

## Preventing Sexual Abuse and Exploitation in the Thai-Burma Refugee Program Mainstreaming Checklist – September 2011

This self auditing tool is aimed to better inform your agency as to where it stands in relation to preventing sexual abuse and exploitation. The process will enable you to identify gaps and to provide guidance on the next steps the agency may need to take to strengthen its ongoing work in protecting those with whom we work.

This tool has been developed referencing a variety of tools developed elsewhere in similar initiatives by a number of agencies<sup>1</sup>. This tool is being rolled out as a pilot exercise for agencies to review, adapt and adopt in the Thai-Burma context. This tool can be used to measure agency's progress for mainstreaming PSAE into all operational areas.

For the purposes of this checklist, Code of Conduct refers to the individual agency's internal Code of Conduct if it incorporates the Six Core Principles of the Secretary General's Bulletin that relate to sexual abuse and exploitation.

For each statement below, tick the box which corresponds: A = in place, B = partially done, C = not in place. By grouping the results into mostly As/Bs/Cs this will provide an indication of your agency's progress and areas for increased attention.

### PART ONE: Administration and Management

1. Recruitment and Interviews		A	B	C
A	The agency monitors the gender balance of staffing and strives to gender balanced, at all levels of responsibility in both main and sub offices and amongst national and internationally contracted staff and incentive workers.			
B	The agency has reviewed impediments to achieving gender balance and implemented strategies to remove such obstacles.			
C	Training and written guidance on safer recruitment practices are provided for those responsible to recruiting and selecting staff.			
D	During the recruitment / interview process, the agency discusses the policies of staff and beneficiary relations and assesses interviewees responses to questions related to SAE and vulnerability.			
E	References are rigorously gathered and follow a specific format / checklist. They should include questions about disciplinary actions.			
F	All agency staff contracts include the main principles of the Code of Conduct or have the Code of Conduct attached.			
G	All job advertisements reaffirm the agency's commitment to the Code of Conduct.			
H	Applicants must fill in job application forms, which require the applicant to give information about criminal convictions, reasons for leaving previous jobs and periods when no employer is listed.			

<sup>1</sup> Sources: CCSEA (March, June 2003) Human Resource Assistance Manuals, 1 and 11  
 CCSEA (June 2002) Sexual Exploitation Response Checklist  
 CCSEA (date unknown) Priority Tasks for Prevention and Response to Exploitation of Refugee Women and Children  
 IASC (June 2002) Plan of Action  
 IASC (June 2005) Guidelines for Gender based violence interventions in humanitarian settings focusing on prevention and response to sexual violence in emergencies – draft for peer review  
 IRC (July 2004) Action Plan and Report  
 IRC (date unknown) Checklist for Country Directors  
 NSPCC and Tearfund (2003) "Setting the Standard" A common approach to child protection for international NGOs  
 Reach Out (2005) Training Module on Gender Based Violence, Exploitation and Abuse, adapted from a checklist developed by UNHCR, Geneva 2003.  
 Gender based violence global technical support project, produced by the Gender Based Violence Global Technical Support Project of the RHRC Consortium, <http://www.rhrc.org>  
 UNHCR (2003) Prevention & Response to Gender Based Violence Global Technical Support, Checklist for Action, UNHCR  
 Vaughan Gough, Tracy: IRC (June 2005) PSEA in the Kenya Refugee Program Checklist  
 Warburton, Jane (2004) Building Safer Organisations, in Refugee Survey Quarterly, Vol. 23, No 2, 2004  
 UNHCR (2003) Sexual and Gender- based Violence against Refugees, Returnees and Internally Displaced Persons: Guidelines for Prevention and Response

<b>2. Orientation</b>		<b>A</b>	<b>B</b>	<b>C</b>
A	There is a staff orientation process for all staff, including refugee incentive staff, which includes administrative procedures and human resources as well as programmatic and operational issues.			
B	Guidance is provided to new employees on the cultural context and appropriate behavior expected of staff.			
C	During the orientation process, the employee is rigorously taken through the Code of Conduct and the SAE complaints and investigations mechanisms. Staff are given the time to discuss and fully understand the policies and procedures. Staff formally acknowledge receipt and acceptance of the policy and documents are kept in personnel files.			

