



**TI CAMBODIA**

**PREVENTING SEXUAL EXPLOITATION, ABUSE AND HARASSMENT  
POLICY**

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## 1. INTRODUCTION

Transparency International is the global civil society organisation leading the fight against corruption. Transparency International Cambodia (TI Cambodia) is an official National Chapter of Transparency International and officially registered as a local Cambodian non-governmental organisation with the Ministry of Interior in July 2011.

The mission of TI Cambodia is to work together with individuals and institutions at all levels to promote integrity and reduce corruption in Cambodia. TI Cambodia is a National Chapter of Transparency International.

**VALUES:** TI Cambodia shall respect and adhere to the following values:

- Integrity
- Accountability
- Transparency
- Solidarity
- Justice
- Democracy

**VISION:** For Cambodians to live in a society free of corruption.

**MISSION:** Work together with individuals and institutions at all levels to promote integrity and reduce corruption in Cambodia.

**GOAL:**

1. Promote individual and institutional best practices and integrity in their day-to-day performance through education and sharing of good models and examples.
2. Empower community members to actively engage in monitoring development process at national and sub-national levels.
3. Advocate for positive change toward a corruption-free society.

## 2. PURPOSE

All of us have a responsibility to act in an ethical and transparent way to build a respectful working culture that rejects inappropriate behaviour, and where TI Cambodia's people (members of the board of directors, management, staff, interns and volunteers), consultant, contractor, partners and communities feel supported and valued.

This policy sets out TI Cambodia's approach in preventing and addressing sexual exploitation, abuse and harassment (SEAH). This includes the commitment to ensure that:

- Effective mechanisms are in place in order to prevent from SEAH;
- Procedures are in place to report about SEAH and how to deal with them once they occur;
- Culture and practices where people are treated with dignity and respect both in the workplace and in projects conducted by TI Cambodia and its implementing partners.

## 3. SCOPE

This policy is strictly applied to all individuals working at all levels and grades, including TI Cambodia People. It also applies to consultants, contractors, advisors and sub-grantees where they do not have a Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) policy in place that is in line with TI Cambodia's standards. Generally, this policy will have the coverage for the incidents with the adult from the age of 18 and any incidents related to children under the age of 18 will be addressed through the Child Protection Policy (CPP).



#### 4. DEFINITION

- **Sexual Harassment:** A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours, or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

Sexual harassment can take various forms. It can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender. Sexual harassment can be perpetrated against beneficiaries, community members, citizens, as well as staff and personnel.

Some examples of behaviour that may cause sexual harassment include:

- ✓ staring or leering;
  - ✓ unnecessary familiarity, such as unwelcome affection or touching;
  - ✓ suggestive comments or jokes;
  - ✓ insults or taunts of a sexual nature;
  - ✓ intrusive questions or statements about your private life;
  - ✓ displaying posters magazines or screen savers of a sexual nature;
  - ✓ sending sexually explicit emails or text messages;
  - ✓ inappropriate advances on social networking sites;
  - ✓ accessing sexually explicit internet sites at workplace;
  - ✓ requests for sex or repeated unwanted requests to go out on dates; and
  - ✓ behaviour that may also be considered to be an offence under criminal law such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.
- **Sexual Exploitation:** Any actual or attempted abuse of a 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 another.
  - **Sexual Abuse:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It covers sexual offences including but not limited to: attempted rape (which includes attempts to force someone to perform oral sex); and sexual assault (which includes non-consensual kissing and touching). All sexual activity with someone under the age of 18 is considered to be sexual abuse.
  - **Child Sexual Abuse:** When a child is used by another child, adolescent or adult for his or her own sexual stimulation or gratification. Sexual abuse involves contact and non-contact activities which encompasses all forms of sexual activity involving children, including exposing a child to online child sexual exploitation material, or taking sexually exploitative images of children.
  - **Survivor:** The person who it is alleged has been the subject of sexual harassment, abuse or exploitation.
  - **Complainant:** The person who raises a complaint (this may or may not be the survivor).
  - **Harm:** Any detrimental effect on a person's physical, psychological or emotional wellbeing. Harm may be caused by financial, physical or emotional abuse, neglect, and/or sexual abuse or exploitation whether intended or unintended.

