

# **Research, Training & Management (RTM) International**

## **Policy on Protection against Sexual Exploitation and Abuse (PSEA)**

**14 August, 2022 (Revised Version)**



**RTM COMPLEX  
581, Shewrapara (Level 3, 4 & 5)  
Begum Rokeya Sharani  
Mirpur, Dhaka 1216  
Bangladesh**

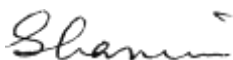
# Preface

14 August, 2022

Research, Training & Management (RTM) International is a resource organization registered with the Government of Bangladesh (GOB). It provides high quality technical and management support to the institutions/concerns working in development sectors primarily targeting poor and underprivileged people. RTM has three major areas of work: Research and Evaluation, Training and Capacity Building, and Program Support and Management. Recent activities of RTM focused in health, nutrition, gender based violence and mental health, education, training, research and human resources development sectors for the design, implementation and development activities. RTM International is supported by grants and contracts from UN agencies, private organizations and government agencies at local and international levels.

RTM International firmly acknowledges and committed to a good governance system, which enables areas of responsibility to be clearly defined and provides assurance that risk is being managed in an effective way. Good governance requires going beyond strict legal compliance and encompasses a focus on fostering an ethical culture. It is "the process of decision-making and the process by which decisions are implemented". The board is responsible for the overall governance, management and strategic direction of the organization in accordance with the organization's goals and objectives. Written human resources management policy ensures that the organization is run in a transparent, ethical manner, promoting good business practices, and ensures good governance policies formulated by the board and management and made available to all stakeholders. RTM International is also working on capacity building of its staff members on various professional issues including ethical and moral lessons to fulfil their responsibilities to prevent and respond to social justice towards the affected populations they serve. The organization is also monitoring strict adherence of the core principles by all staff, volunteer and contractors etc.

We are pleased to present the RTM International Policy on Protection against Sexual Exploitation and Abuse (PSEA), which we have been revised in the light of our past experiences in this area. Progressively this policy will be further revised based on additional experiences and outcome after three years from this very day or at any period of time during the course if arises any emergency necessity for addendum.



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Prof. Mamtaz Shamim  
President



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Syed Jaglul Pasha  
Executive Director

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## **1. Purpose**

- 1.1 The Protocol aims to summarize a common set of norms and standards based on existing policies and frameworks to support a coordinated, systematic approach to the provision of assistance and support, which prioritize and ensures the rights and dignity of victims, regardless of the association of the alleged perpetrator. This approach has been aligned with broader RTM International efforts to prevent and respond to the sexual exploitation and abuse and takes into account established good practices to address gender based violence across its development and humanitarian working areas.
- 1.2 RTM International has been working in the development sector since 1994 and providing health and related support to individuals around different geographical regions all over Bangladesh. It also covered Cox's Bazar which sheltered about a million displaced Myanmar nationals who are in distress and trauma. Given the diverse and complex field settings where RTM International is working, the victim centred and systematic approach of support and assistance has been elaborated in the protocol to ensure gender equality and the empowerment of women and girls, including elimination of all sorts of violence against women, men and children within the working spheres of RTM International.
- 1.3 This protocol had been developed by the decision of the Executive Board of Research, Training and Management International (RTM International) on the day of 14 July 2020, to reiterate the key action points on "Protection against Sexual Exploitation and Abuse (PSEA)" across all the RTM International Project Offices throughout Bangladesh. The Executive Director of RTM International has circulated this protocol as an Office Order. The Executive Director has also taken the initiative to revise the RTMI PSEA Policy at its present date 14 August, 2022 in compliance to the Standard Core Principles followed by the United Nations.

## **2. Scope**

- 2.1 This Protocol applied to all RTM International system entities, including Head Office, Regional Office, funds and programs operating through its Field Offices. It also applies to the relevant sub grant awardees who are directly or indirectly working for RTM International. This PSEA Protocol applies in brief to all the personnel, including

employees, volunteers, contractors, and other relevant parties associated with the overall RTMI's management activities across the HQ, Field Offices and field level service provision facilities. They are all responsible for maintaining the organizational policy on PSEA (e.g., code of conduct) and should be signed by all personnel, including employees, volunteers, contractors, and others who are relevant.

