



THE PROMISE FOUNDATION

For mental health, education and potential realisation

SAFE RECRUITMENT GUIDELINES

SCOPE

These guidelines are intended for hiring managers and recruiters to ensure our recruitment practices and processes comply with the Prevention of Sexual Exploitation and Abuse (SEA/PSEA) Policy.

Key Definitions

Sexual Exploitation is defined as: “Any actual or attempted abuse of a 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.” This includes acts such as “transactional sex”, “solicitation of transactional sex” and “exploitative relationship”.

Sexual Abuse is defined as: “The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with a child is considered as sexual abuse.” Sexual abuse includes acts including “rape”, “sexual assault”, “sex with a minor”, and “sexual activity with a minor”.

Sexual Harassment versus SEA: SEA occurs against a beneficiary or member of the community. Sexual harassment occurs between personnel/staff and involves any unwelcome sexual advance or unwanted verbal or physical conduct of a sexual nature.

Child safeguarding may be defined as actions taken by a company/organisation to prevent physical, sexual and emotional abuse and maltreatment perpetrated by employees or other persons whom the company is responsible for, including contractors, business partners, visitors to premises and volunteers. Safeguarding includes proactive measures to keep all children who come into contact with a Foundation employee or representative safe from harm as a result of that contact. Refer [UNICEF Child Safeguarding Toolkit](#)

Prior to job announcement; development of TORs /Job description

1. Conduct a basic assessment to identify SEA and other safeguarding risk levels related to the role.

This would cover the following:

- a) *Does the post involve one-to-one contact with children or other vulnerable groups as employees, customers or clients?*
 - a. *What level of supervision will the post-holder receive? Is it unsupervised? Does it involve working in isolation?*
 - b. *Does the post involve any direct responsibility for finance or items of value?*
 - c. *Does the post involve direct regular contact with the public?*
- b) *Are there any safeguards which can be put in place to minimize any potential risks?*

Hiring Managers and others involved in the recruitment process, including interviews, must be briefed on the PSEA policy and have undertaken PSEA training.

Recruitment Procedures to ensure PSEA compliance

All Job Advertisements must include a PSEA clause below:

The Promise Foundation has a zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Application and/or Interview Questions on PSEA

Hiring Managers must include the following questions at the interview stage. Not all questions need to be asked and questions can be adapted depending on the position (field level or national level; direct interaction with affected people, specific vulnerable groups (children, person with disabilities, etc.), level of responsibility/managerial requirements, cultural appropriateness, etc. For entry level positions, more simple clear questions may be more appropriate. Explain that to the candidate that they are not being evaluated for the role based on these questions but that their answers will provide a baseline for better understanding their prior knowledge on sexual misconduct.

- Have you ever been investigated for a breach of your organization's Code of Conduct, safeguarding or PSEA policy? [this question can also be asked as part of the application process]
- The Promise Foundation's Code of Conduct applies to all staff, both on and off duty. Do you have any issues with that and with signing the Code of Conduct?
- All staff in The Promise Foundation are required to complete training on PSEA and Sexual Harassment in the work place. Are you willing to take part in and complete such trainings?
- Tell us about a time when you witnessed a case of abuse of power in the workplace. What action, if any, did you take? What did you learn?
- Some individuals may be more vulnerable to sexual exploitation and abuse than others. What groups or individuals do you think would be more at risk in terms of The Promise Foundation, related to the position you have applied for?
- Sexual Exploitation and Abuse concerns: Consider this scenario: One of your team members, tells you in confidence that another team member behaved in an inappropriate way, making sexual jokes and sending pornographic images, with some female beneficiaries. Your team member feels very uncomfortable but asks you not to say anything, as they are concerned that it would damage the work relationship if their colleague discovers that they have reported on him/her. What would you do? Who else should be informed?
- For managerial level roles: What measures would you take to ensure you are promoting an environment within your team/organisation which prevents sexual exploitation and abuse and promotes the implementation of the organisation's code of conduct, and that systems are developed which maintains this environment.

All Reference Checks must include questions on PSEA

Ideally each candidate should provide three referees and hiring managers must carry out an verbal reference check with all three referees. At least two referees should be prior managers of the candidate and one should be a peer of the candidate.

Questions on PSEA are mandatory.

The Director is to maintain a Database of Disciplinary Measures

The following headings are to be used to track disciplinary measures. This database is maintained by the Director. Ensure data protection by storing file securely (e.g. password protected, not in a shared folder and only accessible to select, relevant individuals).

Name of staff member	Contract start date	Contract end date	Type of misconduct alleged	Allegation substantiated/ unsubstantiated	HR focal name	Comments

All employment contracts / terms of reference must include disclosure information related to breach of Code of Conduct

Breach of Code of Conduct and Sharing of Information: We are required to share details of certain breaches of The Promise Foundation's Code of Conduct, specifically those related to fraud, sexual exploitation, abuse and harassment and trafficking in persons, with external organisations such as institutional donors, regulatory bodies and future employers.

In the event where you have been found to be in breach of these aspects of The Promise Foundation's Code of Conduct, your personal details (e.g. name, date of birth, address and nationality) and details of these breaches will be shared with these external bodies. The Foundation may retain this data and use it to inform future decisions about you.

In addition, where we are working in partnership with another organisation and where there are allegations of breaches in the above areas against you, we will cooperate with any investigation being undertaken and will share your personal details with investigation teams.

Assess the safeguarding risk level for jobs

Hiring Manager must complete the Assessment for safeguarding risk level for jobs at the job description development stage. This assessment must be signed off by the Director, The Promise Foundation.

Code of Conduct Declaration Form

All new hires must sign a Code of Conduct Declaration Form at the time of signing the Terms of Service.

Gideon Arulmani
Director,
The Promise Foundation
Dated: 22 April 2021