#### 5. PRINCIPLE

TI Cambodia's PSEAH policy is committed and guided by the following principles:

### 5.1: Zero tolerance

- Sexual exploitation, abuse and harassment are never acceptable. TI Cambodia defines zero tolerance as acting on every allegation in a fair and reasonable way with due regard for procedural fairness.

### 5.2: A workplace free of SEAH

- TI Cambodia's Commitment is to maintain a workplace that is free of SEAH, so that all those who work for TI Cambodia can feel safe and happy. We will not tolerate anyone committing SEAH in the workplace or when they are conducting their work in the community. We also prohibit willful discrimination based on sex, gender, sexual orientation, marital status, race (including colour, nationality or ethnic or national origin), religion or belief, age, disability and other aspects of identity. TI Cambodia expects the same standards to be applied by partners, contractors and suppliers and all sub-grantees associated with TI Cambodia's work.

### 5.3: Survivor needs are prioritised

- Action to address sexual exploitation, abuse and harassment should be underpinned by a "do no harm" approach prioritising the rights, needs, and wishes of the survivor, while ensuring procedural fairness to all parties.
- This approach treats the survivor with dignity and respect, involves them in decision making process and provides them with comprehensive information. It also protect survivor's privacy/confidentiality, and provide them with counselling and health service if needed.

## 6. RESPONSIBILITY

PSEAH is a shared responsibility and we all have an obligation to ensure that the work we do is inclusive, dignified and safe within the organisation and with all those we work with and for.

Management is responsible for overall implementation, monitoring and review of this policy and ensuring that all parties comply with the PSEAH Code of Conduct. Board of Directors is responsible for the oversight of this policy and approval of any revision.

## 7. CODE OF CONDUCT

All TI Cambodia People are obliged to sign and adhere to the PSEAH Code of Conduct which outlines the expected behaviours for all TI Cambodia People. Failure to align to these codes will lead to employment contract termination, and any conduct that is criminal will be reported to the local authority, where it is safe to do so and is in accordance with the wishes of the victim/survivor if he/she is of an age to give informed consents.

The following are the behaviours which are acceptable as the best code of conduct:

- Treat people with dignity, respect and fairness.
- Understand and respect diversity.
- Recognise where there are power differences and seek to address them.
- Take actions that show consideration for cultural concerns and expectations.
- Report any concerns or suspicions that arise regarding sexual abuse or exploitation.
- Not engage in any form of sexual abuse or exploitation of any persons of any age.
- Not engage in sexual activity with a child (person under the age of 18) regardless of the age of majority or age of consent locally.
- Not exchange money, employment, goods or services for sex while on work related travel or representing TI Cambodia (including sexual favours or other forms of humiliating, degrading, or exploitative behaviour)



- Not engage in sexual relationship that involves, or appears to involve, partiality, preferential treatment or improper use of rank or position.

## 8. RISK BASED APPROACH

TI Cambodia has adopted a risk management process by which risks are identified, monitored and reasonably mitigated against in the assessment of all our activities. This includes a process by which activities are assessed to determine the level of risk for SEAH. Please refer to Appendix 6: TI Cambodia CP/SEAH Org. Risk Assessment, and Appendix 7: TI Cambodia CP/SEAH Program Risk Mitigation and Management for further information.

TI Cambodia ensures that due diligence and/or capacity assessments of sub-grantees, especially sub-grantees under Australian Government's Department of Foreign Affairs and Trade (DFAT)'s funding, shall be included with the assessment of their key preventing and addressing sexual exploitation, abuse and harassment.

## 9. TRAINING AND COMMUNICATION

The orientation/training on how to implement and adhere to this policy shall be done to all TI Cambodia people in order to avoid risks from SEAH involved activities. For new TI Cambodia people, the orientation/training shall be conducted as soon as possible along with other policies' orientation/training once they have commenced work with TI Cambodia.

Zero-tolerance approach towards SEAH must be also communicated to TI Cambodia People, and all suppliers, contractors, consultants and sub-grantees at the outset of our relationship with them and as appropriate thereafter including the information about PSEAH code of conduct, reporting/complaint mechanism either at event at the community and/or through TI Cambodia's website.