### **3. Principles and Core Standards**

3.1 RTM International fosters an environment that is enabling to support health, nutrition and protection services, information and other promotional support activities in the workplace. However, for a workplace program to be effective, there ought to be present and in good measure organizational trust; that the organization will commit to and consistently act, deploy resources, take up information and advocacy in such a manner that staff feel and perceive a sense of commitment to a common mission, caring and compassionate among themselves and foster a similar attitude to the target beneficiaries, particularly the service seekers. This commitment and compassion must pay attention to the staff members, communities it is working for and individuals as a whole. While organizational trust is intangible, its absence can hamper the achievements of a program. RTM International strictly follows the code of conduct to implement any project including projects in the refugee/FDMN camps settings, which is based on the following principles:

3.1.1 Treat all beneficiaries/refugees and other persons of concern fairly, and with respect and dignity: Treating beneficiaries with “respect and dignity: is our basic obligation. Behavior or attitude of any RTM staff member that degrades a beneficiary or beneficiaries are totally unacceptable, no matter whether the beneficiaries is present or not. In many situations, children and certain groups of women are especially at risk. By understanding the specific situations of women, men, girls and boys in a beneficiary community, we can better protect them.

3.1.2 Prevent, oppose and combat all exploitation and abuse of beneficiaries/refugees and other persons of concern: Having at our disposal scarce humanitarian resources puts us in a position of power vis-a-vis the people whose survival may depend on our

assistance. That power must never be abused. Requesting favors or accepting bribes or offers of favors in exchange for protection or aid is totally unacceptable.

3.1.3 Unequal power relationships generally exist between staff and beneficiaries. We therefore have to keep in mind that sexual, emotional, financial or employment relationships between staff and beneficiaries, even if we ourselves see them as consensual and non-exploitative, could be perceived by others in the humanitarian community and the public as an abuse of power and trust, or as a conflict of interest. Sexual relationships with beneficiaries undermine the credibility and integrity of the work and are strongly discouraged. Where there is any doubt, it is in the interests of staff to discuss these relationships with the supervisor. Where supervisors are consulted, it is expected that they will respect confidentiality and treat sensitive matters with discretion. Staff and supervisors can also avail themselves of the normal consultative options such as the Staff Welfare Section, Staff Council and Staff Associations. In case of disagreement the staff may take to recourse of options such as the Mediator.

3.1.4 Sexual exploitation and sexual abuse violate universally recognized international legal norms and standards and as such have always been unacceptable behavior and prohibited conduct for RTM staff. Specific standards that reiterate these existing general obligations under the rules and obligations have been prescribed. Degrading or exploitative behavior such as exchange of money, employment, goods or services for sex or sexual favors, or other forms of humiliation are prohibited to the staff.

3.1.5 Please add the definition of sexual exploitation, and sexual abuse (please see 3.2 in the PSEA toolkit. Abide by the Six Core principles of PSEA: All staff members working in RTM International should abide by the six core principles related to PSEA which are mentioned as under:

Principle # 1: Sexual exploitation and sexual abuse constitute acts of serious misconduct and are therefore grounds for disciplinary measures, including summary dismissal

Principle # 2: Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.

Principle # 3: Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance.

Principle # 4: Sexual relationships between humanitarian workers and beneficiaries are strongly discouraged.

Principle # 5: Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.

Principle # 6: Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct.

3.1.6 Refrain from any involvement in criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of RTM International: Managers at all levels have particular responsibilities to support and develop systems which maintain an enabling environment in RTM International. Refrain from any involvement in criminal or unethical activities, activities that contravene human rights, or activities that compromise the image and interests of RTM International. No staff member will engage in or support any illegal, exploitative, abusive or unethical activities or use unethical language that violate human dignity or contravene UN resolutions or international human rights standards.

3.1.7 Sexual exploitation and abuse constitute acts of serious misconduct and are therefore grounds for disciplinary measures, including summary dismissals. Any

concerns or suspicions regarding sexual exploitation or sexual abuse by a fellow worker, regardless whether in the same agency or not, must be reported through the established mechanisms. The exchange of money, employment, goods or services for sex or sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited. RTM has a policy of ZERO tolerance to offences by any staff members if proved.

