



For Youth Business Innovation
Network

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info@4ybin.ngo
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For Youth Business Innovation Network (4YBIN)

**Prevention of / Protection against Sexual Exploitation and Abuse
Policy (PSEA)**

January 2023

Mekelle





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Profile of 4YBIN

Mission

The mission of 4YBIN is saving the lives of vulnerable groups by responding to their humanitarian needs, and ultimately transforming the living standards of economically disadvantaged communities through the promotion of entrepreneurship and enterprising culture particularly amongst the youth.

Vision

Vision of 4YBIN is becoming the leading Ethiopian local NGO in providing humanitarian support and excellent entrepreneurship and business incubation support to the youth within 10 years.

Goals

Goal of 4YBIN is to provide vulnerable groups with timely humanitarian assistance and provide the youth with comprehensive support packages to start their own businesses including business idea generation, business plan development, entrepreneurship and technical training, technology selection, financing startups and creating market linkages.

Principles

4YBIN's programs, projects, interventions, decisions and actions shall be based on its consciously selected sets of basic principles underpinning its philosophy. 4YBIN automatically rejects any decision, action or activity contradicting these core principles; and endeavors to ingrain the principles into its cultures and rituals. Here under follow 4YBIN's core principles:

Humanity First: 4YBIN prioritizes its humanity above everything else and shall not discriminate beneficiaries on the basis his/her ethnicity, religious affiliation, gender, culture, nationality and any other profiles of the aid recipient.

Sustainable Improvement of Life: 4YBIN's projects and interventions shall focus on permanently improving the life situation our support recipients and ensures that this materializes by maintaining durable relationships with its beneficiaries.

Neutrality: 4YBIN does not side with any political group or government and shall not be, in any way, instrument of governments or political groups of varying forms.

Accountability: 4YBIN's decisions, actions and activities of any sort shall be accountable to donors providing resources and beneficiaries seeking our support.





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Need Based and Competitive: 4YBIN's programs, projects and interventions shall be based on objective assessments of the needs, interests and demonstrated experiences and excellence of the youth seeking support.

Participatory: 4YBIN upholds that its interventions and projects only succeed if participation of all stakeholders at all phases of the project life cycle is ensured. 4YBIN shall ensure that all stakeholders are involved in planning, implementation and evaluation of interventions and programming.

Human Dignity: 4YBIN respects the dignity and inalienable human rights of all people and shall in any way regard not disadvantaged youth of any sort as destined to misfortunes.

Environmental Stewardship: 4YBIN ensures that the environment is clean and healthy for human life, and shall advocate responsible use natural resources in gratifying the needs of current and future generations.





1. Introduction

The protection of the person and his or her dignity, which is intended as an inherent and universal aspect of every human being and a necessary prerequisite for the exercise of individual freedom, must change and adapt to the new reality brought about by the socioeconomic shifts in order to be significant and effective.

In order to stop and prevent the problems of mobbing, harassment, and sexual abuse in the workplace, it has become necessary in recent years to implement codes of conduct, laws, and other measures that safeguard employees' dignity. This is especially important in the case of 4YBIN, which functions in precarious environments where the systems meant to safeguard an individual's physical and mental integrity and dignity are ineffective.

This policy addresses the prevention and contrast of harassment, abuse, mobbing, and other behaviours that compromise people's integrity and dignity. It integrates and puts into practice the principles and recommendations of the Code of Conduct (CoC), which aims to prevent crimes, which have already been adopted by 4YBIN. It also incorporates the most recent guidelines from international organizations, governmental agencies, and organizations involved in development and humanitarian aid.

4YBIN is a non-governmental organisation (NGO) and a civil society organisation (CSO) operating in Ethiopia. Consistently with its identity, within the Sustainable Development Goals (SDGs, 2015-2030 Agenda) framework defined by the United Nations, and faced with the situations of injustice that deny fundamental rights to a large part of humanity, 4YBIN aim is to foster a concrete commitment to international solidarity and peace.

