

POLICY ON PREVENTION OF SEXUAL EXPLOITATION AND ABUSE
PRO FUTURO FOUNDATION

Policy on prevention of sexual exploitation and abuse

Introduction

PRO FUTURO FOUNDATION (NGO) is a non-governmental non-profit organization that provides emergency aid and assistance for development purposes in Ukraine in cooperation with national and international partners. The NGO strives to implement in practice the best quality of work of its employees, partner organizations and other partners. Therefore, the NGO recognizes as its main duty the protection of vulnerable population groups that participate in our programs and activities from all forms of abuse and exploitation.

Terminology

This Policy uses the definitions proposed by the United Nations (hereinafter - UN), namely:

Allegations of sexual exploitation and exposure - informing about the commission of acts of sexual exploitation or abuse, which, after conducting the appropriate check, was recognized as containing enough information to initiate an investigation.

Authorized persons - employees of the institution/structure who exercise control, process data and have access to information about any violations, as well as are responsible for registration and further processing of Statements on compliance with standards of ethics and conduct.

Baby - any person under the age of 18 (regardless of the local/regional specifics of determining the age of majority).

Beneficiaries - natural persons, groups or organizations that receive a corresponding benefit, directly or indirectly, as part of the implementation of projects, programs or events.

Data protection - systematic implementation of a complex of institutional, technical and organizational measures to protect the right to privacy in the context of collection, storage, use and disclosure of personal data.

Disciplinary measures - restrictive measures (sanctions) applied by the institution/organization based on the results of the investigation to the person who committed the relevant violation, or would be applied in the event that the fact of the violation was confirmed based on the results of the investigation completed after the person was dismissed from this institution/ organizations

Implementation partner (implementing partner) - a structure that is accountable and responsible for ensuring the proper use of resources provided to the Union, as well as for the implementation and management of the specified program according to the work plan. Such partners can be (the list is not limited to the specified names): members of the Union, other NGOs, commercial structures, natural persons-entrepreneurs, consultants.

Informed consent - consent given voluntarily by the participant to use the information in the specified manner. If necessary, informed consent should be obtained from the childtake into account the age characteristics of this category - it is necessary to obtain informed consent also from one of the child's parents or guardian. Persons with disabilities may need appropriate support in the process of providing such consent, given the specifics of the existing violations. In any case, even with informed consent, it can be withdrawn at any time. Moreover, the person responsible for the collection of information is obliged to assess the potential consequences of its use for the personal safety of the provider and other persons involved in the process, as well as to minimize any risk associated with

causing harm as a result of the use of this information.

Initial assessment - a review of the received information in order to determine the need to initiate an investigation (whether the given facts are sufficient for the prosecution of acts of sexual exploitation and abuse) or to collect additional information in order to make an appropriate decision.

Investigation - an analytical process, which involves the collection of information to determine the fact of violation of the relevant norm of the current legislation and, in case of confirmation of the violation, bringing the guilty persons or organizations to justice.

Notice of prosecution - a written notice sent by the responsible structure to the specified party, indicating the facts that are the basis for the indictment, and a request to the party to provide its comments. Usually sent as part of an investigation.

Personnel - all employees involved in the activities of the organization (paid staff, volunteers, contract workers, consultants, and other persons who perform relevant functions on behalf of the organization, regardless of the type or term of their contract.

Report a potential incident involving sexual exploitation and abuse- information provided (by the applicant or another person (source)) about behavior that may contain signs of violation of the SEAanti-policy and provisions of the code of ethics and conduct but needs verification.

Reasonable notice- during the investigation, it was established that there is sufficient evidence to establish the fact of sexual exploitation and abuse.

Sexual abuse - any actual abuse or attempted abuse of a vulnerable position, power or trust in order to obtain services of a sexual nature, including, but not limited to, committing acts or threats to commit acts of a sexual nature against sexual integrity in unequal conditions or under conditions of coercion, with the use of force (including contactless interaction and committing acts of sexual exploitation and abuse in cyberspace). Any act of a sexual nature involving minors is sexual harassment.

Sexual exploitation - any actual abuse or attempted abuse of a vulnerable position, power or trust for the purpose of obtaining benefit (material, social or political) by sexually exploiting another person.

Sexual harassment - any unwanted actions of a sexual nature, expressed in verbal or physical form, the purpose of which is to humiliate or offend a person or to create such an effect or any other actions of a sexual nature that will be perceived or interpreted similarly.

SOP - Standard Operating Procedures to deploy Sexual Exploitation and Abuse (SEA) Investigators from the National Pool of SEA Investigators in Poland. Investigations into allegations of SEA will be conducted in accordance with the SOP of the Intersectoral Pool of Investigators, which outlines procedures, timelines, and standards for handling cases

Suspicion - the cause of anxiety or worry, which at a certain stage does not exist supported by evidence and not recognized as true. In the context of sexual exploitation and abuse
- suspicion and/or rumors that personnel of the organization, program or mission are involved (past or present) in causing harm.