- 3.1.8 Uphold the integrity of RTM International by ensuring that my personal and professional conduct is, and is seen to be, of the highest standard: To a large extent, the integrity of RTM depends on the integrity of its staff members. This includes honesty, truthfulness and loyalty to the office.
- 3.1.9 RTM staff should avoid criticizing our partner agencies. In case of any problems with our partners, we should endeavour to seek resolution directly and if the issue persists, refer the matter to HQ.
- 3.1.10 Perform official duties and conduct private affairs in a manner that avoids conflicts of interest, thereby preserving and enhancing public confidence in RTM International: The use of one's office or position in RTM for personal gain is unacceptable and unprofessional. Staff must avoid accepting any honor, decoration, favour, gift or remuneration from any government or organization. When this is unavoidable, however we must be extremely careful not to accept gifts of value which might constitute a real or apparent attempt to influence our decisions or actions.
- 3.1.11 Contribute to building a harmonious workplace based on team spirit, mutual respect and understanding: All managers and staff are responsible for building a teamwork environment. Politeness, respect, tolerance, and moderation should be the norm. Good performance is not only about how quickly and efficiently we perform our tasks but also about how well we interact with others. In light of the diverse backgrounds, cultures and experiences of RTM staff, we should take extra care to respect our colleagues. Lack of communication, personality differences, and lack of empathy, i.e. the inability or unwillingness to see other colleagues' points of view can have a serious negative impact on the work environment.



- 3.1.12 There is often a fine line between poor managerial practices and the issues of conduct covered by this code. Accordingly, managers not only have a particular responsibility, but can also have significant influence in fostering a harmonious workplace. Managers should be open to all views, including those of their junior staff, particularly when those views are opposed to their own. Managers are expected to set a good example.
- 3.1.13 Promote the safety, health and welfare of all RTM International staff as a necessary condition for effective and consistent performance: RTM is an institution as responsible for the safety and welfare of its staff. Staff should strictly observe safety and security instructions and demonstrate responsible behavior that minimizes risks for themselves and others.
- 3.1.14 Safeguard and make responsible use of the information and resources to which I have access by reason of my employment with RTM International: Disclosure of sensitive or confidential information without authorization may seriously jeopardize the efficiency and credibility of RTM and its staff, and endanger beneficiaries. Staff should be careful not to allow private interests to impact on their work duties and they should not misuse office assets; use an official vehicle for private purposes without authorization; perform excessive and unreasonable private business during working time; use office equipment for private purposes; and have staff or official contractors provide unremunerated private services.
- 3.1.15 Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or favouritism in the workplace: Discrimination and harassment have a negative effect on the workplace environment, the career and well-being of staff. Discrimination, harassment, or bullying (mobbing) on the grounds of race, gender, religion, color, national or ethnic origin, language, marital status, sexual orientation, age, socio-economic status, disability, political conviction, hierarchy within RTM or any other distinguishing feature, must not be tolerated. Harassment can take many forms. It can be physical, verbal, visual or written (including electronic media such as e-mails). It can also be one incident or a series of incidents and can occur at work or during non-working hours.

- 3.1.16 RTM staff are obliged to create and maintain an environment that prevents sexual exploitation and sexual abuse. Managers, at all levels, have a particular responsibility to support and develop systems that maintain this environment. Moreover, they have a special obligation in the workplace to uphold the highest standards of conduct, free of intimidation and personal favoritism because of their authority, and its inherent danger of abuse. The solicitation or acceptance of favors, loans, or gifts of substantial value by managers from colleagues with whom they work would be improper.
- 3.1.17 Policy of Zero Tolerance: An employee may be terminated immediately if he/she is caught stealing, using or possessing drugs in the workplace, wilfully destroying or damaging property, perpetrating fraud, engaging in physical or mental violence, harassment or sexual exploitation and abuse with beneficiaries, is absent without leave for more than three calendar days, is habitually negligent in carrying out assigned duties, or is engaging in activities that may be termed as conflict of interest. RTM International considers all these acts as under its Zero Tolerance Policy.
- 3.1.18 All staff members of RTM International shall abide by the Gender Policy which implies the institutionalization of the principles of equal opportunity for women and men. This includes equal opportunity in terms of access, use of resources & benefits and gender balance in all positions, especially at strategic levels, whereby all staff, male and female, are considered equal. The dissemination of the Gender Policy must be carried out in a manner to ensure clarity among staff at all levels, particularly at management and program leadership levels. Both the conceptual understanding of the policy as well as the policy formulation process itself must be well understood by all (Gender Policy/5.1).
- 3.1.19 The adoption of gender equity as a strategic direction in programming has to be supported by adequate institutional capacity and appropriate orientation of staff.
- 3.1.20 Standardization of PSEA at the organizational level through adopting all the 6 Core Standards:

**Core Standard 1: Organizational Policy** (An organizational policy on PSEA exists and describes appropriate standards of conduct, other preventive measures, reporting, monitoring, investigation and corrective measures) – RTMI has the policy on PSEA and its associated step by step process of reporting mechanism, referrals, assistance process and investigation policy. However, RTMI also has a PSEA awareness raising system in place as part of its three-year capacity building and awareness raising strategy for the period of 2019 to 2022. The staff training on PSEA is carried out in a quarterly basis and all the staff are trained in a rotational basis. The volunteers, both Bangladeshi and Rohingya are also trained on PSEA at the field level and they are connected with the community. Various community outreach events are organized in the community and covers discussion on PSEA issues, strategies of RTMI and its reporting systems which are explained very clearly. RTMI has a large number of staff and volunteers and it has PSEA focal point at the Field Office level as well as at individual project level. There is a coordination mechanism among all the PSEA focal points who take necessary measures to train staff, volunteers and other stakeholders. The awareness raising program is covering at the RTMI field office level, field level health facilities and communities located at various FDMN Camps and Host Community. RTMI organizes various events related to PSEA at the field office level where senior staff members share their ideas and learn from each other on various incidents. Also we organize meetings and workshops to have clear understanding on PSEA among the staff including the focal points who are regularly following up the issues related to PSEA in different projects. Staff at the field level health facilities also get the opportunity to understand about PSEA once they organize subsequent meetings and sessions on PSEA relevant events.

**Core Standard 2: Organizational Management and HR Systems** (The organization's management and HR systems account for PSEA) – RTMI has a dedicated team of organizational management and HR systems in alignment of PSEA. It has a dedicated PSEA focal point for both the HQ and Field Offices and a dedicated advisor at the management level. It has worked on the various contract papers/agreements which reflects the PSEA related background check of an individual related to work with the organization. RTMI has reviewed the HR procedure to put PSEA related policies into effect and create the organizational infrastructure to support their implementation. RTMI HR has started to develop a systematic vetting procedure for new hires including written reference checks.

RTMI has PSEA committee at the field level. RTMI has revised templates for partnership agreement and service contract to include clause on PSEA. RTMI has revised and included a PSEA clause in all ‘Contract letters’ (for employees, consultants, vendors, sub-contractors and partners), etc. in light of the PSEA Toolkit Section 4.2.2. Procedures.

**Core Standard 3: Mandatory Training** (The organization holds mandatory trainings for all personnel on the organization’s SEA policy and procedures and can provide documentation evidencing regular training, and the training includes 1) a definition of SEA (that is aligned with the UN's definition); 2) a prohibition of SEA; and 3) actions that personnel are required to take (i.e. prompt reporting of allegations and referral of survivors) – RTMI has developed full day face to face PSEA mandatory training package as per the criteria described in section 4.3.1 of the PSEA Toolkit Section 4.3.1. Training. During COVID-19 period, we also have developed a package suitable for online sessions due to COVID – 19 situations. RTMI also has a mandatory training/orientation package for new staff to include requirement for PSEA training. All the attendance of training participants is preserved for future documentation purpose.

**Core Standard 4: Reporting** (The organization has mechanisms and procedures for personnel, beneficiaries and communities, including children, to report SEA allegations that comply with core standards for reporting (i.e. safety, confidentiality, transparency, accessibility) and ensures that beneficiaries are aware of these). RTM International has a whistle blower policy which focuses particular attention towards any suspicion or complaints about sexual exploitation or abuse by any RTMI staff/workers/volunteers in any form and locations. Such complaints if detected must be reported immediately to the established HOTLINE numbers without any fear or hesitation. Such reporting is mandatory as the soonest time possible (Reference: whistle blower policy, Section 7, Code of Conduct, pages 8 – 12). RTMI has taken initiative to update and systematize reporting mechanisms to facilitate reporting of SEA allegations or concerns by personnel and beneficiaries. RTMI has taken initiatives to design, translate and widely disseminate awareness-raising, widely publicized all available reporting channels and reporting mechanisms leaflets/posters in all work sites. RTMI has developed the plan for awareness raising plan for up to December 2022. The Work Plan initiative will be continued till December, 2022.

