



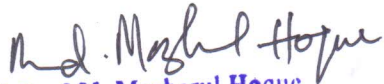
**Policy  
on  
Prevention of Sexual Exploitation and  
Abuse (PSEA)**


**Version 1: April 2022**

**Centre for Injury Prevention and Research, Bangladesh (CIPRB)**

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## Introduction

The Centre for Injury Prevention and Research, Bangladesh (CIPRB) is a world leading injury prevention organisation, based in Bangladesh since 2005. Through pioneering research and innovation, CIPRB saves lives by delivering quality programmes throughout Bangladesh, designed to combat injury-based fatalities and morbidity.

**CIPRB Vision:** Every person living injury-free, healthy, dignified, quality life and contributing in productivity.

**CIPRB Mission:** Ensure health and safety through knowledge and skill transfer, creating evidences, services, adopting technologies and advocacy.

CIPRB as an organisation expects the highest standards of behaviour and professional practice in all its work and engagement with people. This is particularly important when our work brings us in contact with children, vulnerable adults and the community at large. CIPRB has developed a high standard of risk appraisal for its various programmes to ensure safe and enabling environment for children and other beneficiaries. These are set out in a series of Standard Operating Procedures.

CIPRB firmly believes that:

- The welfare of the child and vulnerable adults is paramount
- All children and vulnerable adults have the right to protection from abuse regardless of gender, age, race, disability, sexuality or beliefs
- People should be treated equally and enabled to access services which meet their needs without feeling discriminated against
- We must take positive action to promote safe practices and protect children and vulnerable adults from all forms of harm, abuse, neglect and exploitation


## Prevention of Sexual Exploitation and Abuse (PSEA) Policy


CIPRB's PSEA policy relates to everyone the organisation comes into contact within the course of its work. In CIPRB we have zero-tolerance for all forms of abuse, sexual harassment, sexual exploitation and abuse. CIPRB will not tolerate sexual exploitation and abuse by staff, partners or any associated personnel.

CIPRB will ensure that every person, who directly or indirectly comes into contact with children and vulnerable adults, is mindful of the need for their protection, and knows how to protect people effectively with the principle of Do No Harm as the central guide.

CIPRB will strive to create an environment and work culture where PSEA values and safety of all in communities, staff, partners and associates is central.

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### **CIPRB's Statement of Commitment for Prevention of Sexual Exploitation and Abuse (PSEA)**

All CIPRB staff, partner organisations and related personnel have a duty to uphold the principles of CIPRB's 'Prevention of Sexual Exploitation and Abuse (PSEA)' code of conduct, be truthful with adults, vulnerable adults, children, youth, their families and communities participating in the organisation's programmes and events. Sexual exploitation and sexual abuse are a criminal offence and have always been unacceptable behaviour for CIPRB personnel. CIPRB has zero tolerance for any kind of sexual misconduct among CIPRB staff or related personnel. Sexual misconduct by CIPRB staff or related personnel is prohibited in all its forms, whether it occurs during or beyond working hours.


In CIPRB we recognise that sexual abuse is a global phenomenon and it occurs in all societies and countries. Implementation of the PSEA policy will oblige the staff, volunteers, researchers, interns, government officials and others working on behalf of the organisation to acknowledge, ensure, prioritise and safeguard the best interest of children and protect adults under any given circumstances. The policy will also guide the organisational efforts to spread awareness in the community and promote preventive measures for preventing Sexual Exploitation and Abuse.


### **Definitions and Policy Positions**

The UN Secretary General's Bulletin on Protection from Sexual Exploitation and Abuse (2003) defines sexual exploitation and abuse as:

- i. **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'.
- ii. **Sexual abuse:** 'The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions'.

All forms of sexual activities that involve a child who cannot comprehend or is not developmentally prepared for or unable to give informed consent, are considered sexual abuse. Any direct sexual contact with a child that includes kissing, touching, penetration or encouraging the child to witness pornography, adult sexual activities inappropriate for a child or intercourse can be identified as sexual abuse. Trafficking, commercial sexual exploitation, prostitution and grooming with harmful intention are also forms of child abuse.