Subject of the report / investigation- the person whose actions are the object of the investigation/report.

Unfounded message- the available evidence was not sufficient to complete the investigation, or the investigation concluded that the evidence was not sufficient to establish the fact of sexual exploitation and abuse, for a number of reasons - this does not always mean that the accusation was found to be false.

Violation - sexual abuse, sexual exploitation or sexual harassment.

Zero tolerance policy- a policy that prohibits any form of sexual exploitation and abuse by staff, including implementing partners, and mandates prosecution of such actions.

Terms of use

The PRO FUTURO FOUNDATION (NGO) Policy on Prevention of Sexual Exploitation and Harassment (hereinafter the "SEX Policy") fully applies to all full-time and part-time employees of the NGO, volunteers, interns, consultants and persons working on behalf of the NGO , hereinafter referred to as "NGO Personnel".

The CSO Policy also applies to NGO partner organizations, if they do not have their own CSO Policy, which would contain all the key principles of the CSO Policy. The key principles also apply to CSO providers who are in direct contact with CSO beneficiaries.

This CSO Policy is related to the CSO Code of Conduct and must be interpreted in conjunction with it and the CSO's Key Policies, especially the CSO's Security Policy and the CSO's Child Protection Policy.

Basic principles

In order to protect the most vulnerable adults and children and ensure the integrity of the international activities of NGOs, the following six basic principles must be observed:

1. Sexual exploitation and abuse, as well as child abuse by NGO employees, constitute gross abuse and, therefore, grounds for dismissal.
2. Sexual acts with children (persons under the age of 18) are prohibited, regardless of the age of majority or the locally accepted age of sexual consent. An erroneous assumption about the age of the child is not a circumstance that exempts from responsibility.
3. NGO employees are prohibited from exchanging money, work, goods or services for sex, including sexual services or other forms of humiliating or exploitative and degrading behavior. This also applies to the exchange of assistance belonging to program participants.
4. A sexual relationship between an NGO employee and a beneficiary is most likely to be based on an unequal position and may undermine trust in the NGO and its work. Therefore, the NGO considers such relations unacceptable.
5. In cases where NGO personnel have concerns or suspicions of sexual violence or exploitation, or child abuse by co-workers, regardless of whether they are employees of the NGO, they must immediately report such concerns using established notification mechanisms.
6. CSO employees are required to create and maintain an environment that prevents the occurrence of sexual exploitation and violence, as well as child abuse, and therefore contribute to the implementation of the CSO's Code of Conduct and related policies. CSO managers at all levels bear separate responsibility for the creation and development of systems that support this environment.

Investigations into allegations of SEA will be conducted in accordance with the SOP of the Intersectoral Pool of Investigators, which outlines procedures, timelines, and standards for handling cases.

Requirements to prevent sexual exploitation and exposure

Sexual exploitation and abuse (hereafter SEA) is a violation of the Code of Conduct of the NGO and the Security Policy of the NGO. The NGO does not tolerate sexual exploitation and violence in any form, as well as bullying and a range of non-sexual abuses of power committed by employees and partners of the NGO against any person, regardless of age, gender, sexual orientation, disability, religion or ethnic origin.

The organization recognizes the following behavior as unacceptable and prohibited:

- sexual relations with children who have not reached the age of 18, regardless of her desire and voluntary consent;
- sexual exploitation, as any form of unacceptable behavior of a sexual nature, in exchange for the exchange of money, receiving material assistance, employment, the possibility of receiving shelter, goods or services of commercial sex, including sexual harassment, abuse, etc.;
- Sexual harrasment in a working environment;
- manifestations sexual, physical, psychological violence.

The NGO undertakes to do everything necessary to prevent the negative impact of its programs on the beneficiaries and the public, such as SEA (sexual exploitation and abuse) by the employees and partners of the NGO. CSO takes all allegations and concerns about sexual exploitation and abuse seriously, and thoroughly investigates complaints that indicate a possible violation of this policy, the CSO Code of Conduct, and other key CSO policies.

SEA in the context of personnel policy of the NGO

Prevention is an important component of the Policy, therefore, a sensitive approach to personnel selection is used, and measures are implemented to inform and train personnel, partners, and beneficiaries.

In order to prevent and reduce the risk of sexual exploitation and abuse by employees of NGO:

Management and HR must ensure a sound selection process when hiring all employees, especially those who will have direct or indirect contact with children.

- The CSO Code of Conduct and the CSO Security Policy (together with the CSO section on protection of children from sexual exploitation and abuse) are published, distributed and with those who cooperate with NGOs are properly informed.
- NGO employees are trained, in particular, on matters related to the Code of Conduct, ensuring security and the National Security and Protection of Children. In addition, employees with special responsibilities (for example, managers) will receive additional training that corresponds to their job duties.

