

# At a Glance:

## 8 Actions Each Agency Should Take at Country Level on PSEA

Actions	Date Completed
<p><b><u>1. Senior managers raise SEA with personnel and issue code of conduct</u></b></p> <ul style="list-style-type: none"> <li>• The agency's senior managers express, at least annually, to their personnel the importance of complying with SEA prohibitions and reporting incidents</li> <li>• A code of conduct or SGB is signed by all personnel and posted in prominent places</li> </ul>	
<p><b><u>2. Designate and support PSEA focal point(s)</u></b></p> <ul style="list-style-type: none"> <li>• Give them direct line to the head of office concerning their focal point role</li> <li>• Ensure both human resources and operational sides of the agency are engaged in PSEA</li> <li>• Ensure designated focal point actively engages in the inter-agency PSEA Network</li> <li>• Incorporate PSEA responsibilities into their performance appraisals</li> </ul>	
<p><b><u>3. Require adherence to the standards in the PSEA policy in all cooperative arrangements</u></b></p> <ul style="list-style-type: none"> <li>• Ensure all contracts issued to implementing partners include clauses on SEA (SGB Section 6)</li> </ul>	
<p><b><u>4. Conduct awareness raising</u></b></p> <ul style="list-style-type: none"> <li>• Provide awareness training to agency personnel</li> <li>• Raise awareness among beneficiaries / local populations. They need to know that they don't need to exchange sexual favours for humanitarian or development assistance as it is free, how to protect themselves, and how to complain if SEA occurs</li> </ul>	
<p><b><u>5. Establish complaints mechanisms</u></b></p> <ul style="list-style-type: none"> <li>• Establish and publicize how agency personnel can report concerns or suspicions of SEA</li> <li>• Together with the PSEA network and local populations, establish how beneficiaries / local populations can report SEA. Important: these complaints mechanisms should be joint for all agencies in a given location, rather than have different means of reporting depending on the agency; they should allow for complaints on a variety of issues, rather than only SEA, so as to promote use and avoid stigmatization</li> <li>• Establish clear procedures for how to handle and direct complaints</li> </ul>	
<p><b><u>6. Ensure investigation procedures and capacity in place</u></b></p> <ul style="list-style-type: none"> <li>• Ensure there is clarity on the role of the office in investigating allegations and directing them to headquarters</li> </ul>	
<p><b><u>7. Ensure recruitment procedures check background of prospective employees</u></b></p> <ul style="list-style-type: none"> <li>• Check references and files of possible new hires to ensure no background of SEA</li> </ul>	
<p><b><u>8. Provide assistance to victims</u></b></p> <ul style="list-style-type: none"> <li>• Together with the PSEA network, develop a victim assistance mechanism</li> </ul>	