



ACEPO PSEA Code of Conduct

ACEPO has **ZERO TOLERANCE** to SEA

ACEPO has **ZERO TOLERANCE** to Sexual Harassment

ACEPO expects all staff to uphold the highest standards of professional and personal conduct at all times. ACEPO expects all staff and personnel to uphold the minimum principles set out in the UN Secretary Generals Bulletin ST/SG/2003/13 Special Measures on the prevention of sexual exploitation and abuse (PSEA).

Sexual Exploitation and Abuse (SEA) is prohibited for all Staff (Permanent, Temporary, Casuals, Interns and Volunteers). SEA undermines the credibility and integrity of ACEPO and humanitarian work.

All ACEPO staff and personnel must read, sign and comply with this Code of Conduct.

Undertakings: I will

1. Never engage in sexual exploitation and abuse (SEA) of vulnerable beneficiaries especially women and children under any circumstances.
2. Never engage in sexual activity with children (persons under the age of 18) regardless of age of majority or age of consent locally. I acknowledge that mistaken belief regarding the age of a child is not a defense.
3. Never exchange money, goods or services for sex including sexual favors or other forms of humiliating or degrading and exploitative sexual behaviors. This includes exchange of assistance that is due to beneficiaries.
4. Never abuse my authority or position or influence by withholding humanitarian assistance or services or give preferential treatment in order to solicit sexual favors, gifts or payments of any kind.
5. Ensure that any breach of the standards set in this code of conduct are immediately reported to the PSEA focal point, senior management, human resources and or through any other reporting mechanism and is handled with utmost confidentiality.
6. Create and maintain an environment which prevents sexual exploitation and abuse. Management must support and develop systems that maintains SEA free environment.
7. Not purposely make false accusations against another staff or personnel for breaching the provisions of this code of conduct nor start or spread false information concerning staff or personnel.
8. Complete the mandatory PSEA course within 2 months of employment and present my certificate to HR for record keeping.
9. Complete the mandatory sexual harassment course within 2 months of employment and present my certificate to HR for record keeping.
10. Accept forthwith termination of my employment contract with ACEPO without further recourse in the event of proven SEA misconduct.



I certify that I have read and understood all the contents above and commit to abide by the PSEA Code of conduct at all times. A copy of the duly signed form is to be issued to the HR Manager for record purposes

Full Name: _____

Title: _____

Signature: _____

Date: _____