In the case of information about persons who are or have been on preventive registration of offenders in the bodies of the National Police of Ukraine, are registered in a psychoneurological or narcological dispensary, have been in prisons or served alternative types of punishments, have been dismissed from their previous jobs due to manifestations of unethical behavior in relation to beneficiaries or colleagues, the organization does not involve them in work, partnership, patronage,

volunteering or other activities. If such facts were not established during the selection of personnel or the start of activities with partners, but became known in the course of activity, the organization, in the presence of established facts, terminates cooperation with such persons.

The organization carries out educational work on the prevention and prevention of SEA with the staff, beneficiaries, implementing partners, through regular mandatory training, distribution of information materials.

Upon hiring, the staff must familiarize themselves with the Policy and sign it informed consent to comply with its provisions (Appendix1).

As training in combating SEA, the organization can use existing certified programs offered by UN agencies and recognized international organizations with which it has experience in partnership, such as the United Nations Children's Fund (UNICEF).

The organization envisages the obligation to inform the staff, beneficiaries and partners involved in the implementation of activities about the availability of reporting mechanisms regarding possible incidents of SEA.

After recruitment, the staff is informed about the availability of mechanisms for reporting possible cases of SEA immediately in the first week of work.

We inform the project beneficiaries and representatives of the affected population (conduct relevant trainings) once every 2 months or more often as part of other trainings.

The organization's staff is reminded of the procedures of the reporting mechanisms for possible cases of SEA every month.

The NGO guarantees that, subject to participation in partnership relations, sub-grant and sub-recipient contracts:

1. contain appropriate wording requiring the specified organizations and individuals as parties to the agreement, as well as their employees and volunteers to adhere to a code of conduct that meets the standards of this policy (Appendix 2); and
2. definitely indicate that if organizations or individuals do not take preventive measures against child abuse and child abuse, do not investigate and report cases of child abuse, or do not take measures to correct situations of child abuse and child abuse, then this is a reason for termination of such agreements by the NGO.

The CSO ensures that available sexual exploitation and abuse reporting mechanisms are in place, and that CSO complaint coordinators understand how to properly perform their duties. This notification mechanism should not be separate, parallel to other structures for receiving complaints and appeals by the system in this field, but should be linked to existing structures and build on them, to create a unified system for responding to feedback and complaints.

The NGO involves local communities and state administration and authorities in the processes of prevention and response to sexual exploitation and violence. In particular, local communities should be consulted to take into account both cultural and gender aspects when developing a mechanism for interaction and response at the community level (CRM).

Distribution of roles and responsibilities

- The NGO management and project managers are responsible for this Policy and its implementation.
- All employees, volunteers, partners and other representatives of the NGO are obliged to adhere to this Code of Conduct of the NGO and other key policies, including the PSEA Policy, at all times (that is, also during non-working hours).
- All NGO employees are required to report any suspicions of sexual exploitation, harassment or harassment of others. If the information has been given in confidence, this can be done without providing details of the case. Failure to report suspected abuse of anyone is a violation of GO policy and may result in disciplinary action.
- The authorized person on the issues of SEA of the NGO is responsible for informing the employees of the NGO, involved specialists, beneficiaries about the issues of SEA, develops and implements plans to increase the awareness of the issues of SEA of the employees of the NGO, ensures the functioning of the feedback mechanism in cases of SEA, contributes to the investigation of cases of SEA, if any took place and contribute to receiving psychological help for victims of SEA, performs other actions in accordance with their functional duties (Appendix 3).

  Katerina Pankiv is a responsible person in Pro Futuro Foundation for working with children. She is a methodologist of educational programmes for children and youth, and also is responsible for PSEA sector. Katerina Pankiv is the main contact for Pool of Investigators, as mentioned in SOP with responsibility of monitoring the investigation's progress to ensure compliance with agreed timelines, procedures.

Liability for violation of the principles of this Policy

The NGO undertakes to properly consider all cases and suspicions of SEA in accordance with the procedure of response to SEA, and to assist in the submission of the relevant application by the affected person to the law enforcement authorities, if he expressed such a desire.
When considering cases of SEA, the organization adheres to the principle of confidentiality. Confidential information obtained by any employee in the course of a case may not be disclosed to others unless required by law.
Manifestations of prohibited behavior, abuse of one's position, which this policy provides for, in particular, sexual exploitation and abuse, are grounds for disciplinary responsibility of employees. Relevant provisions for regulating this issue are included in all labor contracts of employees, including individual – entrepreneur and CPC contracts.
The organization has the right to apply contractual sanctions, including the termination of contracts for the provision of services or the supply of goods with suppliers in case of violations of the Policy on their part. Appropriate provisions regulating contractual sanctions are included in all contracts with suppliers of services and goods.

