

Mavi Kalem Policy Document on Prevention of Sexual Exploitation and Sexual Abuse (PSEA)

Objective:

This document aims to eliminate the risks that may lead to sexual exploitation and sexual abuse in the work of the Mavi Kalem Association.

Scope:

This document sets out Mavi Kalem's approach and boundaries regarding its staff, consultants, volunteers, members, collaborating organisations and individuals.

All risky behaviours that may lead to sexual exploitation and abuse are defined and excluded in the Mavi Kalem code of conduct. In case of non-compliance with the code of conduct, the options are interview, termination of the relationship and legal sanctions.

It is the responsibility of the Board of Directors to inform Mavi Kalem work teams and beneficiaries about sexual exploitation and sexual abuse, to announce the ways of complaint and reporting, to keep information and systems up to date and to operate them.

Definitions:

Sexual Exploitation: The actual exploitation or attempted exploitation of a sensitive situation, power relationship or trust for sexual purposes.

Sexual Abuse: Actual or threatened physical interference of a sexual nature by one person with another under unequal or coercive conditions.

Harassment: Any verbal, physical or visual behaviour that humiliates, degrades, attacks and/or insults a person's religion, language, ethnic origin, gender, race, age, status, sexual orientation, gender identity, physical structure, health status or purely personal characteristics.

Sexual Harassment; It is sexual words, attitudes and behaviour applied directly or implicitly to an adult person without his/her consent. In general, sexual harassment can be defined as non-consensual forms of disturbing attitudes and/or behaviours of a sexual nature, whether visual, verbal or physical. It can be direct or covert

A witness is a person who is not one of the parties to the event that can be considered as violence, harassment, sexual harassment or assault, mobbing, and who has direct knowledge (by any means) about the event in question and reports it. Personal information of the witness is kept confidential.

Approach and Method:

Sexual exploitation and sexual abuse are NEVER acceptable as stated in Mavi Kalem *Code of Conduct Policy*. As it is written in Mavi Kalem's *Anti-Violence, Anti-Harassment, Anti-Mobbing Policy* and *MK Child Case Management Guideline*, sexual behaviours and attitudes with children are considered as exploitation and abuse for everyone who is in a relationship with Mavi Kalem.

As stated in the Mavi Kalem *Code of Conduct Policy*, Mavi Kalem employees may not engage in behaviours involving sexuality and sexual gain in return for benefits with clients. These behaviours are an obstacle to working together.



Mavi Kalem forms its work teams from women and is a women's organisation. Mavi Kalem opens working space for women in all cases where the characteristics of the work do not require it (as stated in the human resources policy). In cases of sexual exploitation and sexual abuse, women are less likely to be perpetrators than men. Situations where women are abusers are predominantly encountered in situations where they are caregivers. Methods and contents are developed by taking these reasons into consideration.

1. Forming the work team (volunteer or paid teams);

Mavi Kalem Human Resources conducts reference checks in accordance with the law, requests a criminal record and checks the person's media reflections. Mavi Kalem NEVER includes any perpetrator of sexual exploitation and sexual abuse in its work team.

2. Mavi Kalem attaches the document of the *Policy for the Prevention of Sexual Exploitation and Sexual Abuse* to the employment contract to be signed with the volunteer or employee, together with other organisational policy documents. Like all policy documents that are part of the employment contract, it sets the framework for joint work and requires termination of the employment contract in case of non-compliance.

3. In partnerships and collaborations, an institutional review based on media and social media is conducted in terms of the history of sexual exploitation and abuse. As an annex to the partnership agreement, PSEA policy document is added. Policy documents constitute the ethical framework of the partnership and non-compliance means the end of the partnership.

4. Conceptual and legal information and reporting/complaint channels for the working team; Mavi Kalem organises capacity building trainings for work teams in order to develop institutional capacity to prevent sexual exploitation and abuse. Trainings include conceptual information and information on legal processes. It provides the necessary guidance and support for work teams to apply to the complaint/reporting system in case they recognise, identify or witness sexual exploitation and sexual abuse. The Mavi Kalem work team is supported to create and maintain an environment that prevents sexual exploitation and sexual abuse. Managers work to maintain and support this environment. Mavi Kalem provides information on the complaint and feedback process that the work team and stakeholders can refer to when needed in its offices and social media channels. All internal and external complaints are sent by e-mail to onerivesikayet@mavikalem.org. Complaints are handled in a democratic and fair environment with a focus group in which multiple decision-makers are involved.

5. Mavi Kalem carries out information activities for beneficiaries to prevent Sexual Exploitation and Sexual Abuse. Informs beneficiaries about complaint channels. Supports them to use complaint and feedback channels.

6. Mavi Kalem ensures that the information of the person who states that he/she has been subjected to Sexual Exploitation and Sexual Abuse and/or reports or reports as a witness is kept confidential. It is recommended to report this situation verbally or in writing within 24 hours.



It evaluates the report and informs, supports and encourages the person to benefit from legal, medical and psychological services. If, as a result of this information, the person wishes to exercise their rights, Mavi Kalem refers them to the relevant institutions and organisations.

7. Mavi Kalem keeps the personal information of the person accused of sexual exploitation and sexual abuse confidential and supports the application of legal remedies with the consent of the alleged perpetrator.