<b>3. HR Management</b>		<b>A</b>	<b>B</b>	<b>C</b>
A	The agency has developed and incorporated into staff rules and regulations, appropriate disciplinary procedures for when violations of the core principles of the CoC occur.			
B	The agency CoC has been reviewed to include the six core IASC principles related to SAE.			
C	Job descriptions, employment contracts and performance appraisal systems for managers have been revised to ensure adequate attention to their responsibility to prevent and respond to SAE.			
D	The agency considers rotation of existing field staff taking into consideration staff morale and motivation as a means to prevent long-serving field staff from abusing their position.			
E	The agency has reviewed their policies and procedures for any weakness in managing disciplinary cases, survivor referral systems, and HR practices that may increase potential for abuses and acted upon or advocated for change as necessary.			
F	Managers are required (and evaluated on their ability) to promote the standards outlined in the CoC to their subordinates and amongst their project beneficiary population.			
G	When references are requested by potential employers of existing or past employees, the policy is to share relevant information regarding the employee and proven SAE incidents.			

<b>4. Awareness Raising and Training</b>		<b>A</b>	<b>B</b>	<b>C</b>
A	The CoC is displayed in all operational and office areas.			
B	The agency has distributed the CoC, in English or translated version, to all staff.			
C	All existing staff have read and signed the CoC and have knowledge about the consequences of breaches.			
D	A manager is responsible for ensuring that a training strategy is being implemented to raise awareness of gender, GBV, human rights, SAE prevention and response and the CoC amongst all staff and how to report incidents, whether substantiated or not. This includes consultants, contractors, sub-grantees, incentive staff and security guards.			
E	All relevant PSAE guidelines and reference materials are available in the field for staff reference.			
F	Staff who have direct contact with beneficiaries receive more in depth training on causes and consequences of GBV and SAE.			
G	Employees with prolonged and largely unsupervised time with women and children are especially targeted for PSAE support, advice and training.			

<b>5.. Reporting and Complaints Mechanisms</b>		<b>A</b>	<b>B</b>	<b>C</b>
A	The agency has established, together with beneficiaries, a confidential and safe SAE reporting system suitable for staff and beneficiaries.			
B	All beneficiaries and staff, regardless of designation and work location, know how and where they can make a complaint.			
C	A means to make anonymous SAE complaints is also available, e.g. a complaints box or telephone hotline.			
D	Staff who receive complaints are trained how to deal with complainants and how to fill in the complaints referral form and advise on support services available.			
E	The IASC model complaints referral form, or a similar model, is in use for receiving initial complaints.			
F	The agency has a clear and documented guideline on reporting cases to management.			
G	The agency promotes a culture and environment in which children and women are listened to and respected as individuals.			
H	The actions taken by the agency when as SAE case is reported are satisfactory.			

<b>6. Response</b>		<b>A</b>	<b>B</b>	<b>C</b>
A	The agency promotes the development of a culture which ensures that reported abuses are immediately reported upwards and acted upon.			
B	Responses are "survivor focused" keeping the needs of the survivor at the forefront of any investigation process.			
C	The agency responds to reported cases according to standard guidelines outlined in the IASC model complaints and investigations procedures and guidance related to SAE.			
D	The agency ensures all confidential information is channeled correctly and handled with the utmost discretion.			
E	The agency will coordinate investigations with other agencies when and if appropriate.			
F	The agency has a team of staff with the skills and expertise to investigate SAE cases.			
G	Administrative, logistical and psycho-social support is available to investigators to carry out their job properly.			
H	The agency provides feedback to the subject of the complaint / complainants / survivors on progress of investigations.			
I	The agency ensures that all cases are properly tracked and followed up to ensure that the survivor receives the optimum support required.			
J	Senior managers have a clear understanding about if, and when, to report a case to the police.			
K	Appropriate disciplinary action is always taken against perpetrators of SAE.			
L	Employees are evaluated on their performance when dealing with an SAE report.			

