

Policy on Prevention of Sexual Exploitation and Abuse (PSEA)

Universal Maidens Association Cameroon (UNIMAC)

Ngomgham, Nchoubu Junction, Bamenda II

1. Purpose and Scope

UNIMAC is committed to upholding the highest standards of integrity and accountability in all its activities. This Policy on Prevention of Sexual Exploitation and Abuse (PSEA) affirms our zero-tolerance stance towards SEA and outlines our principles, responsibilities, and procedures to prevent and respond effectively to SEA allegations involving our personnel, volunteers, beneficiaries, and partners.

2. Definitions

-Sexual Exploitation and Abuse (SEA): Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including any sexual activity with beneficiaries or persons of concern, regardless of age, that is non-consensual or exploitative.

- **Beneficiaries:** Individuals or communities receiving UNIMAC services, including children, women, men, and vulnerable populations.
- **Personnel:** Staff, interns, volunteers, contractors, consultants, and any individuals associated with UNIMAC.

3. Principles

- **Zero Tolerance:** UNIMAC maintains a strict zero-tolerance policy towards SEA.
- **-Protection and Dignity:** Respect for the dignity, rights, and safety of all persons, particularly children and vulnerable groups.
- **Accountability:** All personnel and partners are accountable for adhering to this policy.
- **Confidentiality:** All allegations and investigations will be handled with strict confidentiality.
- **Victim-Centered Approach:** Support and assistance will be provided to victims with sensitivity, respecting their rights and wishes

4. Organizational Policy and Commitment

- UNIMAC commits to developing, implementing, and regularly updating its internal policies, procedures, and training programs to prevent SEA.
- All personnel will be required to read, understand, and sign a Code of Conduct that explicitly prohibits SEA.
- UNIMAC will ensure that its policies are accessible, clear, and culturally appropriate, with language that is understandable by all staff and beneficiaries.

5. Prevention Measures

a) Recruitment and Human Resources Systems

- Implement rigorous vetting procedures, including reference checks and self-declarations, to prevent hiring individuals with a history of SEA.
- Include PSEA clauses in all employment contracts and volunteer agreements.
- Conduct background checks where legally permissible.

b) Mandatory Training

- All personnel will participate in mandatory induction and refresher training on PSEA, covering definitions, zero-tolerance policies, reporting procedures, and support mechanisms.
- Training will be conducted at onboarding and annually thereafter.

c) Organizational Management – Subcontracting

- When engaging subcontractors, contracts will include clauses requiring adherence to PSEA standards.
- Subcontractors must adopt policies that prohibit SEA and implement measures to prevent and respond to SEA.

d) Reporting Mechanisms- Establish accessible, confidential, and safe reporting channels for beneficiaries, personnel, and community members.

- Promote awareness among beneficiaries and staff on how to report SEA concerns.
- Ensure that reports are responded to promptly, confidentially, and effectively.

6. Response and Assistance

- Provide immediate victim assistance, including medical, psychosocial, legal, and material support, respecting victims' choices and privacy.
- Establish referral pathways to local support services, GBV or child protection agencies, and legal authorities.
- Ensure that support is victim-centered, age- and gender-sensitive, and culturally appropriate.

7. Investigation Procedures

- UNIMAC will conduct timely, impartial, and confidential investigations into all SEA allegations.
- Investigations will be carried out by trained personnel or external experts, ensuring fairness and respect for due process.
- Findings will inform disciplinary or legal actions, as appropriate.

8. Corrective and Disciplinary Measures

- Disciplinary actions will be enforced against personnel found responsible for SEA, up to and including termination of employment or partnership.
- UNIMAC commits to taking corrective measures to prevent recurrence and improve policies and practices.

9. Whistleblower Protection

- UNIMAC encourages reporting of SEA concerns and commits to protecting whistleblowers from retaliation.
- No individual will face discrimination, retaliation, or adverse consequences for reporting in good faith.

10. Monitoring, Evaluation, and Continuous Improvement

- Regular monitoring and evaluation of PSEA implementation will be undertaken.
- Lessons learned will inform policy updates, training, and capacity-building efforts.
- UNIMAC will maintain records of reports, investigations, and actions taken, in accordance with confidentiality and data protection standards.

11. Responsibilities

- Board and Leadership: Ensure oversight and commitment to PSEA.
- Management: Implement policies, conduct training, and oversee investigations.
- Personnel and Volunteers: Adhere to the Code of Conduct and report concerns.
- Partners and Subcontractors: Comply with PSEA standards and contractual obligations.

12. Review and Updates

This policy will be reviewed annually or following significant incidents or organizational changes. Updates will be communicated to all staff, volunteers, partners, and stakeholders.

Approved by:

Ameh Maurice Ngwa

Chief Executive Officer (CEO)

Universal Maidens Association Cameroon (UNIMAC)

Date: 10/01/2025

Resources and Support:

- UNIMAC PSEA Policy Template

- Contact: info@unimaccameroon.org

- Reporting Channels: www.unimaccameroon.org