  
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### Who does the PSEA policy apply to?

The policy is applicable to:

1. All Trustees and board members.
2. All staff including senior management members and other employees (field as well as headquarters) working in the organisation.
3. All paid volunteers working in the organization in different programmes / projects i.e. Anchal Mas, Lifeguards, Community Swim Instructors, school education instructors, reproductive and child health and road safety team members, Bagan Shebika (midwives working in tea garden projects) and others.
4. Interns, researchers and unpaid volunteers.
5. All the visitors who will visit programmes of CIPRB, such as government officials, journalists, partner organisations, donors, vendors, supporters and other stakeholders
6. All the trainers, consultants etc. who are acting on behalf of CIPRB.

CIPRB staff, volunteers and associates are expected to have orientation and knowledge on the PSEA policy of the organisation and the code of conduct, before joining in their work areas. The contract of employment also contains the PSEA policy, code of conduct and the statement of commitment to be signed by all staff.

To visit projects and centres, all individuals must be familiar with the PSEA policy and procedures. The visitors are expected to read and sign a statement of commitment to adhere to CIPRB's principles and policies before going to any of its projects/centres, where they can directly or indirectly come into contact with children and adults.

This policy will be reviewed annually and endorsed by the CIPRB Board.

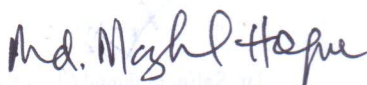
### Composition and role of PSEA Committee


PSEA Committee, also known as PSEA Team, will be constituted in CIPRB head office which will comprise 5-7 key senior management team members. From the committee, one member will be appointed as the PSEA focal person of the organisation. A board member will also be designated as a member of this committee and will attend meetings at regular intervals. At least one PSEA focal will be appointed at each field office and will be reportable to the PSEA focal of the head office.

### Meetings:

- a. The PSEA Committee will have general meetings at least once every quarter to discuss key PSEA issues and any cases that may have arrived during the period.
- b. Additionally, this committee will hold meetings as and when any case related to SEA arises in the organisation.
- c. The designated board member will also join the meetings to get updates.

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### Code of Conduct

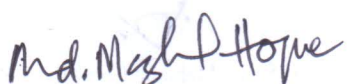
It is important for all associated with CIPRB to ensure that they exhibit appropriate behaviour to prevent sexual harm or abuse. This should be done in a way that reflects CIPRB's commitment to create enabling and safe environment for all. CIPRB expects that all its employees, visitors and associates will comply with the PSEA code of conduct. This code of conduct will be prominently displayed in CIPRB's head office, field offices and will be shared with all organisation representatives. Non-compliance will result in disciplinary action which will include termination from service or association.

It should be noted that whilst CIPRB respects the right of staff, partners and associates to private life, it wishes to make very clear that it does not expect the PSEA policy and procedures to be violated inside or outside of work. This code of conduct is to be upheld inside and outside of the workplace.


All CIPRB staff, partner organisations and related personnel have a duty to uphold the principles of CIPRB's 'Prevention of Sexual Exploitation and Abuse (PSEA)' code of conduct, be truthful with adults, vulnerable adults, children, youth, their families and communities participating in the organisation's programmes and events. Sexual exploitation and sexual abuse are a criminal offence and have always been unacceptable behaviour for CIPRB personnel. CIPRB has zero tolerance for any kind of sexual misconduct among CIPRB staff or related personnel. Sexual misconduct by CIPRB staff or related personnel is prohibited in all its forms, whether it occurs during or beyond working hours.