The mechanism of consideration and response to cases of SEA

In the event of cases or suspicions of the commission of SEAS, the employee of the organization is obliged to immediately, in an arbitrary form or according to the established form (Appendix 4), notify the authorized person for SEA issues – Katerina Pankiv, in person or by e-mail, if desired, anonymously at fprofuturo@gmail.com. Katerina Pankiv is a responsible person in our organization for working with children. She is a methodologist of educational programmes for children, youth and adults, who also is responsible for PSEA sector.

The notification from the employee must contain a reflection of the facts and circumstances of the events, and as well as personal data (if available) of the suspected offender and the victim.
All cases and/or suspicions of SEA, including anonymous ones, are treated individually and confidentially, in accordance with the Procedure for reporting, reviewing, and investigating SEA cases (Appendix 5). Reporting procedure is mandatory.

The organization creates, maintains, and disseminates information about the availability of message reception channels: written complaint, phone number for messages with hours of operation, email address.
The authorized person constantly checks the presence of messages and records all received messages, including anonymous ones, in a separate log (Appendix 6). The journal is a document of strict reporting and is kept in the organization's safe.

When such a case of SEA is reported, PRO FUTURO FOUNDATION immediately provides the affected person with contacts of organizations that are qualified to investigate SEA and informs Pool of Investigators according the procedure (see p.9 and p.17 of this Policy). Referrals are made immediately and are made regardless of whether the violation has been proven. The initial assessment will be carried out by a specialized organization qualified to investigate SEA.

NGO redirects appeals regarding SEA to other competent authorities, in particular law enforcement agencies, medical institutions, social services, etc., if the victim needs qualified assistance from other specialists, according to the form (Appendix 7). As part of the investigation, interviews of the persons who made the report, victims, witnesses, and subjects of the investigation may be conducted, necessary to clarify the circumstances. The persons involved in the survey sign an informed consent to participate in the investigation. The personal data of persons who make a report and are involved in the investigation are treated as strictly confidential.
All persons involved in the review of the report sign a non-disclosure form details that may harm the injured person.

The authorized person, within the framework of his powers, provides the injured person with the necessary information about the possibility of receiving psychological, legal, medical, and other assistance.

Informing of Pool of investigators

Pro Futuro Foundation should request to the Poole of investigators when all of the following conditions are met:
1) the Foundation (its employees or contractors) has received a complaint about SEA and needs support to investigate it;
2) the Foundation does not have the internal capacity to conduct its own administrative investigation of the complaint about SEA;
3) there is sufficient information to indicate that an investigation should be conducted and a senior manager of the organization has approved the request to deploy an investigator to support the process;
4) The Foundation has appointed an internal Investigation Leader to work together with the deployed Investigator(s) from the pool, unless they require an Investigation Leader also from the pool.
Procedure of informing is described on the page 17 of this Policy.

If there is insufficient information available to investigate an allegation of SEA, for example, the alleged perpetrator or subject of the complaint has not been identified or located, or if the risks involved are considered too high (see section 2.1 of the CHS Investigation Guide), then the deployed Investigator, in agreement with the requesting organization, has the right to terminate the investigation. Furthermore, the requesting organization has the right to terminate or revoke the deployment of the Investigator in the event of a conflict of interest.

In the end of Investigation Pro Futuro Foundation also informs Pool of Investigators with the results. Personal details about the victim/survivor or other confidential information need not to be shared.

Investigation plan

Pro Futuro Foundation and the Investigator may mutually agree upon an investigation plan at the beginning of the process, including, but not limited to, an indicative timeline, risk assessment, and interview order. Acceptable and effective time frames for the final report upon completion of the investigation process may be structured as follows:

1. Short-term investigations: For simple cases with sufficient evidence and a small number of interviews, a time frame of **2-4 weeks** from the completion of the investigation process to the submission of the final report.
2. Medium-complexity investigations: Moderate-complexity investigations requiring sufficient evidence analysis and a larger number of interviews may require **4-6 weeks** to compile and submit the report.
3. High complexity investigations: For very complex cases that may involve significant risk assessment, detailed analysis of evidence and multiple interviews, a more extended timeframe of **6-10 weeks** may be considered appropriate to ensure the thoroughness and accuracy of the report.

In each scenario, the primary factor is the initial mutual agreement between the investigator and the requesting organization, which should take into account the specific requirements of the investigation, the volume of evidence and the number of interviews expected. Regular communication and updates can help adjust the schedule as needed, ensuring an effective balance between quality and timeliness.

Policy on prevention of sexual exploitation and abuse

Appendix 1

Approved by
Order of the President
PRO FUTURO FOUNDATION
Dated 19 November 2024 No. 8

Receipt

From a member of the Public Organization
"Non-govermental organisation
"PRO FUTURO FOUNDATION"

_____
Full name

I,_____,
a member of the Public Organization "Non-Governmental Organization "PRO FUTURO FOUNDATION", I confirm that I have read the Code of Conduct of the NGO "NON-GOVERNMENTAL ORGANIZATION "PRO FUTURO FOUNDATION", an integral part of which is the Policy on the Prevention of Sexual Exploitation and Abuse (SEA) in the edition of September 22, 2022 in the Ukrainian language in the original. I confirm that I will be guided in my activities by the norms of the NGO Code of Conduct, will attend events to raise awareness of SEA issues, and will promptly report SEA cases, if they occur.

