

**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
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| **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
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| **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
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| **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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