

**Roles and Responsibilities on PSEA**

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| **Personnel** | **Sample Roles and Responsibilities** |
| **Management** | * Provide oversight of PSEA prevention and response * Review and update PSEA-related policies and guidance * Ensure attention and resources to PSEA across the organization * Facilitate and oversee investigations of SEA allegations * Coordinate with other organizations on PSEA, including donors |
| **PSEA Focal Point**  **(in coordination with GBV and CP personnel** | * Support senior management to meet their PSEA-related responsibilities * Report concerns or issues with PSEA implementation to senior management * Receive reports of SEA allegations and coordinate the response * Conduct training and awareness-raising of personnel and others on PSEA * Coordinate with other relevant actors on PSEA, including inter-agency efforts |
| |  | | --- | |  | | **Human Resources** | | * Conduct screening for past SEA violations, and other code of conduct and policy violations (e.g. fraud, corruption, abuse of power), as part of recruitment process * Ensure all personnel sign the organization’s code of conduct * Integrate a PSEA clause in contract agreements, including when subcontracting * Support communication with personnel during investigation of SEA allegations * Keep PSEA-related documents of personnel on file, including signed codes of conduct |
| **All Personnel** | * Uphold the code of conduct and PSEA-related policies * Actively participate in SEA-related trainings and awareness-raising efforts, including support for dissemination of PSEA materials * Report allegations of SEA through the designated reporting channels * Participate in investigations of SEA allegations as appropriate * Identify and mitigate/avoid SEA-related programme risks *(particularly for personnel involved in programming)* |

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