2. The Policy's purpose and interested parties

The primary goal of the policy is to prevent and oppose any behaviour linked to the following instances: sexual abuse, sexual exploitation, sexual or moral harassment, mobbing, and any other behaviour that compromises an individual's honour and dignity.

A 4YBIN staff member, a collaborator and/or consultant, expatriate and/or local;

- Volunteers, trainees, Civil service staff abroad, Peace Corps staff, and any other person collaborating with 4YBIN under any type of work, training, research, philanthropic, religious, etc. engagement.;
- Individual members of 4YBIN's partner organizations (national and/or international, implementing and/or funding partners) and any other person working or collaborating with them;
- People connected with CSOs, institutions, associations and other stakeholders, operating/collaborating in any capacity with 4YBIN.

The following behaviours are also considered to be appropriate for the purposes of this Policy:

- 4YBIN employees;





- Volunteers, trainees; civil service employees abroad; – Peace Corps employees;
- Any other individual working with 4YBIN on any kind of project;
- Beneficiaries/recipients of programs and institutional activities promoted and implemented by 4YBIN and/or in which it is involved.

This Policy is integral part of the CoC, which comprises the set of values on which the action of the organization is based upon and the principles of compliance with which are deemed of fundamental importance for 4YBIN regular functioning, management reliability, credibility and image.

All relationships and activities carried out in the name and on behalf of 4YBIN and/or in its interest and/or, in any case, in any way referable to it, implemented both internally and externally, must be in compliance with the provisions of this Policy. The compliance with the provisions of this Policy constitutes an integral and essential part of the contractual obligations connected to any activity, of the employment contracts (of any type) and of other contractual norms/provisions or deriving from agreements. The board approves the Policy upon presentation by the Executive Directors in coordination with the Finance and Administration Director and the Human Resources Office (HR). The Policy is subject to review, and in order to do so, it will take into account feedback and observations from all of its recipients, as well as any changes to the most widely used national and international standards and procedures, regulatory developments, and the experience gained from applying and implementing these provisions.

In accordance with ad hoc indications received from the Executive, all interested parties (i.e., Board members, volunteers—participants, volunteers, staff members and collaborators, donors, purveyors, partners, etc.) will be made aware of the current Policy through direct dissemination to the primary stakeholders and publication and/or promotion through 4YBIN information channels.

The 4YBIN Constitutional Act and Statute define the guiding principles of the initiatives carried out by 4YBIN and by individuals who participate in its operational framework in various capacities. Furthermore, they are delineated and elaborated in the Board of Members' decisions as well as, at the operational level, in the Policies and the Social Report, which is compiled annually.

4. Behaviours that are targeted for interventions and correction

Any behaviour that can be linked to the previously described cases of sexual abuse, sexual exploitation, sexual harassment, or moral harassment is covered by the prevention and contrast strategies outlined in this policy.

The prevention and contrast measures are applicable to all internal interactions between local and foreign 4YBIN staff members and the beneficiaries, as well as between the staff members and the organization. In addition, 4YBIN applies this policy to partners, to whom the preventive and contrast measures are consequently extended.





5. Prevention Measures

To prevent the behaviours indicated above, 4YBIN through the HR, during the recruitment, selection and training of staff, adopts specific and particularly careful control measures on those who will work in the partner countries

HR evaluates an employee's suitability for work in especially delicate situations as well as their ability to stop and report any harmful behaviour that may take place. For this reason, during the selection process, a thorough examination is conducted of the references provided by the staff member being chosen as well as those that can be deduced inferentially from the candidate's background and career trajectory. During the interviews, the topic of harassment and sexual abuse is examined and discussed in order to gauge how well the candidates comprehend the problems of violence and abuse. The HR department uses selection criteria and procedures that were centred on the avoidance of the hiring of local employees must also adhere to the prevention of the behaviours covered by this policy. For this purpose, the HR department will provide guidance and instructions on the subject to the recruitment and selection committee.

Staff and collaborators are obliged to submit a self-declaration attesting the absence of previous cases of harassment and/or abuse, involvement in cases of sexual exploitation, as well as the assumption of the obligation to respect the principle of "zero tolerance" established by the CoC and by this Policy.