CIPRB has zero tolerance to any form of sexual harm or abuse. Any of the CIPRB staff and associates will-

- i) Not commit any act of sexual exploitation, sexual abuse or sexual violence.
- ii) Ensure that all beneficiaries are treated with respect in all forms of verbal and written communication.
- iii) Not produce, procure, distribute or use pornographic material in CIPRB's offices or send pornographic emails.
- iv) Never directly or indirectly use an adult or a child to provide sexual services to third parties, support, facilitate or participate to any form of prostitution or sexual exploitation.
- v) Always ensure that all audio, written or visual communication, respects the dignity and human rights of the person featured (including anonymity when necessary and for all children) and does not expose her or him to any risk of retaliation or abuse of any nature.
- vi) Never show the faces of adult or children who are exploited sexually, victim of trafficking or sexual abuse.

  
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- vii) Will immediately report any suspicions or allegations of behaviour going against the principles of the CIPRB's PSEA code of conduct to his/her manager/supervisor, even if the information or allegation is vague and without having investigated it personally.

This PSEA code of conduct is intended to serve as a guide for all staff on how to uphold the ethical foundation of the organisation's views and actions. It also aims to help the staff to ensure that they protect the communities they work with and that their work does not put the people of concern at greater risk. All CIPRB staff are obliged to abide by the following PSEA code of conduct inside and outside CIPRB during their professional and personal communications.

### Reporting SEA Incidents, Documentation and Follow-up

It is an obligation for all CIPRB associates and representatives to immediately report any SEA concerns or allegations in accordance with appropriate procedure. Failure to do so will result in disciplinary action. The PSEA team will immediately look into the concerns and, based on the nature and category of risk, decide the course of action. The matter will be documented in the prescribed format and stored properly.


CIPRB works in partnership with a number of agencies (partners and donors) in Bangladesh and other countries. They, too, have an obligation to ensure that the work they do is carried out with highest regard to the PSEA and have their own policies and reporting requirements. As appropriate, CIPRB will therefore need to report cases, handling of them and their outcome, to the partners or donors. CIPRB will work with the partners and donors to ensure that processes, documentation and reporting of incidents are carried out in a manner that complies with partners' and donors' own requirements, without contravening the laws of Bangladesh, and ensuring that the dignity of the child or adult involved is maintained.


CIPRB is committed to rectifying any occurrence of sexual harm and/or sexual abuse related to the children and adults and bring relief to the victims. Therefore, all employees, staff, volunteers and other associates will be briefed about the protocols to be followed where the breach of the PSEA policy or procedure occur. Priority will be to ensure that the child or adult in question is brought back to the state of normalcy by ensuring their safety, well-being and good health.

### Reporting Procedure

In CIPRB, if an incident of sexual harm, sexual exploitation and/or sexual abuse occurs by its staff/representative, it is important to move the employee/representative of CIPRB away from the victim by suspending his service until the completion of the fact-finding (investigation) by the PSEA team. It is important to note that suspension doesn't mean that

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the allegations against the CIPRB representative are true. It is done to protect the victim and the accused, and to minimise any likelihood of the process of fact-finding being hampered in any way. It is also important to ensure that until the completion of fact-finding, the identity of the accused and detail of the investigation are kept confidential wherever possible and efforts are made to discourage any rumours or gossip from spreading.

### **Categorisation of risks**

Risks are dynamic and keeps on changing based on local context, laws etc. However, the key is to regularly assess the potential risks within the organisation and programmes, to see what impact they may create, and then put in place control measures to prevent and mitigate their effect.

CIPRB broadly divides all the risks into two broad categories - high and low or medium risks. The organisation considers sexual exploitation, sexual assault and sexual abuse as of high risk category.

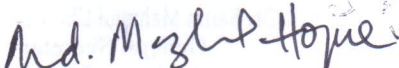
In case of high risk incidents, it is required under the law of land to involve law enforcement agencies like the Police. It should be done immediately as otherwise the medical evidence that needs to be collected may not be available if there is any delay. Additionally, the members from the community may be involved in the fact-finding by the investigation team constituted by the PSEA team to look into the matter.