I understand that in case of violation of the Code of Conduct of the NGO "NON -GOVERNMENTAL ORGANIZATION

"PRO FUTURO FOUNDATION", in particular the Policy for the Prevention of Sexual Exploitation and Abuse (SEA), I can bear responsibility, in the form of exclusion from the Public Organization and termination of any legal relationship with me.

"___»_____202_ . _____ _____
Signature Full name

Policy on prevention of sexual exploitation and abuse

Appendix 2

Approved by
Order of the President
PRO FUTURO FOUNDATION
Dated 19 November 2024 No. 8

Obligations to comply with the Policy of SEA of the NGO in the agreements/contracts of the NGO "PRO FUTURO FOUNDATION"

Partner is obliged:

- In your activities within the scope of project implementation, adhere to the norms, principles and rules for the prevention of sexual exploitation and exposure (hereinafter referred to as " SEA") defined by the Partner's SEA policy, or if there is none, be guided by the approved SEA Policy of the NGO "NON-GOVERNMENTAL ORGANIZATION "PRO FUTURO FOUNDATION".
- To acquaint the employees of the organization/institution, which should be involved in the implementation of the project, with the principles and mechanisms of prevention of sexual exploitation and abuse in accordance with the approved Policy of SEA NGO "NON- GOVERNMENTAL ORGANIZATION "PRO FUTURO FOUNDATION".

In particular, familiarize your employees and beneficiaries with the NGO's feedback mechanism.

- Ensure that the Partner's employees and/or involved experts take the online course "Preventionof Sexual Exploitation and Exposure" before starting activities within the project at the following link: https://agora.unicef.org/ and provided appropriate certificates of completion of the course to the manager of the NGO responsible for SEA.
- Inform the beneficiaries who will receive assistance/services within the scope of the project about the principles and norms of the SEA, distribute informational materials (bulletins, banners) on the topic of SEA.
- To collect and promptly transmit information on cases of emergency situations, if any, during the implementation of the project. Contact e-mail the post of the manager of the NGO responsible for SEA for messages: fprofuturo@gmail.com
- In the case of detection of precedents of violations by the partner's employees/involved specialists of the norms and rules of the SEA NGO Policy, the partner is obliged to apply disciplinary measures against the violators, in particular to suspend the violator from the implementation of activities within the project and to assist law enforcement authorities in carrying out investigative actions against the violator. In the case of cases of violations of the rules and regulations of the NGO's SEA Policy by the partner's employees/involved specialists, the NGO reserves the right to terminate cooperation with the partner.

NGO is obliged:

- To provide the partner with comprehensive information and documents regarding the norms and rules of the Policy of the NGO regarding SEA. Notify about changes in the CSO Policy and the feedback mechanisms of the CSO regarding cases of CSO.
- Involve the partner's employees/involved specialists in the educational activities of the NGO regarding the SEA and inform the partner in advance about the conduct of such activities.
- To provide consulting support to the employees/involved specialists of the partner regarding the implementation of the SEA, as well as informational and methodical materials.
- Consider complaints and respond to precedents of violations by the partner's employees/involvedspecialists of the norms and rules of the SEA NGO Policy and inform the partner about the results of complaints and precedents.

Appendix 3

Approved by
Order of the President
PRO FUTURO FOUNDATION
Dated 19 November 2024 No. 8

Functional responsibilities of the Authorized Person in matters of SEA
NGO "PRO FUTURO FOUNDATION"

Terms

1. Authorized person on SEA issues:
2. It is guided in its activities by the Code of Conduct of the NGO "NON-GOVERNMENTAL ORGANIZATION "PRO FUTURO FOUNDATION", an integral part of which is the Sexual Exploitation Prevention Policy (SEA);
3. Provides support to the management in the performance of their duties related to SEA;
4. Informs the management about problems or difficulties in the implementation of the SEA;
5. Receives reports of allegations of SEA and coordinates response to such incidents;
6. Together with the HR manager, he/she conducts training and raises the awareness of the staff and other persons who cooperate with the organization, regarding SEA;
7. Coordinates efforts with other relevant participants in the SEA process, including interagency efforts.

The main functional duties of the authorized person on the issues of SEA

- Acquaints all employees of the organization with the Code and informs them of their obligations regarding the need to comply with it;
- Conducts events/working meetings with employees/involved experts of the NGO on issues of social security, provide relevant consultations;
- Ensures informing the beneficiaries of the NGO and the public about the issues of SEA;
- Ensures the operation of the feedback mechanism of employees and beneficiaries of the NGO regarding cases of SEA, as well as the response mechanism to complaints regarding SEA;
- Performs and coordinates information work with implementing partners, service providers and other third parties regarding the requirements of the Policy.
- Collaborates with the organization's staff on aspects related to SEA, including ensuring that all staff sign a code of conduct and that screening for
- SEA has been a regular part of the recruitment process in the past.
- Facilitates awareness-raising campaigns among beneficiaries and local communities regarding the definition of the term "SEA", the standards of conduct expected of NGO staff and the various mechanisms for reporting allegations of SEA or suspected SEA, including providing contact information for referral such appeals.