<b>7. Prevention</b>		<b>A</b>	<b>B</b>	<b>C</b>
A	The agency has a CoC which incorporates the six principles related to SAE.			
B	The agency has an action plan in place for mainstreaming PSAE into its operations.			
C	Identification of PSAE strategies is a participatory process involving all staff as opposed to a top down approach.			
D	Strategies to reduce risks are integrated into regular programme planning, monitoring and evaluation processes.			
E	Project work plans incorporate PSAE.			
F	Project implementation does not, at any time, create opportunities for the increased vulnerability of beneficiaries nor the opportunity for false			

	allegations by beneficiaries.			
G	The agency has undertaken a gender analysis of all programs to ensure gender sensitive programming and implementation.			
H	The agency ensures that basic services and goods are adequate.			
I	PSAE awareness and sensitivity is mainstreamed in all programme activities.			
J	Budgets include PSAE funding lines for promotional materials and trainings, etc.			
K	The agency promotes regular interaction between beneficiaries and senior staff.			

8. Monitoring and Evaluation		A	B	C
A	The agency has established procedures for monitoring incidences to better identify trends and improve the assessment of program risks.			
B	Regular programmatic monitoring and evaluation incorporates PSAE as a matter of course.			
C	Supervisory staff visit sites of affected populations and report on progress made to reduce SAE.			
D	Regular evaluations of assistance (distribution of commodities, health services, education) take place with significant participation of beneficiaries.			
E	Senior managers regularly visit the field.			

9. Community Awareness Raising		A	B	C
A	The agency has strengthened the mass information systems to ensure that all beneficiaries regardless of sex, age and ability receive information in appropriate manner that goods and services are their entitlement and do not require payment of any kind.			
B	The agency has disseminated the CoC amongst the communities with which it works and community leaders can advise their communities on the Code and the reporting mechanisms.			
C	The agency ensures that translated copies of the CoC are freely available to beneficiaries.			
D	Information on complaints mechanisms are displayed prominently at service delivery sites and translated into local languages.			
E	The agency ensures that field staff have the ability to promote and encourage standards of accountability and CoC to the beneficiaries in their programs.			

10. Coordination		A	B	C
A	A focal point within the agency has been appointed for the implementation and follow up of PSAE activities.			
B	The agency has strengthened collaboration and coordination among all sectors and implementing partners in addressing SAE with emphasis on the needs of the survivors, e.g. case management, advocacy and emotional support.			
C	The PSAE focal point or her / his alternate attends regular coordination meetings with all actors to ensure concerted effort in prevention and response to SAE.			

11. External Implementing Partners		A	B	C
A	All contracts with external implementing partners or service providers (or CBOs?) – including transporters, contractors, warehouse staff, etc – incorporate the core principles of the CoC as part of their agreement.			
B	IT is written into the contracts that any violation of the CoC by that partner			

	can result in the termination of the contract.			
C	All implementing partners are aware that they are responsible for ensuring the CoC is made known to the beneficiary community with whom they are working.			
D	All partners and RTG officials participate in SAE trainings offered by the agency.			

