Annex A. Staff Perception Survey on Sexual Abuse, Exploitation and Harassment – Full Questionnaire[[1]](#footnote-1)

# Introduction text - survey landing page

The present survey asks questions regarding [INGO Name]’s staff perceptions on the organization’s culture, policy and procedures in relation to sexual exploitation, abuse and harassment (SEAH).

Please note: ***This survey is not a reporting or complaints mechanism.*** Any information you share in this survey will be anonymous. If you would like to report anything you have experienced or witnessed, you can find out what to do here: [LINK TO NGO’S POLICY/PROCEDURE]

For your reference, we are including here some useful definitions\*:

**Sexual Exploitation and Abuse (SEA)**The present survey refers to sexual exploitation and abuse committed by NGO staff, volunteers, and/or associates/partners of NGOs against  members of the communities that they serve.

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

Comment: *All sexual activity with a child is considered as sexual abuse. "Physical intrusion" is understood to mean "sexual activity". “Sexual abuse” is a broad term, which includes a number of acts described below, including “rape”, “sexual assault”, “sex with a minor”, and “sexual activity with a minor”.***Sexual exploitation:** Any actual or attempted abuse of 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.

Comment: *“Sexual exploitation” is a broad term, which includes a number of acts, including “transactional sex”, “solicitation of transactional sex” and “exploitative relationship”.*  
  
**Sexual Harassment and Abuse (SHA)**The present survey refers to sexual harassment and abuse against NGO staff and volunteers in the workplace.

**Sexual abuse:** see above  
  
**Sexual harassment:** any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.

\**As a reference for respondents, the present survey uses the definitions provided by  the* [*UN Glossary on Sexual Exploitation and Abuse*](https://hr.un.org/sites/hr.un.org/files/UN%20Glossary%20on%20SEA.pdf)*. Different organizations may use different terms that reflect better their commitment and values in relation to protection from SEAH, such as safeguarding or protection from sexual violence in all its forms.* *Given that the present survey is applied across a wide range of organizations, all these terms are treated as synonyms.*

# Demographics

## What is your age?\*[[2]](#footnote-2) [Single choice/radio buttons][[3]](#footnote-3)

Two alternative sets of response options:

|  |  |
| --- | --- |
| For smaller organizations (up to 250 staff), | For larger organizations (over 250 staff and where local offices have more than 10 staff) |
| If you feel that your identity might be revealed by sharing your age, please choose the ‘Prefer not to say’ option   1. Under 35 years old [1] [[4]](#footnote-4) 2. 35 years old or older [2] 3. Prefer not to say [3] | If you feel that your identity might be revealed by sharing your age, please choose the ‘Prefer not to say’ option   1. Under 35 years old [1] 2. Between 35 and 44 years old [2] 3. Between 45 and 54 years old [4] 4. 55 years old or older [5] 5. Prefer not to say [3] |

## What is your gender?\* [Single choice/radio buttons]

If you feel that your identity might be revealed by sharing your gender, please choose the ‘Prefer not to say’ option

( ) Female [1]

( ) Male [2]

( ) Prefer to self-describe [3] (write in): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) Prefer not to say [4]

## Where are you based?\* [single choice/dropdown list]

Alternative options:

|  |  |
| --- | --- |
| If you have at least 10 staff per location | If you have less than 10 staff per location |
| * Full list of country offices + HQ   OR   * List of regions in which your organization operates\* | * List of regions in which your organization operates, ensuring there are at least 10 staff per region, otherwise you might need to group regions\*   OR   * Do not include this question |

\* A generic list you can use is:

West Africa [1]

East Africa [2]

Central Africa [3]

Southern Africa [4]

North Africa [5]

Middle East [6]

Central Asia [7]

East Asia [8]

South Asia [9]

Central America and Mexico [10]

South America [11]

Australia/Pacific [12]

North America [13]

East Europe [14]

West Europe [15]

South East Europe [16]

## Are you based in the organization’s headquarters or in an another office?\* [Single choice/radio buttons]

Alternative options:

|  |  |
| --- | --- |
| If you have at least 10 staff per type of office | If you have less than 10 staff per type of office |
| Headquarters [1]  Regional Office [2]  Country/field Office [3] | * Group options b&c in a single option, i.e. Regional, Country or Field Office   OR   * Do not include this question |

# Staff culture perceptions

Note: The term “staff” in this survey includes volunteers and temporary contractors integrated in the organization’s work teams

