



Shwe Kanbawza Self Help Group  
Pin Laung Township, Southern Shan State

Policy on Prevention of Sexual Exploitation and  
Abuse

May 2024

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## **Purpose**

Shwe Kanbawza (SKBZ) Self Help Group has established a zero-tolerance policy on sexual exploitation and abuse for all employees and personnel affiliated with the group. This policy aims to set minimum standards for prevention and response activities to create a safe and secure environment free from all forms of sexual exploitation and abuse within the Shwe Kanbawza Self Help Group and the communities in which it operates.

## **Resolute**

By adopting this policy, Shwe Kanbawza Self Help Group strictly prohibits any form of sexual exploitation and abuse, including the failure to report such incidents. Furthermore, the organization is committed to actively preventing and addressing cases of sexual exploitation and abuse through effective measures.

## **Definitions**

The definitions used in the Shwe Kanbawza Self Help Group's policy to prevent sexual exploitation and abuse align with those established by the United Nations.

### ***Sexual exploitation***

**Sexual exploitation** means 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.

### ***Sexual abuse***

**Sexual abuse** means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

## **Policy Management Cluster**

Shwe Kanbawza Self Help Group coordinates various clusters to oversee the implementation of measures to prevent sexual exploitation and abuse. These include designating a PSEA policy focal person, forming a PSEA policy committee with representatives from different departments, and appointing a PSEA policy lead with defined roles and responsibilities.

## **Scope of Application**

All personnel associated with Shwe Kanbawza Self Help Group - full time and part time employees, volunteers, interns, consultants, board members and partners must adhere

to the current Sexual Exploitation and Abuse Prevention Policy, both during and outside of work hours.

Approved Date: 31 April 2024

Effective Date: 25 May 2024

### **Session 1: Recruitments**

To reduce the risk of sexual exploitation and abuse, Shwe Kanbawzaw Self Help Group must include the following procedures in their staff recruitment.

- 1.1. **Job announcement:** Shwe Kanbawza Self Help Group's job announcement states that they have implemented a policy to prevent sexual exploitation and abuse, which all staff members must adhere to.
- 1.2. **Job interview:** Job interview questions encompass questions pertaining to sexual exploitation and abuse.
- 1.3. **Self-declaration:** The selected candidate is required to sign a self-declaration stating that they have not been involved in any cases of sexual exploitation and abuse in the past.
- 1.4. **Reference check:** In the reference letters from previous employers of the selected candidate, inquiries regarding the background check on sexual exploitation and abuse are addressed.
- 1.5. **Criminal background check:** Prior to signing an employment contract with Shwe Kanbawza Self Help Group, the chosen candidate for the position must provide a certificate from the Ward/Village Administrator and the police station to verify their criminal record clearance.
- 1.6. **Signing the PSEA policy:** Upon signing their employment contract, all newly hired individuals are required to acknowledge their understanding and commitment to adhere to the Policy on Prevention of Sexual Exploitation and Abuse.

### **Session 2: Code of Conduct**

As stated in the scope of application, all personnel associated with Shwe Kanbawza Self Help Group - full time and part time employees, volunteers, interns, consultants, board members and partners must refrain from the following behaviors during and outside of working hours.

- Engaging in sexual relationships with people in vulnerable communities;
- Sexual abuse and sexual exploitation of people in the communities where the organization operates;

- Sexual abuse and sexual exploitation of beneficiaries directly (or indirectly) receiving support from Shwe Kanbawza Self Help Group;
- Obtaining the services of sex workers regardless of local laws regarding sex work;
- Exchanging something (money, goods, services, resources, opportunities, jobs, etc.) for sex with people in the communities where the group operates;
- Supporting (or engaging in) any sexually exploitative (or abusive) activity, including human trafficking (or having a sexual or exploitative relationship with human trafficking victims); and
- Failure to report concerns (or suspicions) of sexual exploitation and abuse.

### **Session 3: Awareness of Personnel**

In order for all employees to be aware of the various forms of sexual exploitation and abuse and the prevention of such incidents, Shwe Kanbawza Self Help Group is required to organize trainings according to the following criteria.

- 3.1. **PSEA policy induction:** The inclusion of the Policy on Prevention of Sexual Exploitation and Abuse is mandatory in the agenda of new staff orientation for PSEA policy induction. This policy is thoroughly explained to newly hired staff during their orientation.
- 3.2. **PSEA training:** Shwe Kanbawza Self Help Group is required to conduct annual training sessions on 'Prevention of Sexual Exploitation and Indecent Practices' for all its employees. The purpose of the training is to educate the employees of Shwe Kanbawza Self Help Group on various topics related to the prevention of sexual exploitation and abuse.
  - Definitions of sexual exploitation and abuse and the behaviors that lead to such incidents
  - Obligation to report if you know (or suspect) that such events have occurred
  - Failure to report may result in consequences
  - Reporting channels
- 3.3. **Continuous reminders:** Shwe Kanbawza Self Help Group will provide ongoing reminders to its employees and affiliated personnels about their duties concerning sexual exploitation and abuse, in addition to annual training. These reminders will be communicated through various means such as posters, reminder emails, and meetings.