## PART TWO – SECTORAL<sup>2</sup>

1. Food Distribution		A	B	C
A	The agency has reviewed the composition of the food basket and undertaken an assessment of food qualities, food accessibility, cultural food practices and additional food needs to ensure they are adequate to the refugee needs.			
B	Women beneficiaries and staff are involved in the food distribution process.			
C	There are proper monitoring procedures of food distribution at and also beyond the distribution site.			
D	Food distributions take place in an open space.			
E	Problems and issues arising from the distribution are handled by more than one person, including a female employee.			
F	The nutritional status of the population is monitored and assessed by gender and age to ensure adequate distributions are made to the most vulnerable.			
G	There is a special system in place to facilitate the distribution of food to vulnerable individuals.			
H	At food distribution points clear information is provided on the timing and contents of the food distribution cycles, what to do if the ration card is lost, that aid is free, and what complaints mechanisms exist.			
I	Child minding facilities are provided for women who need to bring their children with them during distribution cycles.			
J	Unaccompanied children are not sent to collect food distributions. If they must be sent, appropriate and strengthened security measures are put in place to ensure their safety.			
K	Beneficiaries are able to communicate with food distribution staff in their first language.			
L	Security staff are present throughout all stages of the food distribution process, including female security staff.			

2. Logistics Coordination		A	B	C
A	Appropriate means of transportation is provided to vulnerable beneficiaries and appropriate escorts are provided where necessary to ensure security.			
B	The agency ensures that female employees are involved when providing transport to vulnerable beneficiaries.			
C	Beneficiaries feel comfortable when approaching the logistics department for assistance.			
D	In logistics offices clear information is provided on the services available, that aid is free, and what complaints mechanisms exist.			
E	There is a policy which encourages beneficiaries to approach agency staff with any concerns or problems related to provision of services.			

<sup>2</sup> This part of the checklist draws heavily on various tools developed by NRC, IRC, UNHCR, DRC, and OCHA in drafting the Camp Management Toolkit (2004) <http://www.nrc.no/NRC/eng/frames/camp.htm> and the IASC Guidelines for Gender Based Violence Interventions in Humanitarian Settings. Agencies are advised to further consult these tools for more guidance.

3. Non Food Items (NFIs)		A	B	C
A	The agency provides clothing, including underwear, and shoes for refugees with priority given to refugees most at risk, such as adolescent girls.			
B	The agency provides fuel efficient stoves or alternate options to households to reduce the need for firewood and the associated risks of collection for girls and women.			
C	There are proper monitoring procedures for NFI distributions at and also beyond the distribution site.			
D	Women refugee and staff are involved in the NFI distribution process.			
E	Distributions take place in an open site.			
F	At distribution points clear information is posted on the assistance provided, that aid is free and what complaint mechanisms exist.			
G	Child minding facilities are provided for women who need to bring their children with them during distribution cycles.			
H	Unaccompanied children are not sent to collect NFI distributions. If they must be sent, appropriate and strengthened security measures are put in place to ensure their safety.			
I	Beneficiaries are able to communicate with NFI distribution staff in their first language.			
J	Security staff are present throughout all stages of the NFI distribution process, including female security staff.			

4. Water and Sanitation		A	B	C
A	The agency has ensured that water points, latrines, and other facilities (schools, health posts, etc) are located in secure areas and that they are within easy walking distance from the private shelters.			
B	The agency has ensured that sanitary facilities, bathing areas in particular, are well demarcated and separated for male and female use.			
C	Women are consulted in locating and designing latrines.			
D	The agency and camp management committee monitor queues at water points to assess effectiveness and security of service delivery.			
E	Special measures are in place to ensure provision of water to those with access and movement difficulties, e.g. the elderly, disabled.			
F	At public facilities information is displayed that water resources and services are free and what complaints mechanisms exist if beneficiaries feel their entitlements are being violated.			

5. Health		A	B	C
A	Each agency involves female and male community members in addressing issues of SAE.			
B	The agency has identified and trained young women to be able to identify the needs of sexually exploited or abused young women for referral to health posts.			
C	The agency has intensified the dissemination of information and promotion of the use of health services through the use of radio, schools, health and social clubs, peer education and community health workers.			
D	The agency collaborates with traditional health practitioners to identify, report, refer and provide adequate primary level support to survivors.			
E	The agency has identified the gaps and designed strategies to address factors contributing to SAE in health facilities.			
F	Medical examinations and treatments are performed by staff trained in SAE and/or GBV, ideally by persons of the same sex as those in need of services. Alternately, another medical professional of the same sex is present.			
G	The agency has worked with and trained all health personnel to ensure full			