## 10. IMPLEMENTATION

As soon as this policy is finalised and approved by TI Cambodia's Board of Directors, and through orientating/training to all TI Cambodia People, they shall have primary and day-to-day responsibility for implementing this policy. On top of this, board members and the management of the organisation shall be acting as a role model in terms of prevention both within and outside the organisation.

TI Cambodia requires that all TI Cambodia People sign that they have read, understood and agree to abide by TI Cambodia's CPP/PSEAH Code of Conduct, including the requirements to comply with this policy.

### 10.1 RECRUITMENT AND ENAGEMENT

TI Cambodia has a Human Resources Policy which includes a robust recruitment and screening process in order to minimise the risk of recruiting a person who poses an unacceptable risk of engaging in sexual harassment, sexual exploitation and abuse. Procedures include:

- All TI Cambodia people are required to provide an appropriate criminal record check or make a statutory declaration as to their criminal record history. Please refer to appendix 1: TI Cambodia Statutory Declaration of Criminal History Record for further information.
- Behavioral interview questions pertaining to sexual harassment and abuse may be used to determine the full history of past behaviors, beliefs, attitudes, motivations, and values of applicants regarding working with children and vulnerable adults.
- A minimum of two verbal reference checks will be conducted, which include questions related to the applicant's general conduct, and where relevant questions related to concerns about a candidate's conduct when working or interacting with children and/or adults in the context of sexual harassment, sexual exploitation and abuse. One reference must be from the person's current or most recent employer.

- Signing PSEAH Code of Conduct by TI Cambodia People is required prior to commencement of their engagement with TI Cambodia.
- Human Resources Unit will develop a detailed induction program highlighting expected behaviours generally, and specifically pertaining to the prevention of SEAH.
- All employment contracts must contain the provision: any person who breaches code of conduct in PSEAH policy will lead to the dismissal.

## 10.2 SUB-GRANTEES

It is mandatory for sub-grantees, especially those who receive fund from DFAT through TI Cambodia to comply with TI Cambodia's Preventing Sexual Exploitation, Abuse and Harassment policy, if they do not have such policy in place. They shall:

- a) act in accordance with the principles and requirements in this Policy;
- b) sign TI Cambodia's Code of Conduct committing to adhere to this policy;
- c) have Prevention of Sexual Exploitation, Abuse and Harassment clauses included in all partnership agreements with their sub-grantees; and
- d) in a long run, adopt and comply with their own policies and procedures by which risks are identified, monitored and mitigated against, including assessing the level of risk for Sexual Misconduct and mitigating the same in applying the DFAT Policy and PSEAH Minimum Standards where applicable. TI Cambodia will, if needed, assist them in the process of developing their own policy.

## 11. WHISTLEBLOWING

Whistleblowing is the disclosure of information about perceived serious problems (wrongdoings). Serious problems (wrong doings) include, but not limited to, those described in section 6.11 of HR policy such as Form of Corruption, Sexual Exploitation, Abuse and Harassment (SEAH), Child Abuse and other illegal activities as defined by laws and regulations of Cambodia. It's becoming more accepted as a way for organisations to access internal information that can help leader/managers to prevent or minimise risks.

Sexual Exploitation, Abuse and Harassment is clearly treated as one of the serious problems (gross misconduct).

Where any person has reasonable grounds to suspect that TI Cambodia or any persons within the scope of this Policy have engaged in sexual exploitation, sexual abuse or sexual harassment, TI Cambodia encourages them to report their concerns immediately in accordance with this Policy. Please refer to the appendix 4: TI Cambodia CPP/SEAH Whistleblowing, Investigation and How to Deal with It for further information (extracted from HR policy, section 12, 13 and 14).

## 12. MONITORING AND EVALUATION

TI Cambodia People are collectively and individually responsible for the success of this policy implementation. They are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Ethics Committee.