In case of a situation where a staff/representative of CIPRB suspects of sexual exploitation, sexual assault and sexual abuse in a child's or an adult's family or in the family of another colleague, s/he should immediately report the matter to her/his supervisor as well as the PSEA focal person/PSEA team of the organisation. Then the same procedure as laid out in the following protocols has to be followed.


### **Protocol for Dealing with High Risk Cases**

In the case of alleged harm caused, or likely to be caused, to a child or an adult by any employee or volunteer of the organisation or any other associate, observed by/reported to CIPRB representative, the following steps are to be followed:

- i. Ensure the victim's safety by providing required support/refuge/comfortable space and company (immediately). Also:
  - a. Assure the victim that s/he has done right by reporting.
  - b. Ensure that confidentiality is maintained but also inform the victim that in order to take action against the accused, her/his testimony may be required.
- ii. Inform the line manager and the PSEA focal person or the PSEA team regarding the incident (within 24 hours).

  
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- iii. In case the victim is a child, inform the child's parents/guardian about the incident and measures taken to ensure the child's well-being and the steps to follow i.e. the investigation.
- iv. Suspend the accused employee/volunteer or any other associate until the completion of enquiry (upon receipt of complaint by the PSEA focal person or the PSEA team)  
In case the accused is a visitor/member of a partner organisation or any other non-staff person, all association with the individual/organisation/agency will be put on hold until the completion of the enquiry.
- v. The PSEA team will constitute a fact-finding team of 2-3 members following the guidelines below for constitution of fact-finding or investigation team.
  - a. The fact-finding team members should be neutral and not closely affiliated with the accused.
  - b. In case of the victim being a girl/woman, the fact-finding team must have at least one female member.
- vi. Any decision regarding involving members from the community like the Village Injury Prevention Committee (VIPC) in the fact-finding team will be taken by the PSEA team.
- vii. Involvement of the law enforcement agencies will be initiated by the PSEA team and the organisational investigation will be carried out simultaneously.
- viii. The fact-finding team will submit an investigation report to the PSEA team and the senior management team (SMT), including the Executive Director and the designated Board member (within 1-2 weeks).
- ix. Based on the findings of the investigation, the disciplinary committee will make the decision regarding termination or restoration of services of the suspended accused.  
  
In case of the accused found guilty, immediate termination of services, in accordance with the HR policy and PSEA policy, will follow as decided by the disciplinary committee. In case the accused is not found to be guilty, the services of the employee will be reinstated and the employee will be compensated for the days of suspension as per his compensation package.
- x. The victim will be informed of the decision and assured of her/his safety in the organisation in future.
  - a. Individual follow-up will be done by CIPRB on the victim's well-being.
- xi. Group sessions will be conducted with all staff about their right to be protected and ways to report any kind of sexual exploitation, sexual abuse or sexual violence.
- xii. False and malicious accusation with deliberate intent is not acceptable. If it comes to light through fact-finding that such is the case, a disciplinary procedure will follow. If the false complaint is by a child, efforts will be made to understand why s/he did so

and the child would be provided counselling support. S/he will be provided the support of PSEA team and kept away from any harm. Also, care will be taken not to reveal the identity of the complainant. The parents of the child would be involved in dealing with the matter.

*Refers to flowchart, annexure 1.*

### Documentation

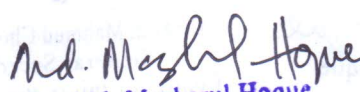
In documenting the cases of sexual exploitation, sexual abuse or sexual violence, the following points have to be kept in mind:

- a. **Confidentiality** – Identities of victim and witness, if any, need to be protected and not revealed unless required. Similarly, the identity of the accused also needs to be protected during the investigation.
- b. **Type of allegation** – Objectively document the allegation/concern. Details should be collected and documented in an orderly manner, giving a true picture.
- c. **Transparency** – Documentation should be done clearly and simply and should not be ambiguous.
- d. **Accountability** – The person preparing the report/documenting the case, is accountable to the victim, the witnesses and the accused. Therefore, it should be done correctly and responsibly.
- e. **Cross-checking and verifying** – Information documented must be cross-checked or verified whenever possible with reliable sources.
- f. **Duration of storage** – the documents including reports, pictures and other testimonies will be stored for 5 years by CIPRB.
- g. **Date, venue** – The report should clearly and correctly state the date and location of the event occurrence along with the date of documentation.
- h. **Levels of access** – Accessibility of such reports should be restricted in order to maintain confidentiality. Therefore, it is critical to ensure proper storage and authorisation protocol with regard to access to the reports.
- i. **Documenting the steps in the process** – Steps in the process of investigation must be documented clearly and accurately.


### Consequences for offences related to sexual exploitation and abuse

The PSEA team will undertake an investigation on every matter reported and will complete the investigation within a fortnight.

- a. In case of sexual abuse or violent abuse causing physical or mental damage, it is non-negotiable and would result in immediate termination. Depending on the case, law enforcement agencies will be involved.

  
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- b. If investigation proves the accused guilty, action of termination will be followed. False allegations would result in disciplinary action which may also include termination.

**Follow up:** All cases of sexual exploitation, sexual abuse or sexual violence would be followed-up for 4 to 5 months after its occurrence.

#### Appeal or review

If a complainant or a concerned adult on behalf of a child or adult, is not satisfied about the decision taken by the organisation regarding a case, s/he can make an appeal to the Executive Director. The senior management, depending on merits of the case, may decide to reopen the case for further investigation by a different team. This appeal must be made within 1 month of decision originally taken by CIPRB.

#### Whistleblowing


Whistleblowing means reporting by employees or representatives of CIPRB of any misconduct, violation of the PSEA policy or any other aspects that can harm children and adults or put them at risk, within the organisation. CIPRB sees whistleblowing as a positive act, and not disloyal to colleagues and the organisation, which helps achieving the highest possible ethical standards in all its practice. CIPRB therefore encourages its employees to highlight any act or intention for misuse of organisational space or resources for wrongful activities related to the programmes or activities that could harm children and adults by any representative of CIPRB.


Whistleblowing is different from a grievance. A grievance is a matter of personal interest of an employee and doesn't have an impact on the wider public. Whereas whistleblowing includes reporting any serious concerns that the employee has about the service provision or the conduct of any member(s) of the organisation which can cause harm to children and adults or are in contradiction to organisational values and principles with regard to safeguarding.

**Organisation's Safeguards for Whistle-blowers:** CIPRB understands that whistleblowing can bring possible retaliation against the whistle-blowers and therefore is committed to safeguarding them. It will not tolerate any harassment or victimisation, including informal pressures, of the whistle-blower and will take strict disciplinary actions if it is faced. The whistle-blower will be extended full support by the senior management and will be informed of the proceedings and steps taken to address the issue.

**Confidentiality:** The identity of the whistle-blower will be kept confidential. During the investigation process, he/she may be required to testify as a witness. In such case, the organisation will extend all possible support to the whistle-blower during this process.

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CIPRB is committed to taking immediate action on the whistle-blowers' information. To ensure this, it expects each employee to be open to escalating concerns and restoring ethical practices. However, if a whistle-blower feels that there has been no response/action/change from/in the organisation, and feels that s/he has exhausted all options within the organisation s/he has the option of reporting to the donor or concerned authority. However, this should be the last resort when no visible action is being taken on something reported, after the whistle-blower has approached every possible authority in the organisation capable of taking action.

### **Staff Recruitment, Onboarding and Capacity Building**

In its commitment to create enabling environment at workspaces, CIPRB will recruit persons who have similar commitment, values and also have regard for children and adults. This will be done by incorporating safeguarding elements in the process of recruitment and selection. Through regular capacity building, CIPRB will ensure that its representatives are well oriented of the PSEA policy and the legal obligations under the national laws. This will ensure that they work in alignment with CIPRB's values and principles.

### **Performance Management**

At the time of appraisals, due importance will be given to employees' understanding of the policy, systems, their conduct and performance with regard to safeguarding during the period under review.