	understanding of the relationship between SAE and health problems.			
H	The agency has trained all staff in following the appropriate protocols for treating SAE survivors.			
I	The agency has trained health staff to identify and report SAE cases.			
J	There are mechanisms through which men and women can confidentially channel their opinions on how to improve or make health services more accessible to survivors.			
K	The agency collects disaggregated data by sex, age and ethnicity to ensure fair and equal access to services.			
L	The agency ensures that appropriate protocols and adequate equipment, supplies and medicine are during the examination to avoid further damage or injury.			
M	Comprehensive health care is easily accessible for SAE victims.			
N	The agency ensures that employees testify in court about medical findings if the survivor chooses to pursue police action.			
O	At all health facilities clear information is provided that medical services are free and what complaints mechanisms exist.			

5. Psychosocial Care		A	B	C
A	Safe and confidential counseling services are provided.			
B	Procedures are instigated to ensure the staff and clients are safe during consultations.			
C	Records are kept in a secure place with limited access.			
D	As far as possible beneficiaries see counselors and use translators of the same sex.			
E	Clear information is provided the service center that services are free, what services specifically are being offered, and what complaint mechanisms exist.			
F	There is a policy which encourages beneficiaries to approach agency staff with any concerns or problems related to provision of services.			
G	Safe houses for victims of abuse and exploitation are provided with necessary referrals in place for follow up care and protection, including medical assistance, counseling, etc.			

6. Infrastructure and Shelter		A	B	C
A	In cooperation with beneficiaries the agency has reviewed shelter needs for vulnerable groups to ensure protection and privacy.			
B	The agency distributes additional plastic sheeting and other construction materials as required.			
C	The agency ensures access to assistance for shelter construction for those unable to construct shelter for themselves, especially female headed households.			
D	There are female employees within this sector.			
E	Size of shelters are provided appropriate to the size of the household.			
F	Lighting is provided on key access routes and at key facilities.			
G	In offices clear information is provided that describes how shelter is allocated, that shelter is free and what complaint mechanisms exist.			
H	Shelters are allocated in a way that minimizes overcrowding and isolation, minimizing the risk for SAE to occur.			
I	Shelter is allocated in a transparent and consistent manner, taking into consideration households which are most vulnerable.			
J	Safe houses for the protection and care of victims of abuse and exploitation are provided with the appropriate materials to ensure safety and dignity.			

7. Camp Management		A	B	C
A	Camp leaders are elected fairly for a specified period of time.			
B	There are rules outlining how often a person can be re-elected.			
C	Male and female camp leaders are accorded equal respect and have equitable responsibilities.			
D	Gender awareness trainings are provided to all staff to ensure that women's participation is genuine and encouraged.			
E	Camp leaders recognize that they are also humanitarian workers and can sign a CoC.			
F	Beneficiaries have an independent grievance committee for making complaints against leaders.			
G	There is a system for ensuring that all relevant information required by beneficiary communities is transmitted via all appropriate languages and widely disseminated to ensure the minority groups are not marginalized.			
H	All women refugees and unaccompanied minors are registered independently.			
I	Refugee status determination is completed as speedily and efficiently as possible.			
J	There are sufficient women in camp management positions of responsibility.			
K	Information on refugee / beneficiaries is stored securely with restricted access for specified staff only.			
L	Information on camp populations is disaggregated by sex and age and monitored.			
M	A gender analysis has been conducted on the beneficiary population which covers ethnic and traditional practices that might place women and children at risk.			
N	The host community is involved as far as possible in decisions related to the camp.			
O	There is a policy which encourages beneficiaries to approach agency staff with any concerns or problems related to provision of services.			
P	Host communities are also provided with information regarding their rights, access to services and complaints mechanisms.			
Q	The camp management committees are encouraged to organize special events within the communities to promote awareness of PSAE (International Women's Day events, 16 Days of Activism, etc)			