Policy on prevention of sexual exploitation and abuse

Mapping list of victims assistance services

You can report threats to life and health, as well as violence, to Polish institutions that provide protection and support.

Police telephone no: **997.**
Free domestic violence hotline of the police: **800 120 226** (open from Monday to Friday from 9:30 a.m. to 3:30 p.m.).
Emergency telephone number (for all EU countries): **112.**

The National Emergency Service for Victims of Domestic Violence "Blue Line" has a 24-hour free information line: **800 120 002.**
The service provides counseling in English every Monday from 18:00 to 22:00, and every Tuesday from 18:00 to 22:00 in Russian.

You can also contact the service via e-mail at **blukalinia@niebieskalinia.info.**

Child helplines 116 111 (FDDS) and 800 12 12 12 (Commissioner for Children's Rights).

IPZ Warsaw Blue Line

The information line is open daily from 12:00 to 18:00 by phone: **22 668 70 00.**

E-mail: **pomocnia@niebieskalinia.pl**

For those who call, the line can provide translation services!

Centrum praw kobiet Foundation

The offices of the Center for Women's Rights are located in:
- Warsaw,
- Gdańsk (counseling in Ukrainian/Russian),
- Krakow (counseling in Russian),
- Lodz,
- Poznan,
- Toruń,
- Wroclaw,
- Zyrardow

A round-the-clock hotline is available from Monday to Friday from 9:00 a.m. to 5:00 p.m: 600 070 717, information line: **22 622 25 17.**

You can also use the e-mail address: **pomoc@cpk.org.pl.**

Feminoteka Foundation

The foundation's information line is available: **888 88 33 88.**

Consultations are available from Monday to Friday from 8:00 to 20:00.

Emails are accepted at **pomoc@feminoteka.pl.**

For consultations outside of working hours, a special application https://avonalert.pl/ has been created, and on the website, on the request "mapa miejsc pomocy dla kobiet doswiadczajacych przemocy" you will find a list of places of assistance to women in Poland.

MEDERI Foundation

From Monday to Friday, from 9:00 to 15:00, the foundation's information line is open at the numbers: **505 576 189 and 22 111 00 36.**

Inquiries can also be sent to the following e-mail address: kontakt@fundacjamederi.pl.

Charitable Foundation "STRONG"

Provides assistance to survivors of sexual violence after 02/24/2022.
Specialists will help you cope with the events and find options for rehabilitation.
How the fund helps:
- Qualified psychological assistance online (consultation or long-term therapy);
- treatment of physical consequences (only if you arrive in Ukraine for the period of medical care, visits to proven specialists in the fields of gynecology, dentistry, proctology, surgery, tests, etc. will be organized)

You can contact us if you have experienced sexual violence or coercion to sexualized acts:
- regardless of gender, age, religion, or orientation;
- regardless of the origin of the perpetrator (military or civilian).

You can refuse assistance at any stage.

Website of the fund: sylni.org

You can apply
- via the form : forms.gle/yLU1JSJQmYPWCb7s8
- by calling the toll-free number 0800202334

FOR THE MILITARY, VETERANS, AND THEIR FAMILIES:
"Veteran hub" platform

Support for military personnel, veterans and their families. Phone: **+38 067 348 28 68**
Department of medical and psychological rehabilitation for the military and their families, around the clock
Phone: **0 800 50 12 12**

SUPPORT IN WARTIME:

- Internet platform "Resilience Hub" Psychological assistance to victims of war
Website: **resiliencehub.com.ua**

- Platform "Women and War" psychological assistance to women
Telegram channel: **t.me/KaUrnvXRmhVIViB**

- Children's Voices Foundation Psychological support for parents and children during the war.
Phone: 0 800 210 106
Telegram channel: **t.me/kidsMentalHelpBot**

- UkrEdnist online platform for psychological assistance in wartime
Website: **ukr-ednist.com.ua**

CHILDREN, TEENAGERS, PARENTS:

- Charitable Foundation "Children of Heroes", assistance to children who lost their parents as a result of the war and their guardians
Website: **https://childrenheroes.org/**

- SateRoom psychological help for teenagers online

Website: **www.saferoom.org.ua**

- DOBRY START 738390204 Warsaw
Website: **www.dobry-start.pl**

- Project "Together"
Online and face-to-face psychological support groups for parents and adolescents
Website: **www.poruch.me**

- National hotline "La Strada" round-the-clock for children and young people under 25
Website: www.poruch.me ,
Phone: **800 500 225**

- "We are here for you" For children and parents 09.00 -20.00
Website: www.poruch.me,
Phone: **0 800 210 106**

Policy on prevention of sexual exploitation and abuse

The reporting system for SEA cases

Authorized person on SEA issues:

- Leads the development of internal procedures that allow staff to safely and confidentially report incidents of sexual exploitation and sexual abuse;
- Receives notification of allegations of SEA and related information, and coordinates actions in accordance with relevant procedures;
- Notifies the management of the NGO about problems or difficulties in the implementation of SEA.

