



Meeting Point International

P.O.Box 21261, Kampala, Uganda - Tel. +256 0414 222 698 - e-mail: mpi@meetingpoint-int.org

PREVENTION OF SEXUAL EXPLOITATION, ABUSE AND HARASSMENT POLICY (PSEAH)

1. Preamble

Meeting Point International (MPI) is a Ugandan Non Government Organization founded by Rose Busingye in 1993 and registered in 2003. Its main activity is the care of people affected and infected by HIV/AIDS and of their orphans in four slums situated in Kampala namely Naguru, Kireka, Ntinda and Nsambya.

VISION

Our Vision is to offer a friendship where persons are looked at and embraced for their infinite value and they are not reduced to their sickness or limitations.

MISSION

Meeting Point International, in adherence to the social teachings of the Catholic Church, aims at supporting the most disadvantaged persons and communities of Uganda, with a particular focus on Women and Children, in their struggle for better life and development having as priorities to assist the suffering victims of HIV/AIDS, to promote education at all levels and to commit in poverty alleviation. The PSEAH policy demonstrates a commitment to zero tolerance to sexual exploitation and abuse to program participants (including children, women, girls and boys), staff and collaborators.

2. Scope of the MPI's PSEAH Policy

1. To ensure that the MPI workplace is a safe environment with zero tolerance to sexual exploitation and abuse and other forms of workplace violence to program participants (including children, women, girls and boys), staff and collaborators.
2. To put in place safe reporting procedures for those that may be abused or suspect any form of abuse to be occurring within MPI's workplace.

3. Application

This PSEAH Policy applies to all MPI's staff, independent of their location, grade, type or duration of appointment, and including Temporary Appointment holders, and Internees. In its spirit and principles, this policy also applies to all MPI's collaborators, notwithstanding their contractual or remuneration status: i.e. individuals who have a contractual relationship with MPI, such as temporary advisers, Special Service Agreement holders, Agreement for Performance of Work holders, consultants and interns, volunteers, as well as third party entities such as vendors, contractors or technical partners. The policy will be made public (published on MPI's Internet Website).

4. Definitions

Sexual exploitation: Any actual or attempted abuse of 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. Exploitation represents a form of coercion and violence that is detrimental to physical or mental health, development, or well-being.

Sexual abuse: Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activities with a child are considered as sexual abuse. "Physical intrusion" is understood to mean "sexual activity". "Sexual abuse" is a broad term, which includes a number of acts described below, including "rape", "sexual assault", "sex with a minor", and "sexual activity with a minor".

Sexual harassment: Happens where a staff member or MPI's collaborator directly or indirectly makes sexual advances, requests for sexual intercourse or sexual favors, and other verbal or physical conduct of a sexual nature towards another member of staff, a service provider, a student, a program participant. It also includes an implied or express promise of preferential treatment, or threat of detrimental treatment, being



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(explicitly or implicitly) made a term or condition of an individual's employment affecting such individuals performance evaluation or progression in employment.

Sexual harassment may include but is not limited to the following:

- Using language written or verbal or comments of a sexual nature which are unwelcome,
- Unwelcome comments directed at an individual, based on the individual's race, color, religion, sex, pregnancy, national origin, disability, age, sexual orientation, genetic information or other characteristic, that are abusive in nature;
- Sexual innuendoes in the guise of humor to coerce sexual favors;
- Sexually degrading words, verbal abuse of a sexual nature; teasing, jokes or questions;
- Sexual remarks, flirtations, graphic or suggestive comments about a person's body, clothing or behavior;
- Patting, pinching or other unwanted touch of another's body;
- Winking, Leering or ogling;
- Uninvited letters, e-mails and telephone calls that are sexually suggestive;
- Uninvited pressure for dates;
- Unwelcome and or offensive sexual advances;
- Solicitation of sexual favors or other sexually related behavior by promise of rewards;
- Coercion of sexual activity by threat or punishment;
- The display in the workplace of sexually suggestive objects, magazines, cartoons, pictures-including nude photographs, videos or films.
- Submission to or rejection of such conduct explicitly or implicitly affects an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

5. Process for Preventing and Responding to Incidents of Alleged Sexual Exploitation, Abuse and Harassment

5.1 Prevention

5.1.1 Background checks

No offer of appointment is made by MPI before the background check of an applicant has been completed. All applicants are required to truthfully answer standard questions concerning any existing history of criminal verdicts, questions about disciplinary measures or sanctions imposed by any existing or former employer of the applicant, and, where relevant, existing history of disciplinary sanctions imposed by disciplinary boards of professional organizations to which the applicant is or has been subject. All applicants are required to disclose any criminal record or, if relevant, record of disciplinary sanctions he or she may have, with the exception of minor traffic offences. MPI reserves the right to withdraw any offer of employment or to terminate any contractual engagement if the applicant is found to have provided untruthful information concerning any condemnation regarding acts of SEAH.

