A MESSAGE TO ALL STAFF AND HUMANITARIAN WORKERS

1. **RECOGNIZE:**
   Sexual Abuse and Exploitation is strictly prohibited
   - Know the rules and adhere to the Code of Conduct.
   - Any sexual activity with a child (person under the age of 18) is considered sexual abuse regardless of consent or local laws. Not knowing the person’s true age is not an excuse.
   - It is strictly forbidden to exchange money, employment, goods or services with anyone for sexual favors.
   - Sexual exploitation and abuse will result in dismissal.

2. **REPORT:**
   Don’t expect someone else to!
   - You must report any concerns or suspicions regarding sexual abuse and exploitation promptly to your organization.
   - You don’t have to be certain; you don’t have to know for sure.
   - Know your organization’s reporting and complaints procedures and follow them.

3. **RESPOND:**
   Know how to respond if you are contacted by a survivor
   - Consider safety and wellbeing of the survivor and offer comfort.
   - Respect the confidentiality and wishes of the survivor.
   - Give accurate information to the survivor about all available services, including medical and psychosocial support.
   - If agreed and requested by survivor make referrals as appropriate.

TO REPORT CONFIDENTIALLY:

In emergency situations, notify the police by calling 112 or 997 and notify your organization immediately.