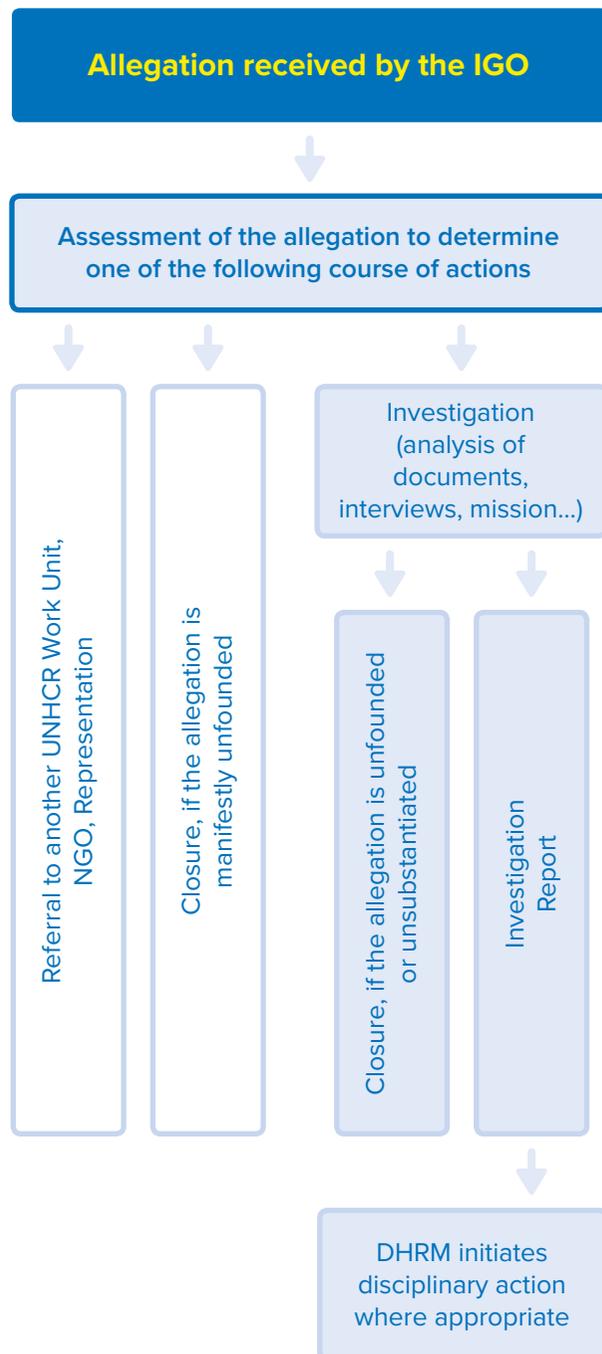


WHAT HAPPENS IN THE IGO



HOW TO REPORT SEXUAL EXPLOITATION AND ABUSE (SEA)?

Anyone having concerns or suspicions about a possible case of SEA by a UNHCR, United Nations or NGO staff member, regardless of their position, should report such concerns directly to the UNHCR's Inspector General's Office (IGO).

CONTACT DETAILS

The IGO keeps the information it receives confidential

The IGO's contact details are as follows:

EMAIL
inspector@unhcr.org

WEBSITE
www.unhcr.org/php/complaints.php

FAX
+41 22 739 7380

You can also report your concerns directly to an IGO staff member.



REPORTING SEXUAL EXPLOITATION AND ABUSE (SEA)

What UNHCR staff need to know and what they need to do



WHAT IS SEA?

Sexual Exploitation and Abuse (SEA) of persons of concern represents a fundamental failure of protection. It brings harm to those we are mandated to protect. It jeopardizes the reputation of our organization. It also violates universally recognized international legal norms and standards and has always been unacceptable behavior and prohibited conduct for United Nations staff.

Sexual exploitation means 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 persons of concern.

Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force, or under unequal or coercive conditions.

Reporting allegations of SEA to the IGO is your duty as UNHCR staff.

N.B.:

These six principles are not intended to be an exhaustive list. Other types of sexually exploitive or sexually abusive behavior may be grounds for administrative action or disciplinary measures.

SIX CORE PRINCIPLES

- 1 Sexual Exploitation and abuse constitute acts of serious misconduct** and are therefore grounds for disciplinary measures, including summary dismissal.
- 2 Sexual activity with children (persons under the age of 18) is prohibited** regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence.
- 3 Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited.** This includes any exchange of assistance that is due to refugees or other persons of concern to UNHCR.
- 4 Sexual relationships between UNHCR staff, and refugees or other persons of concern to UNHCR are strongly discouraged** since they may undermine the credibility and integrity of the work of UNHCR and since they are based on inherently unequal power dynamics.
- 5 Where a staff member has concerns or suspicions regarding sexual abuse or exploitation** by a fellow worker, regardless of who employs this fellow worker, **he or she is required to report such concerns to UNHCR via the established reporting mechanism described below.**
- 6 UNHCR staff shall create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of their codes of conduct.** Managers at all levels have particular responsibilities to support and develop systems that maintain this environment.

WHAT TO DO WHEN YOU BECOME AWARE OF AN ALLEGATION OF SEA?

- **Report any allegation or suspicion immediately to the Inspector General's Office (IGO)** using the contact details provided in this flyer. When appropriate, you may seek advice from the SEA focal point in your location or the Ethics Office.
- You do not need proof before reporting but all reports must be made in good faith.
- **Do not investigate.**
- Always maintain strict confidentiality.
- Respect the dignity, wishes and rights of survivor.

HOW AND WHAT TO REPORT TO THE IGO?

- **What** happened?
Describe in detail what you know about the incident(s).
- **Who** committed the alleged wrongdoing?
Do you know if anyone else was involved? (Provide full names, titles and organization, if possible).
- **When** and **Where** did the incident(s) occur?
Indicate dates and times, if available.