## How much do you agree or disagree with the following statements regarding your organization? [Matrix Likert scale, Radio Button Grid]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly disagree [1] | Disagree [2] | Undecided [3] | Agree [4] | Strongly agree [5] | Don’t know/  Not Applicable [99] |
| Men and women are held to the same standards |  |  |  |  |  |  |
| Co-workers treat one another with dignity and respect, independent of their gender, class, religion, race or sexual orientation |  |  |  |  |  |  |
| Managers and supervisors treat staff with dignity and respect, independent of their gender, class, religion, race or sexual orientation |  |  |  |  |  |  |
| Staff treat members of the communities that we serve with dignity and respect, independent of their gender, class, religion, race or sexual orientation |  |  |  |  |  |  |
| Staff are encouraged to speak out frankly even when they disagree with well-established ideas or with senior leaders |  |  |  |  |  |  |
| The organization explicitly recognises and addresses the power imbalance between the organization and the communities that we serve |  |  |  |  |  |  |
| Discriminatory remarks (on the basis of gender, class, religion, race or sexual orientation) made by members of staff in the workplace are not tolerated by management/supervisors |  |  |  |  |  |  |
| Discriminatory remarks (on the basis of gender, class, religion, race or sexual orientation) made by members of staff in relation to members of the communities that we serve are not tolerated by management/supervisors |  |  |  |  |  |  |

# Perceptions regarding organizational policies and procedures on PSEAH

## How much do you agree or disagree regarding the following statements about your experience as a member of staff? [Matrix Likert scale, Radio Button Grid]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly disagree [1] | Disagree [2] | Undecided [3] | Agree [4] | Strongly agree [5] | Don’t know/  Not Applicable [99] |
| Staff receive appropriate training on how to prevent, identify and report cases of sexual harassment and abuse in the workplace. |  |  |  |  |  |  |
| Staff receive appropriate training on how to prevent, identify and report cases of sexual exploitation and abuse of members of the communities that we serve by staff and or associates/partners of NGOs |  |  |  |  |  |  |
| There are open discussions in the organization about sexual harassment and abuse at the workplace |  |  |  |  |  |  |
| There are open discussions in the organization about sexual exploitation and abuse of members of the communities that we serve by staff and or associates/partners of NGOs |  |  |  |  |  |  |
| I feel well informed about the organization’s policies and procedures regarding protection against sexual harassment and abuse at the workplace. |  |  |  |  |  |  |
| I feel well informed about the organization’s policies and procedures regarding protection against sexual exploitation and abuse of members of the communities that we serve by staff and or associates/partners of NGOs |  |  |  |  |  |  |
| Overall, the organization fulfils its responsibility to protect staff against sexual harassment and abuse at the workplace. |  |  |  |  |  |  |
| Overall, the organization fulfils its responsibility to protect members of the communities that we serve against sexual exploitation and abuse by staff and or associates/partners of NGOs |  |  |  |  |  |  |
| Staff do not fear retaliation by management or colleagues for raising issues and reporting cases of sexual harassment and abuse at the workplace. |  |  |  |  |  |  |

## If you were to experience or witness any form of sexual harassment or abuse towards a colleague or an associate, would you know how to proceed in accordance with the organization’s policies? [Single choice/Radio buttons]

( ) Yes [1]

( ) No [2]

( ) Not applicable [99]

## If you were to witness any form of sexual exploitation or abuse towards a member of a community that we serve, would you know how to proceed in accordance with the organization’s policies? [Single choice/Radio buttons]

( ) Yes [1]

( ) No [2]

( ) Not applicable [99]

## How much do you agree or disagree with the following statements? [Matrix Likert scale, Radio Button Grid]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly disagree [1] | Disagree [2] | Undecided [3] | Agree [4] | Strongly agree [5] | Don’t know/  Not Applicable [99] |
| Our organization has appropriate policies and procedures in place for receiving, handling and responding to complaints and reports of sexual harassment and abuse against staff members and associates |  |  |  |  |  |  |
| Our organization has appropriate policies and procedures in place for receiving, handling and responding to complaints and reports of sexual exploitation and abuse against members of the communities that we serve by staff or associates of NGOs |  |  |  |  |  |  |
| I have confidence that the organization would handle complaints and reports of sexual harassment and abuse against staff members and associates effectively |  |  |  |  |  |  |
| I have confidence that the organization would handle effectively complaints and reports of sexual exploitation and abuse against members of the communities that we serve by staff or associates of NGOs |  |  |  |  |  |  |
| Our organization responds to survivors of sexual harassment and abuse in the workplace with care and support |  |  |  |  |  |  |
| In the communities that we serve, our organization responds to survivors of sexual exploitation and abuse by staff or associates of NGOs with care and support |  |  |  |  |  |  |

## What can our organization do better to address sexual harassment and abuse in the workplace? [open/essay text box]

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## What can our organization do better to address sexual exploitation and abuse towards members of the communities where we work by staff or associates of NGOs? [open/essay text box]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Thank You!

1. Questionnaire developed by Keystone Accountability. Contact: Consultant Natalia Kiryttopoulou, [natalia@keystoneaccountability.org](mailto:natalia@keystoneaccountability.org). Commissioned by InterAction. [↑](#footnote-ref-1)
2. The asterisk \* indicates that this question is required [↑](#footnote-ref-2)
3. In brackets the type of question is indicated [↑](#footnote-ref-3)
4. The numbers in brackets are the reporting values/codes for each answer option. You should ensure that these are correctly set up in your online survey system [↑](#footnote-ref-4)