

## **NEEDS MAP**

### **Protection from Sexual Exploitation, Abuse and Harassment Policy Document**

#### **Needs Map**

Needs Map is a social cooperative that brings together those in need with individuals, institutions and organizations that want to support them. In this context, it collects and verifies needs from individuals, institutions and civil society organizations and facilitates the matching of these needs with appropriate support through its map-based technology. At the same time, it undertakes an important mission in bringing together real needs and resources in humanitarian aid activities.

#### **Policy Statement**

Managers or officers are responsible for dealing promptly and fairly with any suspicion of harassment, sexual harassment, intimidation and/or bullying when brought to their attention, regardless of whether a complaint is made in writing or formally. Managers or officers must take all complaints or concerns seriously and ensure that any such conduct is reported promptly. They must take appropriate action to prevent retaliation or the recurrence of the prohibited conduct after a complaint is made and following any investigation.

Sexual exploitation, abuse and harassment constitute a major failure to protect, harm the individuals being supported and jeopardize the reputation of the institution. It also violates universally accepted international legal rules and standards. Needs Map regards sexual exploitation, abuse and harassment by a person who has contact with it as unacceptable behavior. Needs Map takes all complaints and concerns about sexual exploitation, abuse and harassment seriously. All employees and managers are responsible for complying with this policy and reporting any persons, incidents and suspicions they may have that they believe violate the policy. Those authorized by Needs Map in this regard are obliged to investigate allegations of sexual exploitation, abuse and harassment and take appropriate disciplinary measures.

All members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers of Needs Map are obliged to report any

persons or incidents that they believe violate the sexual exploitation, abuse and harassment protection policy to the focal person determined by Needs Map or to etik@ihtiyacharitasi.org.

## **1. Introduction**

This "Policy on Protection from Sexual Exploitation, Abuse and Harassment" has been created for all members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers of Needs Map (IH) to become conscious, create awareness and internalize the existing rules and policies regarding the Policy on Protection from Sexual Exploitation, Abuse and Harassment. Within the scope of these rules, it is expected that the values produced will create an institutional culture. The Policy Document on Protection from Sexual Exploitation, Abuse and Harassment is the declaration of Needs Map to the public.

## **2. Purpose**

The purpose of the Protection from Sexual Exploitation, Abuse and Harassment Policy is to determine the necessary principles for the creation of a working environment free from sexual exploitation, abuse and harassment. Within this scope, Needs Map undertakes to increase awareness of sexual exploitation, abuse and harassment among its employees, to prevent such incidents, and to operate an effective investigation and sanction mechanism in case of such allegations or complaints.

## **3. Scope**

Needs Map's Sexual Exploitation, Abuse and Harassment Protection Policy is valid for all members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers in all situations, regardless of place and time.

## **4. Responsible Parties**

While the founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers of Needs Map are responsible for the implementation of this policy; monitoring whether the policy is implemented or not, and the procedures to be followed or actions to be taken when it is not implemented are the responsibility of the focal persons appointed by Needs Map.

This policy document contains the ethical values and principles that the parties and each employee, founder, board of directors, members, volunteers, interns, and all institutions and organizations that Needs Map works with must comply with. Needs Map founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers, and volunteers accept the obligation to act in accordance with this policy document based on the principle of honesty and sense of responsibility.

## **5. Definitions**

To ensure clarity of terms used in this policy, the following definitions have been made.

**Protection from Sexual Exploitation, Abuse and Harassment (PSEAH):** Protection from Exploitation and Harassment is a term used by the humanitarian and development community to protect affected communities from exploitation and abuse by support agency personnel or representatives in disaster or crisis situations. The term is included in the Bulletin of the Secretary-General of the United Nations on Special Measures to Protect from Sexual Exploitation and Abuse (ST/SGB/2003/13).

**Sexual Violence:** Any attempt or threat of sexual nature that occurs without the consent of the victim. Sexual violence includes rape, sexual abuse and harassment, exploitation, and forced prostitution. This type of violence can occur within marriages, especially when one of the spouses does not consent to sexual activity.

**Sexual Exploitation:** The actual or attempted exploitation of a position of vulnerability, power, or trust for sexual purposes. Sexual exploitation includes human trafficking and sex work.