### **Reporting requirement of PSEA team**

In every quarterly meeting, members of the PSEA team will inform the senior management about the cases of safeguarding of children and adults reported in their respective areas, action taken and follow up of pending cases. They will also discuss initiatives being taken to strengthen safeguarding of children and adults.

### **Communication**

CIPRB in both its external and internal communication with various stakeholders, will ensure that children, adults and communities at large are portrayed correctly and are not harmed due to such portrayal in any form. The elements of privacy and confidentiality in communicating stories and sharing information on children and vulnerable adults is mandatory. The following aspects should also be adhered to:

#### **Things to avoid:**

- i. Exact address and names of parents, relatives etc. – such information that reveals the victim's identity can be avoided unless specifically needed.
- ii. In legal cases or cases involving sensitive information, stories should have changed names, especially of children, so as to protect their identity. In legal matters, it is an obligation under law.



- iii. No personal analysis or interpretations to be included; no sensationalisation or dramatisation of situation.


#### Things to do:


- i. Consent of the victim – it is to be explained to the victim and wherever possible, parents that the information is being documented and its purpose and their consent obtained. Their wish to not give consent is to be respected.
- ii. Correct information to be captured and presented objectively.
- iii. Maintain the victim's dignity and honor in the documentation and be mindful of cultural sensitivities.

#### Preventive Measures for Tackling Risks

CIPRB believes that it should create an environment and have adequate measures that can prevent risks related to child safeguarding from occurring. This means all members of CIPRB and associates are well aware that CIPRB does not tolerate any kind of sexual abuse or exploitation of children and adults and there are consequences for violating this policy. Also, it is the responsibility of each employee to report any kind of malpractice that puts children or adults at risk (refer to section on whistleblowing). Children or adults have supporting structures i.e. children's forum or the PSEA team for support against any perceived/intended harm. During the regular monitoring visits to different programmes, supervisors will have to observe, take action and report on certain critical aspects of children and adults safeguarding. These points need to be included in the monitoring checklist.

However, it is very important to regularly assess the potential risks within the programmes of an organisation, to see what impact it may create, and then put in place the control measures to prevent and mitigate its effect.