Mechanism of response to cases of SEA

The reporting procedure is mandatory.
If the report is not substantiated and the policy violation is not substantiated, Go will not take any disciplinary action against the accused.
If the conclusions of the investigation indicate evidence of violations of the Policy, or if the subject of the investigation himself admits guilt, the employee is dismissed.
If the confirmed cases concern partner organizations, involved experts, donors, benefactors, patrons, volunteers and other persons, cooperation with them is terminated.
If the report contains signs of a criminal offense, it is sent to the appropriate law enforcement agencies, regardless of the conclusions of the internal investigation, but subject to the informed consent of the adult victim.
If the report concerns a child, the children's service and law enforcement agencies are notified immediately within 24 hours, regardless of the results of the internal investigation.

Conducting the Investigation

The Investigators will agree on the TORs of the investigation and the timeline with the requesting organization. The agreement on the scope of the investigation should be informed by the availability of evidence. The requesting organization will then facilitate all the logistics required in support of the investigations.
The requesting organization will also facilitate access to the alleged perpetrator or subject of concern (if/when required), the victim/survivor (if/when required) -unless they want to remain anonymous- and witnesses (if/when required). The requesting organization will also share all the necessary documents that may be useful in the investigation process with the Investigator(s), and interpreters, if required.

The Investigators will conduct the investigations with reference to CHS alliance guidelines for investigations (also available in Polish and Ukrainian) and will provide an investigation report outlining the findings and administrative recommendations to the requesting organization's management, upon completion of the investigation. In case the alleged perpetrator/subject of concern is the head of the organization, the report will be shared with the board members for appropriate action(s).

Survivors' preferences, safety, and emotional well-being will be prioritized throughout the investigation.
Trauma-informed evidance-based practices will be used throughout the investigation.
During the investigation survivors will have the option to have support persons present during interviews.
Pro Futuro Foundation is obligated to provide psychologist for psychological support of the Survivor during the investigation.

The work of the Investigators shall be considered completed after presenting the final investigation report.

Appendix 4

Approved by
Order of the President
PRO FUTURO FOUNDATION
Dated 19 November 2024 No. 8

Internal report of sexual exploitation and/or abuse

Reasons of appeal:

- ☐ I witnessed a case of sexual exploitation and abuse (SEA)
- ☐ I have reasonable suspicions that the person is involved in sexual exploitation and exposure
- ☐ I have become a victim of sexual exploitation and violence

Please provide the facts that support your concern. If possible, indicate the date, time, place and circumstances of the events:

If you have become a victim of sexual exploitation and abuse, what urgent help do you need

- ☐ I need a medical help
- ☐ I need a psychological support and rehabilitation.
- ☐ I am looking for legal help to bring the guilty person to justice.
- ☐ I need financial help to cope with the consequences of SEA.

Other (specify):_____

Personal data: Full Name
Place of work and position
Contact information (if available)

Personal data: Full Name
Place of work and position
Contact information (if available)

Personal data of witnesses of the situation: Full name
Place of work and position
Contact information (if available)

Date_____Signature_____

The organization undertakes to keep the personal data of the author of the message confidential.

Appendix 5

Approved by order of the President
PRO FUTURO FOUNDATION
Dated 19 November 2024 No. 8

Procedures for informing, reviewing and investigating cases of SEA

1. The procedure is used to consider internal, external, anonymous appeals according to a single algorithm, and exactly:
2. No later than 72 hours from the moment of receiving the notification, the project manager/authorized person on the issues of SEA must consider the appeal and contact the affected person to confirm receipt of the complaint.
3. No later than 72 hours from the moment of receiving the notification, the project manager/authorized person on the issues of SEA should contact Pool of Investigators with request of the deployment of an Investigator.
4. If necessary, the project manager/authorized person on SEA issues can initiate the creation of a temporary commission consisting of at least three people for the administrative investigation of the case for further consideration of the received notification about the SEA case.
5. Within 72 hours after confirmation of the receipt of an application for SEA, the information is evaluated, taking into account an individual, confidential approach to the needs of the victim. Necessary qualified specialists can be involved to provide assistance to the victims.
6. The project manager / authorized person on SEA issues should refer suspected and substantiated cases of SEA and cases involving minor children and vulnerable adults in accordance with the legislation of Ukraine.
7. For a comprehensive assessment of the situation, the project manager/authorized person in matters of SEA should receive in writing the testimony of other persons who may have been affected by the SEA incident, or who became witnesses, and the explanation of the offender.
8. Guided by the Policy for the prevention of SEA, after objectively and impartially considering all the available facts, the project manager / authorized person on issues of SEA make decisions on measuresof disciplinary responsibility of the offender within the limits of labor legislation and their powers (reprimand, dismissal).
9. The injured person has the right to receive information about the progress of the investigation procedure.
10. The applicant, the offender and the victim are necessarily informed of the relevant decision by theproject manager/authorized person in charge of the SEA.