8. Community Services		A	B	C
A	The agency has developed mechanisms to ensure systematic monitoring of the specific needs of the most vulnerable persons and of the solutions that are being implemented to address those needs.			
B	The agency has identified, trained and supported community based support workers to help survivors by providing emotional support, information about choices and services available, referral and advocacy.			
C	The agency has developed specific programs for survivors of SAE and their families.			
D	The agency, in collaboration with health actors and refugee women, has established "drop in" centres where survivors can receive confidential and compassionate listening, counseling, support and advocacy.			
E	Community services personnel are easily accessible to all beneficiaries.			
F	There is a policy which encourages beneficiaries to approach agency staff with any concerns or problems related to provision of services.			
G	Care of unaccompanied minors is given priority. Carers are identified and screened carefully.			
H	At community services offices clear information is provided that services are free, what specific services are offered, and what complaints mechanisms exist.			



<b>9. Education</b>		<b>A</b>	<b>B</b>	<b>C</b>
A	The agency promotes increased levels of school attendance at primary and post 10 levels.			
B	The agency has adapted existing education programs to address the issue of SAE (life skills, training, peace education) and detect survivors' problems.			
C	The agency has built safe guards into education structures to ensure that SAE does not take place within the school system, e.g. through paying attention to recruitment and monitoring of teachers, ensuring a gender balance within teaching staff, monitoring one-on-one teacher/student interaction, design of buildings and structures, etc.			
D	Teachers and other school staff are trained on a CoC and have signed it, and additional support is provided to implementing CBOs (such as KED, KNED) to assist in raising awareness and conducting orientation for education staff on acceptable standards of behavior.			
E	The agency raises awareness among beneficiaries on the importance of education for all children.			
F	Disaggregated data is collected and analysed on school attendance figures, and anomalies are researched and addressed.			
G	Parents and pupils and education staff know how to report SAE cases in schools.			
H	The agency has special provisions for unaccompanied girl children (e.g. supplies, school fees) to ensure that they do not become vulnerable to SAE.			
I	The agency has established non-formal education and vocational training programs targeting those most vulnerable.			
J	The agency has taken action to use school as a way to sensitise children on PSAE and to identify SAE incidents.			
K	Parent Teacher Associations and committees are established to provide a forum to discuss a range of issues including SAE.			
M	At all educational facilities (classrooms, offices, latrines) clear information is provided that educational services are free, what specific services are being provided, and what complaints mechanisms are available to the pupils.			
<b>10. Income Generation</b>		<b>A</b>	<b>B</b>	<b>C</b>
A	Income generation activities are implemented for those most vulnerable to SAE.			
B	The agency promotes income generating activities to reflect the needs of beneficiaries e.g. soap, vegetables, and other assets not provided in normal assistance distributions.			
C	Female employees are involved in the decision making on income generation activities and projects.			
D	In offices clear information is provided on the way services are allocated, which specific income generation services are available, that these services are free, and what complaints mechanisms exist.			

<b>11. Youth and Recreation</b>		<b>A</b>	<b>B</b>	<b>C</b>
A	Appropriate facilities are located close to the sports grounds with separate washing facilities for boys and girls, adequate drinking water, etc.			
B	Safe child care facilities are provided so that mothers can participate in activities.			
C	Recreational activities are supervised and monitored.			
D	Youth groups and youth leaders are encouraged to participate and engage in camp activities, and are given the opportunity to serve as role models and represent the voice of the youth during decision making processes.			
E	At recreation facilities, clear information is provided on the way services are allocated, what aid is free and what complaints mechanisms exist.			
F	Youth and recreational activities are targeted as a means to raise awareness of and identify SAE.			