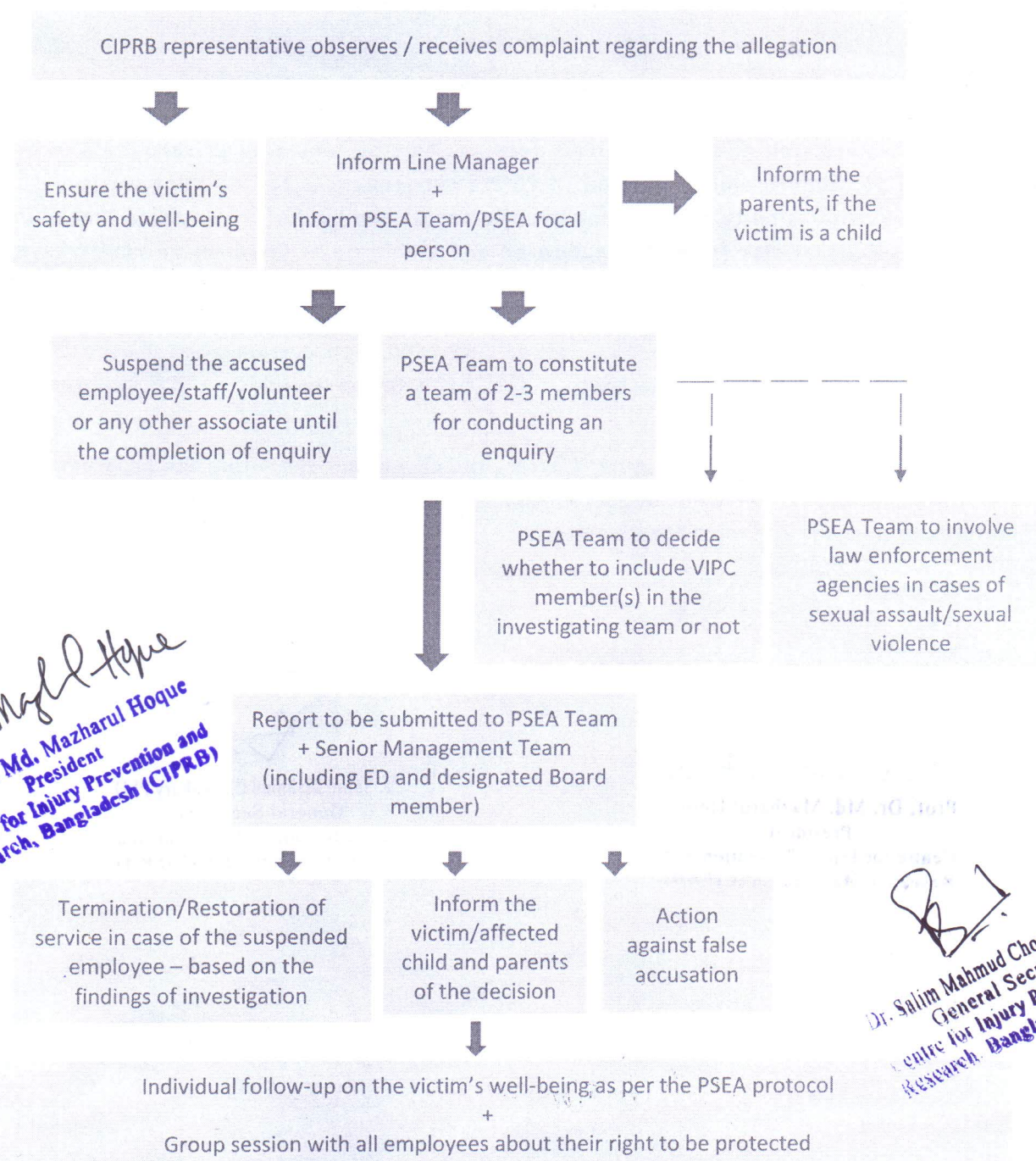
  
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## Annexures

### Annexure 1: Protocol for Dealing with High Risk Cases of Child/Adult Safeguarding

Alleged harm caused, or likely to be caused to a child or an adult by organisation staff/ employee, volunteer or any other associate, observed by/reported to CIPRB representative.






### Interviewing the victim


1. **Consent** – It is important to take informed consent of the victim against whom misconduct/sexual abuse has been committed for conducting the interview to discuss the case. Depending on the case, the consent of the parents may also be required. It needs to be explained to the victim why it is important to receive this information to ensure that corrective measures are taken. The consent must be obtained in writing. Similarly, consent needs to be obtained from the victim to take pictures or recordings during the interview.
2. **Safe environment** – Do not interview the victim in the presence of the accused/perpetrator under any circumstances. Provide a calm and safe environment for the victim to share without any fear.
3. **Presence of counsellor** – In serious cases of abuse (e.g. rape, sexual assault, grievous hurt etc.) it is important to have a psycho-social counsellor while interviewing the victim, in order to avoid the risk of further harm to the victim by bringing back the traumatising memories.
4. **Documenting interview** – It is desirable to have another person for documenting the interview so that the person talking to the victim, can talk normally without having to take notes. However, this depends on the comfort of the victim. One can also use a voice recorder to record the interview (with the victim's consent).
5. **Female PSEA team member** – It is important to have a female PSEA Team member in case of interviewing a girl child or female adult.
6. **Sensitive questions** – The interviewer must be sensitive to the victim while asking questions which need the victim to recollect the traumatising details of abuse. He/she must be made comfortable before asking such details and should be assured of his/her safety. The victim should be informed that they need not answer if they feel uncomfortable. Questions should be structured and to the point and should not cause mental stress to the victim.
7. **Verbatim documentation** – Documentation should be done verbatim and stick to what is shared. It should not include personal analysis or opinions of the interviewer or the person documenting. Their remarks, if any, must be communicated separately.
8. **Respect the victim's dignity** – Ensure that the process of interview does not humiliate or make mockery of the victim in any way. The victim's dignity must be maintained and the interviewer must respect how s/he feels or what s/he says.