The Ethics Committee members who are comprised of Chairperson or an appointed member of the Board of Directors (chair), TI Cambodia Executive Director, Senior Management Team and one staff representative, will monitor the effectiveness and review the implementation of this policy regularly considering its suitability, adequacy and effectiveness. They shall meet at least 2 times per year to measure the implementation progress, and set out new mechanism (if any) to prevent SEAH.

## 13. REVIEW AND AMENDMENT

This policy will be reviewed in every 3 years to ensure it remains compliant with law, relevance and effectiveness. Each revised policy shall be approved by the Board of TI Cambodia.



Version	Date Effective	Created By	Consultation by	Approved By TI Cambodia BoD on	Next Revision by
1	10 December 2020	TI Cambodia	Ms. Pauline Taylor-McKeown	10 December 2020	10 December 2023

The policy was revised by the Senior Management Team with proper consultation with TI Cambodia's staff. This policy shall be effective from 10 December 2020.



Pech Pisey  
Executive Director

And approved by the Board of Directors on 10 December 2020



Vong Socheata  
Chair of Board of Directors



## 14. APPENDICES

### 14.1 Appendix 1: TI Cambodia Statutory Declaration of Criminal Record Form

Applicant's Name:		Role applying for:	
Have you ever been charged or convicted of any offence?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:			

**Please note:** if you are applying for a position where you will have regular contact with children, (this may be frequent or infrequent), you are required to give details of all convictions or criminal offences and cautions, or pending prosecutions.

Have you ever been dismissed from employment or had any disciplinary action taken against you which may be related to work with a child/children under 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
Have you received any formal reprimands, final warnings, or cautions from the police?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
Is there any other information which may be relevant to your application e.g. pending prosecutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		
Signature:	Date:	

## 14.2 Appendix 2: TI Cambodia Child Protection/SEAH Code of Conduct

I, *[insert name]* \_\_\_\_\_, agree that while engaged by TI Cambodia, acknowledge that I have read and understood TI Cambodia's Child Protection and Preventing Sexual Exploitation, Abuse and Harassment Policies and Procedures and agree that while working with TI Cambodia, I will:

### Child Protection:

- Treat children with respect regardless of race, colour, sex, gender, gender identity, sexuality, sexual orientation, age, indigeneity, national, ethnicity, language, religion, political or other opinion, disability, property, displacement, caste, poverty, class or socio-economic status;
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- Not engage children in any form of activity that is demeaning, offensive, sexually provocative, abusive or culturally inappropriate or insensitive;
- Not engage children in any form of sexual activity or acts, including paying for sexual services or acts;
- Wherever possible, ensure that another adult is present when working in the proximity of children;
- Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger;
- Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible;
- Not show favouritism through the provision of gifts or inappropriate attention; behave provocatively or inappropriately with a child;
- Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium (see also 'Use of children's images for work related purposes below);
- Refrain from physical punishment of children;
- Refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury;
- Comply with all relevant Cambodian legislation, including labour laws in relation to child labour
- Immediately report concerns or allegations of child abuse in accordance with appropriate procedures to TI Cambodia's Ethics committee;
- Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with TI Cambodia that relate to child exploitation and abuse.

### Use of children's images for work-related purposes

When photographing or filming a child for work-related purposes, I must:

- Before photographing or filming a child, assess and comply with local traditions or restrictions for photographing or filming a child.
- Before photographing or filming a child, obtain consent from the child and/or a parent or guardian of the child. As part of this I must explain how the photograph or film will be used.

- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- Conceal the identity of vulnerable and at-risk children. Do not show a vulnerable child's face or represent them in any way that may lead to their identification.
- Not identify children as survivors of sexual exploitation, gender-based violence or abuse
- Not reveal an individual child's status as a person living with HIV, TB or any other serious health conditions without written consent.

**Preventing Sexual Exploitation, Abuse and Harassment:**

- Treat people with dignity, respect and fairness.
- Understand and respect diversity.
- Recognise where there are power differences and seek to address them.
- Take actions that show consideration for cultural concerns and expectations.
- Report any concerns or suspicions that arise regarding sexual abuse or exploitation.
- Not engage in any form of sexual abuse or exploitation of any persons of any age.
- Not engage in sexual activity with a child (person under the age of 18) regardless of the age of majority or age of consent locally.
- Not exchange money, employment, goods or services for sex while on work related travel or representing TI Cambodia (including sexual favours or other forms of humiliating, degrading, or exploitative behaviour).
- Not engage in sexual relationship that involves, or appears to involve, partiality, preferential treatment or improper use of rank or position.