Survivors' preferences, safety, and emotional well-being

Survivors' preferences, safety, and emotional well-being will be prioritized throughout the investigation.

Trauma-informed evidance-based practices will be used throughout the investigation.

During the investigation survivors will have the option to have support persons present during interviews.

Pro Futuro Foundation is obligated to provide psychologist for psychological support of the Survivor during the investigation.

Privacy

All participants and witnesses of SEA cases must observe the principle of confidentiality during the entire process of submission and consideration of the appeal. Employees who violate the principle of confidentiality will be subject to disciplinary action in accordance with the legislation of Poland.

All evidence related to SEA cases must be handled securely to protect the privacy of those involved. Access to evidence should be limited to authorized staff, with digital files encrypted and physical documents stored in locked spaces. Staff handling evidence must maintain strict confidentiality. After the investigation, evidence should be securely stored or destroyed following policy and legal requirements.

External appeal

Complaints about SEA cases received outside the Organization must be submitted and considered in accordance with this Procedure and according to the same algorithm as internal appeals.

Appendix 6

Approved by
Order of the President
PRO FUTURO FOUNDATION
Dated 19 November 2024 No. 8

Journal of documentation of cases of SEA

CONFIDENTIALLY:
the document contains confidential data that is not subject to publication and is stored in a separate closed archive.

1. Details of how, when and by whom the charge was received:_____.

2. A description of the alleged incident, including dates, times, and locations:_____.

3. A description of the intended or anticipated victims (eg, full name, age, gender, ethnicity/nationality, disability):_____.

4. Description of alleged perpetrator (e.g. full name, age, gender, nationality, organizational affiliation / position, previous record of wrong doing):

5. Activities undertaken by the organization in response to allegations received to date (e.g. directing assistance, conducting investigations,
notified the third parties): _____.

6. Activities carried out by other organizations or structures in response to it accusation: _____.

7. Requested support from partners (for example, providing support to victims of SEA, support): .
_____

8. Information about the persons to whom this report was sent: (name, position, contact information (e-mail, phone).

The report has been prepared:

Full name _____
Position_____
Date _____

Appendix 7

Approved by
Order of the President
PRO FUTURO FOUNDATION
Dated 19 November 2024 No. 8

Redirection form for victims of SEA

The document is confidential and not subject to publication.

The sending organization:

Name	
Address	
contact person	
Contacts	

The organization that received

Name	
Address	
contact person	
Contacts	

Information about the victim:

Full name:	Country of registration:
Address:	Language:
Sex:	Identification code:
Age:	Contacts:

Policy on prevention of sexual exploitation and abuse

Redirection form for victims of SEA

The document is confidential and not subject to publication.

Information about the minor victim (under the age of 18):

Name of the guardian:	
Family connections:	
Is the child separated from the family?	☐ YES ☐ NO
Is the guardian informed about thereferral?	☐ YES ☐ NO

The reason of referral:

Was the victim informed about the referral?	☐ YES ☐ NO
Was the victim referred to any other organization?	☐ YES ☐ NO
In additionandinformation:	

Necessary services for the victim:

Psychological support ☐	Financial Aid ☐
Social services ☐	Financial support ☐
Aid ☐	Educational services ☐
Legal protection ☐	Food ☐
Shelter/accommodation ☐	Support for children born as a result of SEA ☐

Policy on prevention of sexual exploitation and abuse

Redirection form for victims of SEA

The document is confidential and not subject to publication.

Consent to the transfer and processing of information:

I,_____(surname of the victim),understand that the purpose of direction and disclosure of this information_____(name of the host agency) is to ensure the security and continuity of service provision by their suppliers who seek to serve their client. Service provider,_____(referring agency name), clearly explained the referral procedure to me and listed the exact information that must be disclosed.

By signing this form, I agree to provide this information. Signature of the responsible person (victim or guardian, if the case concerns a child):

Date (DD/MM/RR):_____ Signature:_____

Other information:

Does the victim have special needs?	
Direction delivered by	☐ Telephone (only in case of emergency) ☐ Electronic mail Electronic means of communication (eg software application or database) ☐ Personally
Feedback is expected via	☐ Tel. ☐ E-mail ☐ Personaly (DD/MM/RR):
Transferred: Full name Date Signature	Delivered: Full name Date Signature