

## Annex IV: InterAction Sexual Exploitation and Abuse Sub-Working Group Prevention and Response Checklist

OBJECTIVE 1: Clear Policies, Procedures and Systems				
	<i>Action</i>	<i>Estimated Completion Date</i>	<i>Person/Team responsible</i>	<i>Comments</i>
1	Develop and ratify Code of Conduct based on Secretary General's Bulletin and incorporate into organization's policies and procedures			
2	Develop and put into place with appropriate staff and resources a complaints / reporting mechanism that is safe, confidential, transparent, and accessible			
3	Develop and put into place with appropriate resources and staff an investigations mechanism with a roster of investigators			
4	Identify and train organizational SEA focal points			
5	Integrate Code of Conduct and consequences for violations into human resources policies and procedures			

OBJECTIVE 2: Staff Knowledge				
	<i>Action</i>	<i>Estimated Completion Date</i>	<i>Person/Team responsible</i>	<i>Comments</i>
1	Develop and implement an orientation for all staff, including an understanding of the Code of Conduct, the investigations process, the decision making process and consequences			
2	All staff formally acknowledge receipt and acceptance of the Code of Conduct			
3	Senior Management develop a key message strategy and provide ongoing information on the issue			
4	Disseminate policies and procedures for partners per the Secretary General's Bulletin			
5	Ensure accessibility of materials and ensure that they are translated using simple and direct language			

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**OBJECTIVE 3: Beneficiary Knowledge and Participation**

	<b>Action</b>	<b>Estimated Completion Date</b>	<b>Person/Team responsible</b>	<b>Comments</b>
1	Create dialogue and promote awareness about SEA issues with community stakeholders			
2	Develop and implement strategy to inform beneficiaries on SEA issues and complaints mechanisms			
3	Ensure beneficiary participation in development of culturally appropriate and effective messaging on SEA and complaints mechanisms			

**OBJECTIVE 4: Mainstream SEA**

	<b>Action</b>	<b>Estimated Completion Date</b>	<b>Person/Team responsible</b>	<b>Comments</b>
1	Create a policy, staffing assignments and operational strategy for mainstreaming SEA for all departments within the organization			
2	Implement and integrate operational SEA plans into all organizational departments, policies and technical sectors at headquarters and the field			
3	Train staff on roles and responsibilities for mainstreaming SEA into all sectors and policies			
4	Demonstrate within project proposals how SEA will be taken into consideration and implemented for each technical sector and policies			
5	Monitoring and Evaluation SEA mainstreaming will be a reporting requirement			

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<b>OBJECTIVE 5: Monitoring and Evaluation System</b>				
	<b>Action</b>	<b>Estimated Completion Date</b>	<b>Person/Team responsible</b>	<b>Comments</b>
1	Develop monitoring plan / audit on SEA policies and activities			
2	Identify and/or assign senior management staff to lead and/or conduct the review			
3	Follow-up on findings of review / audit and implement necessary changes on steps in agency SEA systems			
4	Participate in wider accountability initiatives and share SEA monitoring and evaluation results (examples include the SEA Sub-working Group and InterAction's PVO standards)			