I understand that the responsibility is on me, as a person engaged by TI Cambodia, to use common sense and avoid actions or behaviours that could be construed as child exploitation or abuse and sexual exploitation, abuse and harassment when implementing TI Cambodia's work.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



### 14.3 Appendix 3: TI Cambodia Child Protection/SEAH Incident Report

Key questions with (\*) are mandatory to fill in.

Name of complainant*:	
Address/contact details:	
Age:	
Sex:	
Name of alleged victim* (if different from complainant):	
Address/Contact details:	
Age:	
Sex:	
Name (s) and address of parents, if applicable*	
Has the alleged victim given consent to the completion of this form?*	
Date of incident(s)*:	
Time of incident (s)*:	
Locations of incident (s)*:	
Physical and emotional state of victim (please describe):	
Witnesses' names and contact information (if any):	
Brief description of incident (s)* (attached extra pages if necessary):	
Name of accused person (s):*	
Position of accused person (s):	
Organisation accused person (s) work for:	
Address of accused person (s) (if known):	
Age:	
Sex:	
Have the police been contacted?*	
If yes, what happened?	
If no, does the alleged victim want the police assistance, and if not, why?	
Has the alleged victim been informed about available medical treatment?	
If yes has the alleged victim sought medical treatment for the incident?	
If yes, who provide treatment?	
What is the diagnosis and prognosis?	
What immediate security measures have been undertaken for victim?	
Any other pertinent information provided in interview (including contact made with other organisations, if any)	
Details of referrals and advice on health, psychosocial, legal needs of victim (if any) made by the person completing the report:	

Has the complainant been informed about the organisation's procedures for dealing with complaints?*	
Please provide any other relevant information here that has not already been mentioned above.	
*Report completed by: Name, Position, organisation, Date/time/location	

#### 14.4 Appendix 4: TI Cambodia CP/SEAH Whistleblowing, Investigation and How to Deal with it

Whistleblowing is the disclosure of information about perceived serious problems (wrongdoings). Serious problems (wrong doings) include, but not limited to, those described in section 6.11 of HR policy such as Form of Corruption, Sexual Exploitation, Abuse and Harassment (SEAH), Child Abuse and other illegal activities as defined by laws and regulations of Cambodia.

##### Purpose

TI Cambodia, within its mandates, promotes integrity, transparency and fight against corruption in Cambodia. At the same time, we must uphold good principle and code of conduct (ethics) in order to avoid serious problems (wrongdoings) which might happen within our course of work.

TI Cambodia's Ethics Committee is therefore committed to hearing any concern in which TI Cambodia may have related to this issue during the whole phase of programme implementation.

##### Scope

All individuals working under any form of contract or agreement with TI Cambodia, including full and part-time employees including the Board of Directors, interns, volunteers, contractors, advisors and consultants, can use this policy to make a report about serious problems.

##### Channel to Make a Report

If you has information about the activities related the above mentioned serious problems or believe that those activities may have occurred, has occurred, or could occur, you are encouraged to make a report to the Members of the Ethics Committee. The report can be made either in verbal and written forms or through suggestion box for TI Cambodia people.

For external stakeholders, reporting channel shall be made to:

- Focal person receiving the report: HR/Admin Manager
- Email: [ethics@ticambodia.org](mailto:ethics@ticambodia.org)
- Phone: 023 883681/82
- Address: #13, St. 554, Sangkat Boeung Kak 1, Tuol Kork, Phnom Penh, Cambodia.

While it is understood that you may want to seek further information or consult with any colleague before making a report, please avoid unnecessarily sharing the identity of individual affected by your report, undertaking your own investigations, or collecting evidence before making a report would be crucial.

In case a complaint is filed against any member of the Ethics Committee, the person who is the subject of that complaint shall step down from the committee. If the complaint is about a chairperson, the appointment of a new chairperson shall be made.

