can be reported to the PSFA Focal Person or ASH committee through the mail nalandaindia@gmail.com or and numbers of ASH committee displayed on the notice board.

Third stage

- The committee investigates on this matter and based on the findings it prepares a report to present before the Executive Director who takes decision with the help of the submitted report. The above stated mechanism is flexible depending upon the situation. In each stage, the way of presentation by the employer and the employee is transparent. If there is any ambiguity in the case a detailed investigation and proceeding for expert opinion would be considered. **Grieved employee can also directly write their complaint to the Executive Director in any case.**