### Follow-up

- i. Assigned one-two members will be responsible for the follow up on each case reported. These members will be assigned by the PSEA Team.
- ii. First two follow-ups will be conducted by members from the head office along with members from the field teams.

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 Dr. Salim Mahmud Chowdhury PhD  
 General Secretary  
 Centre for Injury Prevention and  
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Version 1

- iii. First follow-up meeting by the PSEA team (one or more members) with the victim will be done within a week of the incident reported.
  - a. Follow-up meeting with the child post investigation will be done within a week after the decision by the PSEA team.
  - b. Two more follow-up meetings with the victim will be done – one after one month and another after a quarter.
  - c. The need of further meetings/follow-ups will be assessed at the end of the quarter and followed.
- iv. All the follow-up meetings will be properly recorded and stored.

#### **Informing the victim**

PSEA team will ensure that the victim is informed of the decision taken after the investigation. They must be assured that the organisation is committed to their safety and well-being. Follow-up with such victim will be done in accordance with the procedure for follow-up mentioned in this policy.

  
**Prof. Dr. Md. Mazharul Hoque**  
President  
Centre for Injury Prevention and  
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General Secretary  
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## Annexure 2: Statement of Commitment to Safeguarding of Children and Adults

It is an obligation for CIPRB's all employees and associates to sign a commitment to CIPRB's policy on 'Prevention of Sexual Exploitation and Abuse (PSEA)'.

### Statement of Commitment by the Employee of CIPRB

I, \_\_\_\_\_, an employee of CIPRB, have read and understood the PSEA Policy of the organisation. I completely agree with the intention, procedures, code of conduct and systems mentioned in the policy and will abide by those.

I agree with the need for reference checks to verify my credentials and records as part of the checking procedures of CIPRB I will extend full cooperation to CIPRB in this regard.

I am committed to doing my share in ensuring a safe and enabling environment for children and adults, in workspace and personal life. For any violation of the policy, CIPRB can initiate action against me as written in the policy.

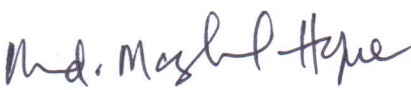
Signature:


.....

Name:

Address:

Contact Details:

  
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### Annexure 3: Staff Recruitment and Capacity Building

#### Recruitment and Selection

- Job description for each post and key selection criteria will be advertised/shared on decided platforms so as to attract the best candidate for the job.
- Along with knowledge and expertise to deliver as per the job description, a person specification will be shared to highlight personal traits/values that the candidates must possess in order to be aligned with CIPRB's commitment to safeguarding.
- Questions to assess candidates' perception with regard to safeguarding aspects will be incorporated in the interview process and selection be done accordingly.
- Offer of employment will be made after obtaining satisfactory written references from the former employer.
- During the probation, the performance of the employee will also be assessed on the parameter of safeguarding.


#### Capacity building


- As part of orientation of every new employee, a clear understanding will be provided on the PSEA Policy of the organisation and its implementation procedures (within second week of joining).
- A daylong refresher capacity building workshop on PSEA issues will be arranged yearly and it is mandatory for all representatives of CIPRB to participate in the same.

### Annexure 4: Reporting Concern

For any query or to report any safeguarding or sexual exploitation and abuse related concerns or whistleblowing, individuals are to communicate with the Safeguarding and PSEA Focal of CIPRB in the address given below:

Name : Sangeeta Barua  
 Designation : Deputy Manager-HR & Safeguarding  
 E-mail : sangeeta@ciprb.org  
 Tel (Office) : +88-02-58814988 Ext. 208

  
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