MPI will maintain a record of staff members found to have been convicted for acts of SEAH or who have received a disciplinary measure or sanction imposed by any existing or former employer, or by disciplinary boards of professional organizations to which the applicant is or has been subject. MPI reserves the right to disclose information about acts of SEAH on record concerning an individual staff member if so requested by other third party in a selection process.

5.1.2 Training

The induction program will always include a session on raising awareness and prevent sexual exploitation, abuse and harassment. Training records on the topic shall be kept on employees' personal files. Such training may include: i) Provision of reading or visual materials and or arranging for a film show on the



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subject, all of which are instructive to employees on how to avoid situations that could lead to sexual exploitation, abuse or harassment. ii) Arrange where possible mini seminars or workshops where employees are instructed as to what kind of behavior could amount to sexual exploitation, abuse or harassment.

5.1.3 Reporting Mechanism

MPI establishes immediate and confidential mechanisms to report SEAH for MPI's staff members and collaborators or any other person who may have been a victim of SEAH or may have witnessed or otherwise been informed of a case of SEAH involving MPI.

Victims have multiple options for reporting possible PSEAH policy violations. Employees may; contact their supervisor. If an employee is not comfortable discussing the matter with his or her supervisor, the employee can contact any other MPI supervisor or higher levels of management, or directly the Executive Director.

All staff members at all levels organization-wide, who have reason to believe a SEAH situation may have occurred, by a MPI's staff or collaborator, must inform the Executive Director (roseb@meetingpoint-int.org), where they will receive confidential advice.

MPI enforces the reporting mechanism by assuring that;

- a) Allegations of sexual harassment shall be responded to promptly.
- b) Management will act promptly to eliminate the harassment and commence disciplinary action against the culprits.
- c) Each Coordinator Officer has a responsibility to maintain the work place free of any form of sexual harassment. No Coordinator Officer is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or unwillingness to submit to sexual advances will affect the employee's terms and conditions of employment.
- d) Any employee, who believes that a line manager's or another employee's actions or words constitute harassment, shall report or complain about the situation as soon as possible. Such report or complaint should be made to his/her Coordinator Officer and if the complaint involves the Coordinator Officer such report or complaint should be made to the Executive Director. This may be done in writing. When a complaint is received, the respective officer where the complaint has been made will then investigate the allegation in a fair and expeditious manner. The investigation shall include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed sexual harassment will also be interviewed.
- e) At all times the Quality Assurance Advisor shall coordinate and superintend any investigation into sexual harassment and shall advice any line managers conducting such investigation. All complaints of sexual harassment shall be copied to the Executive Director.

6. Confidentiality

MPI will do everything to protect the privacy of individuals involved and to ensure that the complainant and the accused are treated fairly. Information about individual complaints shall be strictly confidential. Confidentiality will only be waived with the express consent of the individual, unless the Executive Director deems it a case of clear and imminent danger to the individual in question or another person. Their name will not be revealed to the person(s) potentially implicated in the alleged wrongdoing or to any other person, unless the individual personally authorizes the disclosure of their identity. This may become a requirement in subsequent investigative processes.

7. Investigations and Sanctions

MPI will initiate its own fact-finding investigation into reports of SEAH as a priority. Based on the gravity of the situation and the evidence available, MPI will refer the matter to national authorities for criminal proceedings as appropriate, and will collaborate with national authorities.

If the investigation reveals that sexual harassment did occur, disciplinary action should be ensued as per the disciplinary process. False charges shall result into disciplinary action against the accuser.



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8. Assurance Against Retaliation

Retaliation against persons who make sexual exploitation, abuse or harassment complaints or who provide information about such behavior is strictly prohibited. Retaliation could take the form of physical violence, threats and insults or blackmail or threats of blackmail against an individual who has made a claim of sexual harassment or witness. Retaliation amounts to gross misconduct and will be dealt with as per the disciplinary procedure.

9. Documentation

The Executive Director in charge of Human Resources shall document the results of any sexual harassment complaint or investigation and the disciplinary action taken. Training records should also be maintained on the employees' file.

SIGNATORIES TO THE MPI FOUNDATION PREVENTION OF SEXUAL EXPLOITATION AND ABUSE POLICY (PSEAH)

The PSEAH Policy, signed for and on behalf of MPI

Name: Rose Busingye Signature

Date 22/02/2021

Designation: Executive Director

Signed by MPI employee/ collaborator/Volunteer/ partner

I, _____ hereby append my signature to, irrevocably and unconditionally agree to the terms and conditions set out in the MPI's PSEAH Policy which I have read, understood and I commit to respect.

Signature _____ Date _____