**Sexual Exploitation:** Sexual activity that is actually or threatened to be committed using force or under unequal or coercive conditions. Everyone, including men, women, boys and girls, can face sexual exploitation and abuse in any situation, regardless of age, disability, sexual orientation or gender identity.

**Sexual Harassment:** Any unwelcome verbal, non-verbal or physical conduct of a sexual nature that is intended or has the purpose or effect of damaging a person's reputation or creating an intimidating, hostile, degrading, degrading or offensive environment for that person. Such unwelcome conduct may include verbal forms of sexual harassment, including actions, requests,

comments with sexual connotations, jokes or slurs about sexuality, comments about a person's body or questions about a person's sex life or sexual orientation; non-verbal forms of sexual harassment, including unwelcome gestures, catcalling, indecent exposure or the unwelcome display or distribution of sexually explicit images or objects; and sexual harassment in connection with offers of recruitment/employment opportunities, promotions, training or development opportunities, or increases in salary or other employee or worker benefits in exchange for sexual favors.

**Suspicion:** Any sign, trace, sign, finding or concrete evidence indicating whether a crime was committed by one or more perpetrators.

**Human Trafficking:** Recruitment, transportation, transfer, harboring or receipt of persons for the purpose of exploitation, by force or threat of force or other means of coercion, abduction, fraud, deception, abuse of power or exploitation of a person's vulnerability or by providing gain or benefit to that person or another person in order to gain the consent of those who have authority over another.

**Survivor:** A person who has been subjected to abuse or exploitation. The term "survivor" is often used in place of "victim" as it connotes qualities such as strength and resilience, but it is the individuals' choice as to how they wish to identify.

**Vulnerable Groups:** Physically, mentally or socially disadvantaged people who cannot meet their basic needs and therefore need special assistance.

**Prohibited Conduct :** All forms of discrimination, harassment and abuse of authority, including sexual exploitation, abuse and harassment, are collectively defined as "prohibited conduct."

**Abuse of Authority:** Abuse of authority is the inappropriate use of one's position or power over another person. Abuse of authority may include, but is not limited to, behavior that creates a hostile work environment, including, but not limited to, intimidation, threats, and blackmail.

**Retaliation:** It is defined as making the working life of the victim difficult, either explicitly or implicitly, for the purpose of revenge, following a possible complaint.

**Zero Tolerance Principle:** The principle of never tolerating any particular behavior, situation or policy. This approach states that undesirable behavior, especially violence, discrimination, bullying or illegal activities, is absolutely unacceptable.

## **6. Principles of Protection from Sexual Exploitation, Abuse and Harassment**

- 1) Sexual exploitation and abuse by humanitarian workers constitutes gross misconduct and is therefore grounds for termination of employment.
- 2) Sexual activity with children (persons under the age of 18) is prohibited, regardless of the cultural or legal age of majority or consent in the country in which you are located. Misconception as to the age of the child is not a defense.
- 3) It is prohibited to exchange money, labor, goods or services for sex, including sexual favors or other forms of degrading, humiliating or abusive behavior. This includes bartering for benefits that are due to beneficiaries.
- 4) Any sexual relationship that involves improper use of rank or position between a person providing humanitarian assistance and a beneficiary of such assistance is prohibited. Such relationships undermine the credibility and integrity of humanitarian assistance efforts.
- 5) When a humanitarian worker develops concerns or suspicions of sexual abuse or exploitation by another worker, whether or not they work in the same agency, they should report their concerns through the agency's established reporting mechanisms.
- 6) Humanitarian workers are responsible for creating and maintaining an environment that prevents sexual exploitation and abuse and encourages the implementation of codes of conduct. Managers at all levels have specific responsibilities to support and develop systems that protect this environment.

## **7. Preventive Measures**

- 1) Job Advertisement, Recruitment and Selection Process: Job descriptions or job descriptions in job advertisements clearly state responsibilities against sexual exploitation, abuse and harassment. All employees, volunteers and partners are subject to a rigorous recruitment process that includes background checks, reference verification and a review of previous experience and qualifications in these areas. In cases where formal criminal checks are not possible, candidates are asked to submit a form containing their criminal statements.