##### Confidentiality, Anonymity

Your report and the information contained in it, as well as your identity will be treated confidentially. The Members of the Ethics Committee have the duty to treat the information sensitive, and protect your identity. Your identity will not be revealed without prior written permission or unless required to do so by law.

You have the possibility to report serious problems anonymously, i.e. without disclosing your personal. Please be aware that investigations tend to be more difficult in this case because TI-Cambodia may need your feedback, clarification or confirmation of the case.



### Whistleblower Protection

When you report a case related to serious problems, you may need to prove that your report is true and with adequate evidence. No action will be taken against you if you acted in good faith. If, after making a report, you find additional relevant information, you are also strongly encouraged to report it to TI Cambodia's Ethics Committee, regardless whether this information supports or modifies your original report. TI Cambodia fully protects you from any form of retaliation, disadvantage or discrimination at the workplace linked to or resulting from your report.

Any individual who retaliates against someone who has reported a serious problem under this policy, or who has cooperated in the investigation of a concern person, is subject to disciplinary, termination of employment contract, any further action which is appropriate.

### Investigation

Investigation on Serious Problems case shall be conducted covertly and confidentially. The investigation shall be done carefully in an independent manner and free from undue interference. The person(s) who is assigned to investigate the case shall have broader knowledge of and well understand the case of serious problem, and through which the investigator(s) would be able to know where to obtain appropriate evidence to prove the case. The investigator (S) shall be given with adequate investigative power.

The investigator shall, during the course of investigation, collect all appropriate evidence and compile written reports once the investigation is ended. The report shall then be submitted to TI Cambodia's Ethics Committee for further processing.

### How to Deal with Serious Problem

If the report shows that there is no clear and enough evidence on the case, the Ethics Committee will end the case and take no further action.

If there is clear, strong and enough evidence about the case, the Ethics Committee Members will meet with the concerned person to inform of the charged case and immediate dismissal.

The concerned person can bring staff representative or any staff whom s/he trusts in along with her/him during the meeting with the Ethics Committee Members.

The dismissal letter signed by the chairperson of the Ethics Committee shall be given to the concerned person. A copy of letter will be retained in the employee's personnel file.

In this case, the final settlement shall be made including final payment and clearance (returning of organisation's property). If the case was involved with the loss/damage of organisation's property, the lost/damaged amount shall be asked to return. Legal action shall be made against the concerned person if necessary.

#### 14.5 Appendix 5: TI Cambodia Ethics Committee ToR

The Ethics Committee is set up in order to create conditions to help employee and other involved stakeholders to embrace the principles of the Code of Conduct and making sure its principles are applied by everyone in their day-to-day work. It is also responsible for examining whether the ethical risks have been effectively identified, assessed, managed and reported, with a view to ensuring that they do not engage in serious problems (HR policy ref, 6.11: Form of Corruption, Sexual Exploitation, Abuse and Harassment (SEAH), Child Abuse and other illegal activities as defined by laws and regulations of Cambodia).

The Committee shall review and assess the adequacy of these Terms of Reference every two years or more frequently if necessary.

##### 1. Composition of ethics committee

Ethics Committee comprises of Chairperson or an appointed member of the Board of Directors (chair), TI Cambodia Executive Director, Senior Management Team and one staff representative. One of the members shall be appointed to be a secretary to the committee. The Committee may request any TI Cambodia staff or any external expert to attend Committee meeting if needed. If the complaint is about a member of the committee, s/he shall step down from the committee. If the complaint is about a chairperson, the appointment of a new chairperson shall be made.

##### 2. Quorum

The Ethics committee's meeting can be preceded with a minimum quorum of 50% +1. The decision can be made with the voice of at least 50% + 1 from the participating members.

##### 3. Frequency of meetings

Meetings will be held normally two times a year unless an emerging issue arrives which require adhoc meetings. All the meetings shall be invited for and chaired by the chairperson of the Board of Directors or her/his appointed. Minutes of the Committee meetings shall be taken and filed after approval by the Committee Members. A copy will be sent to the members of the Committee.

