

All Survivors Project Foundation Code of Conduct on Sexual Exploitation and Abuse

Code of Conduct was last reviewed in	April 2025
Board approved this Code of Conduct	April 2025
Next review date	2026

ASPF's Code of Conduct on Sexual Exploitation and Abuse (SEA) sits within a set of Core Values which inform all of ASPF's work and within which it operates. This Code of Conduct on SEA should be read in conjunction with the other ASPF policies, including: Code of Conduct, Safeguarding Policy, Child Safeguarding Code of Conduct, Ethical Research and Advocacy Policy, Security Policy, Security and Safeguarding Partnership Management Procedure, Whistleblowing Policy, and Privacy Policy.

ASPF's Core Values

ASPF is committed to the following core values:

- ▣ **Committed to upholding human rights:** ASPF's work is guided by international human rights and humanitarian norms and standards; the best interests, dignity and safety of all victims/survivors of conflict-related sexual violence (CRSV), and principles of non-discrimination.
- ▣ **Survivor-centred:** ASPF prioritises the interests and perspectives of victims/survivors, working directly with them wherever possible to inform its research and action and to ensure that their needs and wishes guide efforts to end and respond to CRSV.
- ▣ **Ethical and accountable:** ASPF upholds ethical approaches in its research, advocacy and other activities and is committed to being accountable, including to the victims/survivors and partners with whom it works, and to women's rights organisations working to respond to CRSV against women and girls.
- ▣ **Independent and impartial:** To protect its independence, ASPF ensures that all its funding is consistent with its mission and values. ASPF preserves its impartiality and does not take sides in armed conflict.

Code of Conduct on Sexual Exploitation and Abuse

All Survivors Project Foundation (ASPF) work is grounded in principles articulated in ASPF's Core Values. It is essential that ASPF's commitment to human rights and humanitarian principles is supported and demonstrated by all members of staff, consultants, volunteers and other representatives.

This Code outlines the standards of behaviour expected in order to fulfil ASPF's responsibility of protecting victims of sexual abuse and preventing any form of sexual exploitation and abuse. The purpose of this code is to:

- Ensure the safety and dignity of victims of sexual exploitation and abuse;
- Establish clear guidelines for acceptable and unacceptable behaviour;

- Prevent any form of sexual exploitation or abuse within All Survivors Project Foundation and its work.
- Ensure accountability and monitoring mechanisms to enforce compliance with this Code.

All Survivors Project Foundation is committed to providing appropriate support to victims/survivors of sexual exploitation and abuse, including medical, psychological and legal assistance.

Definitions:

Sexual exploitation: Actual or attempted abuse of a position of vulnerability, power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

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

Applicability:

The Code of Conduct on SEA applies to all members of staff, consultants, contractors, volunteers and representatives of All Survivors Project Foundation. The Code of Conduct on SEA applies to all areas of its work.

The Code of Conduct on SEA provides clear guidance on what ASPF expects of staff, volunteers and other representatives. It is the responsibility of each individual involved in ASPF's work to ensure behaviour is consistent with ASPF's values and principles.

A copy of the Code of Conduct on SEA will be attached to the contract of every consultant and employee of All Survivors Project Foundation and will need to be signed and returned.

Standards of behaviour:

All employees or representatives of ASPF are expected to:

- Work actively to protect and promote human rights by complying with this Code of Conduct on SEA and other ASPF's policies and protocols;
- Protect the safety and wellbeing of all, including but not limited to the communities ASPF works with, its employees and its partners;
- Take part in training sessions and awareness-raising activities organised by ASPF on sexual exploitation and abuse;
- Ensure prevention of sexual exploitation and abuse both by creating and enforcing deterrents and by actively working against factors that facilitate abuse;
- Report any matter that breaks the standards contained in this Code of Conduct on SEA;
- Participate in mandatory training sessions on SEA prevention, reporting and response, as well as remedial actions in cases of misconduct.

ASPF does not tolerate the following:

- Any form of sexual exploitation or abuse, including but not limited to:

- Unwanted touching of a sexual nature,
 - Forcing someone to engage in prostitution or pornography,
 - Forcing someone to have sex with anyone,
 - Refusing safe sex practices,
 - Exchanging money, employment, goods or services for sexual favours;
- Engaging in sexual relations with anyone under the age of 18, regardless of the age of consent, local customs or the law in effect;
- Engaging in sexual relations with the communities ASPF works with.

Accountability and monitoring:

Responsibilities of All Survivors Project Foundation

ASPF commits to the following:

- Holding necessary training sessions and awareness raising activities on risks and prevention of sexual abuse and exploitation;
- Establishing confidential and accessible reporting channels for victims and witnesses of sexual exploitation and abuse;
- Protecting people who report sexual exploitation or abuse in accordance with ASPF's Whistleblowing Policy;
- Investigating all reports of sexual exploitation and abuse promptly and thoroughly, through verifying complaints and taking necessary measures for accountability;
- Enforcing appropriate disciplinary measures (and if necessary, reporting for external investigation) against those who are in violation of this Code of Conduct on SEA;
- Annual reviews of the Code of Conduct on SEA, to assess relevance and effectiveness of prevention and response mechanisms.

Key roles are as follows:

- The Executive Director has overall responsibility for overseeing the implementation and compliance of this Code.
- The Operations and Special Projects Manager is responsible for taking steps to ensure implementation of the Code.
- Line managers are responsible for ensuring staff, volunteers, and representatives understand and comply with this Code.

Reporting and investigation

Reporting procedure for infringements to the Code of Conduct on SEA

Any member of staff or a consultant who suspects or knows of sexual exploitation or abuse of another individual, whether by a representative of All Survivors Project Foundation or not, should refer the matter immediately and in confidence to the Board of Trustees (contact details below).

Anonymous complaints (e.g. by an alias email address) are accepted and will be taken seriously.

Members of staff, consultants and other representatives who fail to report suspected or actual sexual exploitation or abuse will be subjected to disciplinary processes which could also constitute grounds for summary dismissal.

Investigation procedure for infringements to the Code of Conduct on SEA

The Board of Trustees have the responsibility to institute an internal inquiry into the allegation.

A fair, impartial, and confidential investigative process will be followed, ensuring the rights of both the victim and the accused are upheld. Such an investigation may be undertaken with the support of an external party to ensure impartiality. The investigation will be documented and a report will be provided upon completion of the investigation to inform the basis of future action. Details of the investigation will be limited to only those involved and all documentation will be kept confidential and stored in a secure location.

ASP will take measures to protect whistleblowers from retaliation, as outlined in its Whistleblowing Policy.

Violations of this Code will be met with strict disciplinary actions, including suspension and termination. When warranted, All Survivors Project Foundation will report cases of sexual exploitation and abuse by consultant, staff and other representatives for investigation and possible prosecution in the jurisdiction where they reside. The decision to report cases will be taken by the Board of Trustees.

Contact details

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