<b>12. Resettlement</b>		<b>A</b>	<b>B</b>	<b>C</b>
A	Special consideration has been made to ensure vulnerable women and children have access to resettlement services.			
B	All relevant levels of staff have been trained and sensitized on PSAE prevention and response.			
C	Beneficiaries of resettlement are aware of complaints mechanisms available for reporting concerns of SAE.			
D	Services are provided by a varied and diverse staff, which supports and promotes the representation of women in decision making positions.			
E	Information regarding the PSAE complaints mechanism is posted throughout the resettlement facilities with clear information on how beneficiaries can raise a concern.			
F	An open and transparent registration process is in place for resettlement, involving camp leadership, UNHCR and other relevant authorities, in order to prevent any incidents of fraud or corruption.			
G	Referral systems are in place to ensure resettlement beneficiaries can access necessary services (medical, psycho-social, etc) while in the resettlement process.			
H	Information campaigns are conducted on a regular basis to ensure beneficiaries know what resettlement services are being offered, what services they are entitled to, and what complaints mechanisms exist should an SAE concern need to be reported.			
I	PSAE awareness raising sessions are included in cultural orientation workshops during the resettlement process.			
J	Community members and especially women are actively involved in providing security while at the processing centre and in transit.			
K	Resettlement agencies hold regular coordination meetings to review PSAE initiatives and strengthen inter-agency prevention and response procedures.			

<b>13. Legal Assistance and Protection</b>		<b>A</b>	<b>B</b>	<b>C</b>
<b>Legal Environment</b>				
A	The agency widely publicises that a child is anyone under the age of 18			
B	Agencies advocate for all displaced persons to receive an individual identity card.			
C	The agency has undertaken a review of the existence and implementation of adequate national and international legislation ensuring both protection of women's and children's rights and the prosecution of perpetrators of SAE.			
D	All seconded workers, whether by/to government, INGOs, NGOs, local organizations, working in the temporary shelter sites must sign and adhere to the Code of Conduct			
E	Training is given to all police and security services on human rights, SAE and GBV			
F	The agency has lobbied with the government to ensure that abuses by national police and security forces are prevented and effectively prosecuted if they occur.			
G	The agency lobbies for the national police and security forces posted to the temporary shelters to have high standards of professional ethics and understand their role as humanitarian workers, assisting with HR trainings and sensitization to protection issues.			
H	Beneficiaries are aware of provisions/entitlements which they are entitled to and how this relates to SAE			
I	All staff are aware of and have signed onto their agency's Code of Conduct and have received specialist training in gender, GBV, PSAE			
J	Each Head of Office ensures that staff, particularly those working with vulnerable populations such as women and children, are above reproach and detailed reference checks are carried out.			

K	At offices clear information is provided that aid and services are free, specifying in detail what those aid/services are, and what complaints mechanisms exist for SAE.			
<i>Legal Justice (police and national courts)</i>				
L	The survivor is provided with legal advise on how to retain the services of a lawyer for the SAE victims when the victim wishes to take the case to court.			
M	Whenever possible, same sex advisors, interpreters, and police interviews are provided for following up on reports.			
N	The survivor receives advise on the consequences of her decisions and the importance of taking legal action against the perpetrator			
Q	The survivor is advised on the applicable law, procedures, evidentiary requirements, and likely time frame of a court proceeding			
R	The survivor is informed of what to expect in court, the type of questions likely to be asked, and the general insensitivity she / he may face along the way			
S	The rights of the survivor are promoted and protected throughout the legal process			

<b>14. Security</b>		<b>A</b>	<b>B</b>	<b>C</b>
A	Agencies work together in coordinated manner to organize training and sensitization for the security enforcement agencies on SAE, human and displaced person rights, national laws, reporting and referral mechanisms as well as prevention at the field level.			
B	Security assessments are undertaken by trained staff to identify the SAE risk factors in the temporary shelter and its surroundings and to address with agencies/authorities the potential risks appropriately			
C	The agency advocates /campaigns for the inclusion of women employees in the law enforcement sector working in the temporary shelters			
D	The agency holds regular meetings with the security forces to deliberate on how to reduce SAE risks within the temporary shelters			
E	Community members and especially women are also actively involved in security matters in the temporary shelters			
F	In offices and security gates clear information is provided that services are free and what complaints mechanisms exist to report concerns of SAE.			