### **Session 4: Awareness Raising to Beneficiaries and Local Communities**

Shwe Kanbawza Self Help Group aims to raise awareness of beneficiaries and local communities on sexual exploitation and abuse. To achieve this purpose, Shwe Kanbawza Self Help Group will undertake the following initiatives.

- 4.1. **Creating awareness materials:** Shwe Kanbawza Self Help Group is responsible for developing pamphlets, posters, and informative messages to raise awareness. These materials must be adapted to the local context, presented in the local language, and easily comprehensible to beneficiaries and local communities.
- 4.2. **Awareness raising:** Shwe Kanbawza Self Help Group is committed to organizing regular awareness programs in the communities it serves, focusing on raising awareness of beneficiaries and local communities about different forms of sexual exploitation and abuse, and providing information on how to report such incidents.

### **Session 5: Reporting**

As mentioned in the scope of application, in case you observe, suspect, or receive information regarding instances of sexual exploitation and abuse involving Shwe Kanbawza Self Help Group employees and affiliated individuals, you must report it to the PSEA policy focal person using the provided communication channels.

*Position: PSEA FOCAL*

*Phone Number: 09788839384*

*Email: chooekabyar@skbz.org*

If you prefer not to report to the PSEA policy focal person, you have the option to make the report to the lead of the PSEA policy committee using the communication methods provided.

*Position: Director*

*Phone Number: 09250782255*

*Email: khinmaungshwe@skbz.org*

In the event that you do not desire to report to the individuals specified earlier, you have the option to report to the PSEA Network Myanmar using the provided communication channels.

*Name: Inter-Agency PSEA helpline number*

*Phone Number: 094015149616, 09898985561*

*Email: integrity1@unicef.org*

Upon becoming aware of the incident of sexual exploitation and abuse, you are obligated to submit a report within 48 hours.

**Protection from retaliation:** Shwe Kanbawza Self Help Group is dedicated to protecting anyone from retaliation in reporting cases of sexual exploitation and abuse. Shwe Kanbawza Self Help Group prioritizes creating a safe and transparent environment where incidents can be reported promptly, without any fear of threats or retaliation.

### **Session 6: Assistance to SEA Victims/ Survivors**

Shwe Kanbawza Self Help Group provides assistance to victims of sexual exploitation and abuse. Trained and skilled service providers will offer assistance in a victim-centered approach, respecting the rights and best interests of the victims, gender-based violence principles and informed consent.

Shwe Kanbawza Self Help Group is committed to offering assistance outlined in the Victim Assistance Standard Operating Procedures (SOPs) and Information Sharing Protocols, along with keeping an up-to-date list of service providers and available services within local communities to ensure victims of SEA receive the necessary support tailored to their needs.

Victim/Survivor-centered support services will be offered, such as securing a safe space, providing psychosocial support, arranging health assessments and treatment, as well as offering legal aid and meeting other basic needs.

### **Session 7: Investigation**

In response to incidents of sexual exploitation and abuse, Shwe Kanbawza Self Help Group will take necessary actions in accordance with the following procedures.

- Upon receiving the complaint, the PSEA policy focal person will convene a meeting with the PSEA policy committee and inform the offender's supervisor.
- During the meeting, actions will be outlined to address the incident, with a detailed plan for implementation and expected outcomes.
- Confidentiality will be maintained regarding both the complainant and the victim as well as the perpetrator throughout the investigation process.

- Following the action plan to address the incident, the PSEA policy focal person will conduct interviews with the victim, perpetrator, and other relevant individuals involved in the case, gathering necessary information based on the case's requirements.
- The PSEA policy focal person documents all the findings.
- Subsequently, the PSEA policy focal person will prepare a comprehensive report that encompasses the findings, evidence, reviews, and recommendations for actions against the perpetrator, as well as measures to prevent similar incidents in the future.
- That report shall be submitted to the PSEA Policy Committee.
- Any violations of Myanmar laws will be reported to the appropriate local law enforcement authorities.

### **Session 8: Corrective Action**

The consequences for individuals found guilty of sexual exploitation and abuse vary depending on the severity of the case. Disciplinary actions may range from verbal or written warnings, signing a letter of commitment, reduction of benefits, demotion, dismissal, or contract cancellation. Additionally, legal action can be pursued by reporting a complaint to local law enforcement authorities.

### **Session 9: Integrating PSEA into Project Activities**

Shwe Kanbawza Self Help Group needs to carry out a comprehensive SEA risk assessment to identify potential risks related to sexual exploitation and abuse throughout the project's planning and implementation. Additionally, they must create effective strategies and action plans to reduce and manage these risks.

### **Session 10: Partnership Agreement**

Shwe Kanbawza Self Help Group ensures that every partnership agreement contains a clause emphasizing the commitment to prevent and respond to sexual exploitation and abuse, with a strict zero-tolerance policy towards such acts and non-reporting.

If partner organizations do not have a policy on prevention of sexual exploitation and abuse, Shwe Kanbawza Self Help Group shall provide appropriate support for the establishment of such policies.

### **Session 11: Policy Review**



Shwe Kanbawza Self Help Group has committed to reviewing the policy on prevention of sexual exploitation and abuse every two years. The policy review aims to align with the existing legislation in Myanmar concerning sexual exploitation and abuse.