For the purpose of educating staff members about the processes outlined in the CoC, this Policy, and the CRM Policy, as well as the internal organizations in charge of carrying them out, 4YBIN offers specialized training modules. Through real-world examples that make concepts easier to understand, the training will concentrate on the phenomena of harassment and abuse and its case studies. Employees who will be working in partner countries will also be provided with information regarding national and Italian laws that prohibit sexual exploitation, abuse, and harassment, without affecting the implementation of this policy.

The prevention action is also ensured by constant communication established between the HR staff through individual and confidential interviews, carried out in such a way as to guarantee the equanimity of the people probably involved and safeguard their honour.

6 Compare the timing and the measures.

In contrast, 4YBIN first adopts the whistleblowing procedure as governed by the CoC itself to ensure that conduct that is in conflict with the CoC and this Policy ceases as soon as possible.

The managers, employees, and all 4YBIN staff are required to provide the SB with specific reports that detail any facts, actions, or omissions related to the behaviour covered by this policy. The SB will be in charge of looking into the infraction and taking the necessary action to protect the participants' safety and dignity while also taking cultural factors into account to prevent social stigma. After conducting the required investigations, the SB approves the actions.





This policy's contents also incorporate the CRM Policy's provisions, which are primarily concerned with handling complaints and reporting from 4YBIN intervention beneficiaries and recipients. In this instance, the reporting of illegal conduct is done in a strictly confidential manner and can be done via email, letter, or direct interview with the contacts listed in loco.

Usually, from the moment of reporting to the resolution of the complaint, no more than 60 days must elapse, unless there are causes of force majeure or other type of extraordinary circumstances which delay the normal performance of the work of the competent bodies. In the event of serious and sufficiently proven facts, the resolution of the complaint must take place as soon as possible and - in any case - no later than 15 days from the reporting.

7 Expectations placed on bodies and subjects to ensure preventative and contrast measures

Since they are in charge of determining the suitability of the staff during the identification, selection, insertion, and training phases, HR and those in charge of hiring employees carry out essential tasks that are highly relevant to the topic of this Policy.

Even during the employment relationship, staff control and evaluation are ongoing processes that are carried out through follow-up activities and individual interviews done in conjunction with other staff members. The previously established standards and procedures for staff selection, management, and follow-up that are intended to deter the behaviours covered by this policy must be adhered to consistently throughout 4YBIN.

8 Compensation for the victim

If the behaviours harmful to the dignity of the person and/or the physical safety covered by this Policy are ascertained, 4YBIN ensures compensation for the victim by taking charge of any judicial expense and compensation for the needs of the victim and his family.

The extent and form of compensation will be established by the board of directors upon indication of the SB after consulting with the victim.

9 Fraudulent Reporting

In the event that, at the end of the investigations conducted by the SB or the competent authorities, the SB has ascertained that the reported behaviours have never occurred and that the information has been carried out in bad faith by the person who forwarded the report, i.e. with the intention of obtaining compensation and/or harming the person indicated as responsible for the acts, it will report the outputs to the Board so that it can adopt the measures deemed necessary according to a "case by case" assessment, up to including the termination of the working or professional relationship, reporting to the competent authorities for slander or other configurable crime.





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10 Details

To guarantee the effectiveness and efficiency of the measures outlined in this Policy, 4YBIN will make it available to all of its recipients by delivering it and/or integrating it into the cloud-based management system that is accessible to all staff, posting it on its website, and incorporating ad hoc notes with a specific link into contracts and agreements with third parties. Lastly, as previously mentioned, this Policy will be the focus of particular staff training initiatives.

The contents of this Policy and the contacts of any Local Councillor appointed for this purpose must be communicated to 4YBIN through the CRM Policy's dissemination tools when it comes to beneficiary-related activities. Beneficiaries and recipients must receive communications that are easily understood and in their native tongue. 4YBIN employees must, in any event, be accessible to receive and consider beneficiary complaints and reports without disparaging or offending them, while also ensuring that their honour is protected.



Approved by Board of 4YBIN