- 2) Sexual Exploitation, Abuse and Harassment Protection Training: Training is provided to all members, employees, representatives, consultants, interns, project partners, stakeholders and volunteers of Needs Map in order to raise awareness on sexual exploitation, abuse and harassment. Responsible parties and individuals are required to complete the Sexual Exploitation, Abuse and Harassment Protection Training immediately. Plans should be made to renew the training annually when deemed necessary.
- 3) Raising Awareness: Needs Map organizes informative programs and uses materials to ensure that its beneficiaries are aware of the sexual exploitation, abuse and harassment policy and understand the rules covered by the policy. It ensures that beneficiaries are informed on how to report sexual abuse and exploitation in the event of such occurrence. It ensures that reporting mechanisms are in the appropriate language, understandable, safe and accessible.

## **8. Intervention and Reporting**

Sexual exploitation and abuse of service providers by all members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers is a serious violation and, if evidence is found, constitutes grounds for disciplinary action, including termination of employment without notice.

- Needs Map is based on the declaration of the person who has been subjected to sexual violence . The declaration-based process is initiated immediately without seeking evidence. There is zero tolerance for sexual violence and no hierarchy is established among the declarations.
- Throughout the process, any behavior that may cause the applicant to be victimized again, to become discouraged and lose motivation, and that may damage the parties' human dignity and sense of trust is avoided, and necessary actions are taken to prevent such behavior from occurring.
- People are treated equally, fairly and impartially. The process is carried out by taking into consideration the personal rights of the parties.
- The process is carried out in a way that protects the privacy of the individuals who apply and who are suspected of sexual exploitation, sexual abuse and sexual harassment at all stages. Triggering, judgmental and accusatory words, behaviors, attitudes and insinuations that will increase victimization are avoided during the process.

- Sexual exploitation and abuse is a serious violation and is grounds for disciplinary action, including termination of employment.
- Regardless of the age of majority or consent in the work area, sexual intercourse with children (individuals under the age of 18) is prohibited. Misconception about the age of the child cannot be used as an excuse.
- It is strictly forbidden for humanitarian workers to purchase sexual services from sex workers within the framework of international ethical rules. It is forbidden to engage in sexual intercourse in exchange for money, work, goods or services. This prohibition is implemented to prevent sexual exploitation and abuse and to protect the reliability and dignity of aid activities.
- Harassment, discrimination, exploitation and abuse based on gender (including pregnancy) and sexual orientation in the workplace or against partners and service providers are prohibited.
- It is prohibited for employees to engage in any sexual relationship with beneficiaries to whom they provide services by using their position inappropriately.
- If a member of Needs Map has any suspicion or concern that this person, regardless of who employs him/her, is committing sexual exploitation or abuse, he/she should report this suspicion or concern to the focal persons determined by Needs Map or by writing an e-mail to etik@ihtiyacharitasi.org.
- Employees are responsible for creating and maintaining an environment that prevents sexual exploitation and abuse.

### **8.1. Notification and Reporting Mechanisms**

In cases where sexual exploitation, abuse or harassment behaviors are violated, the reporting procedures of Needs Map must be used. All members, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers of Needs Map are obliged to report concerns regarding sexual exploitation, abuse and harassment. Needs Map is committed to ensuring that reporting mechanisms are accessible, confidential and sensitive to gender equality.

All members of Needs Map, founders, board of directors, employees, representatives, consultants, interns, project partners, stakeholders, service providers and volunteers can report their suspicions about sexual exploitation, abuse and harassment through a confidential reporting mechanism. A confidential reporting mechanism will be established where all stakeholders, including children, can report their suspicions.

Notifications can be made via e-mail to [etik@ihtivacharitasi.org](mailto:etik@ihtivacharitasi.org) or to the focal persons determined by the Needs Map.

If a person to whom this policy applies makes a verbal complaint, the complaint must be put in writing by the focal person and the process must be followed.

In all cases, the focal person is responsible for evaluating and taking into consideration any victimization, retaliation or false accusations that may arise as a result of the notification for the individuals to whom this policy applies, and implementing the procedure regarding the situations detected.

## **9. Establishing Partnerships and Collaborations**

In order to discuss the issues of sexual exploitation, abuse and harassment and to share examples of good practice, joint meetings and training sessions will be organized with organizations that have competence in these areas. These collaborations will contribute to the development of strategies to prevent sexual exploitation, abuse and harassment.

## **10. Review and Revision**

The Protection from Sexual Exploitation, Abuse and Harassment Policy will be reviewed, when necessary, in light of relevant feedback, changes in the law or results obtained. In case of any changes or updates, stakeholders will be informed accordingly.