##### 4. Responsibilities of the committee

The main roles and responsibilities of the committee members are as follows:

- Advising and assisting in development and implementation of policies and procedures aimed at enhancing integrity and ethical behavior and preventing serious problems throughout TI Cambodia's day to day operations and monitoring compliance;
- Providing orientation on those policies and procedures to all staff and involved stake holders;
- Dealing with the ethical issue including disciplinary and/or remedial action;
- Advising and making recommendations concerning the prevention/mitigation of serious problem related risks, and other preventive measures to be taken, where necessary;
- Making the report on serious problem related risks to the Board of Directors (if any), and to the donors (if required);
- Updating the Board of Directors on the compliance of organisation's policies on a regular basis;
- Appointing a member to be a secretary of the committee;
- Ensuring that organisation's existing policies/procedures shall be reviewed and approved as mentioned in each policies;

##### 5. Confidentiality

All information made available to and used by the Committee Members shall be handled with due care regard to its confidential nature and to the need to protect the interests and privacy of the individuals under investigation.



## 14.6 Appendix 6: TI Cambodia CP/SEAH Org. Risk Assessment

Business/activity risk	Risk factors	Potential Considerations	YES/NO	
	Personnel deployed:	away from their usual location/country of residence		
		to remote/rural location/s		
		to a humanitarian or emergency setting		
		who are unaccompanied		
	Interaction with individuals, especially women, who:	are young adults		
		have a disability		
		are of an ethnic, indigenous, religious or sexual minority		
		are experiencing poverty		
		are sex workers		
		are part of families impacted by disasters		
		are displaced, refugees, migrants or asylum seekers		
		are part of female headed households		
		are victims/survivors of trafficking and/or other forms of sexual and gender based violence		
		are in contact with the law		
		are accessing residential/shelter services		
	confidential personal information	health care providers		
		counselling services		
		medical personnel		
		humanitarian aid coordinators		



	High Risk Activities	construction/infrastructure in developing country settings – these can have a higher risk of SEAH given the construction industry is male dominated; and that construction in developing countries often involves the temporary movement of workers from other areas		
		humanitarian		
		disaster response		
		security in conflict or post conflict or disaster settings		
	Provision of goods and/or services that may create a power imbalance	services for vulnerable groups of women (eg. escaping trafficking or gender based violence)		
		food distribution		
		medical supplies		
		emergency supplies following a disaster		
		training		
		residential/shelter services		
		disability services		
		justice facilities		
		counselling and support services		
		community consultation (data collection, surveying, training)		
		health sector programs		
		parenting and child protection programs		
	Staff or personnel who have an actual or perceived level of authority	humanitarian workers		
		medical personnel		
		security workers		
		police		
		teachers		

		aid workers		
		NGO personnel		
		security services		

**SEAH organisational risk factors**

Organisation risk	Does the organisation?	have poor leadership on PSEAH		
		have a historic lack of diversity in the workplace		
		fail to consider PSEAH in core organisational policies and procedures		
		have geographically isolated work spaces, with employees working in small groups and having fewer opportunities to interact with their Head Office.		
		have primarily young workforces		
		normalise "sexualised banter"		
		tolerate/encourage alcohol consumption		
		have a very hierarchical structure i.e. are there both high-ranking (Executives) and low-ranking employees in the organisational hierarchy; are there gendered power disparities (e.g. most of the low-ranking employees are female)		
		have poor reporting mechanisms and transparency around SEAH incidents		

**Table 8: SEAH reputational risk factors**

Reputational risk	Does the DFAT business/activity?	include significant DFAT branding		
		have media engagement or interest		
		include high profile individuals		
		have political interests		

**Total**

**14.7 Appendix 7: TI Cambodia CP/SEAH Programme Risk Mitigation & Management**

The training on how to fill in this risk mitigation & management to staff who involve in the activities shall be done. Normally this matrix shall be filled in by responsible staff before conducting the activities which might occur risks.

Activity	Possible Risks to Children <18 years and adult	Probability of incident occurrence (low, medium, high, very high)	Consequence of Risk (low, medium, high, very high)	Preventing Protocol/Procedure	Action to be taken if incident occurs	Responsible Person
E.g. Youth Camp (mobilise youth to join activities in camp)						