**Core Standard 5: Assistance and Referrals** (The organization has a system to ensure survivors of SEA, including children, receive immediate professional assistance, referring them to relevant service providers.) – RTMI has developed a Referral Form using Tool 9 of the PSEA Toolkit Section 6.2. Assistance and Referrals. If a SEA survivor needs referral support for mental or physical health related to higher medical support, the GBV Officer takes necessary referral measures as per the existing referral pathway. In this case, the designated personnel to handle this case record some basic information of the survivor once the report was received and then they are sent to the nearest referral point for advance level counselling or medical support. RTMI is working with other health sector partners and advocating for local PSEA Network to develop contact List of qualified Service Providers for referrals for use by all NGOs in sector.

**Core Standard 6: Investigations** (The organization has a process for investigation of allegations of SEA and can provide evidence that it has appropriately dealt with past SEA allegations, if any, through investigation and corrective action.) – RTMI has developed a few documents for a thorough SEA investigation followed by the PSEA Toolkit Section 7.2. Investigation Procedures. RTMI follows a transparent and rapid investigation system for PSEA allegations. Once an allegation is reported, RTMI management carry out a rapid investigation through forming an investigation committee formed by the Executive Director. The investigation is carried out in a prompt manner through engaging an experienced and professional team to explore the fact of the allegation. The management considers a very careful selection of the investigation team to keep it beyond any question of biasness, nepotism or favoritism towards the complainant and the accused. The investigation team is also mobilized as the soonest time possible to ensure the quality of the investigation. While the investigation is ongoing for a particular allegation, risk management is one of the vital issue considered by the RTMI management. First of all, the investigation committee and its activities and plans are to be kept confidential to save themselves and not to compromise the investigation. The investigation committee members should also keep all their plans and programs confidential to keep the victim safe from any unwanted and harmful situation. Without following the confidentiality, there might be relationship breakdown between investigators and the accused, where the investigators themselves could be fallen into potential threat by the external factors. Sometimes the investigators might get biased to the accused which could divert the case into a different way. Sometimes investigators could be fallen under threat or get fired if a case accuses a

higher official of an organization guilty of an allegation. To avoid such instances, the ED take the opportunity to select the experienced and unbiased individuals to form the investigation committee to get an authentic reporting.

#### **4. Working Environment**

RTM International has a goal to provide a workplace free of tensions involving matters which do not relate to the organization. In particular, an atmosphere of tension created by sex-related remarks, un-welcome sexual advances, or other conduct of sexual nature is not condoned or tolerated. The ZERO tolerance policy is strictly followed as soon as cases/allegations are proved beyond reasonable doubt (Working Environment/CoC/4.3).

RTM International is committed to develop a healthy working environment. RTM International offices around the country should be healthy and safe places, reducing the risk of any SRH related health problem and other infectious diseases like HIV/AIDS. Equal access to all program initiatives and services is a top priority. Any and all workplace SRHR services as well as, care and support for workplace programs sponsored by RTM International will be equally available to all service seekers and staff regardless of gender or sexual orientation. It should be ensured that women and youth have access to activities of RTM International and that women and young people who are at significantly higher risk of acquiring SRH problems have equal access to appropriate care and support services. (Workplace Policy/Principles)

#### **5. Assistance and Support**

Victims/Survivors ought to receive appropriate assistance and support in a timely manner:

- Medical care
- Safety and security
- Legal services
- Support for psychological and social care
- Immediate material care, including food, clothing and shelter as necessary

It is imperative for RTM International staff members to respond quickly and efficiently when any cases are reported. (Whistle – Blowing Policy/CoC/5.7). In this regard, ideal dissemination of information related to PSEA has to be visible throughout all different office set up and service facilities.

## 6. Roles and Responsibilities

RTM International has ensured a clear guideline for all of its staffs to be vigilant and responsive towards any misconducts particularly on PSEA. Generally, all the policy documents of RTMI related to PSEA has been made available to all the Project Managers through which all the staff can have its equal and easy access to these policies and procedures. Moreover, there are display materials of PSEA containing different posters, leaflets, where the PSEA related incident reporting HOTLINE and flow diagram has been displayed.

A particular section in the HR Policy has been addressed for these cases as “MAINTAINING ETHICAL AND DISCIPLINARY STANDARDS” in section 7. It elaborates that there are some responsible authorities to address the cases of misconducts and harassment of different nature. The following is a summary of the roles and responsibilities of RTM International personnel to address the issue.

The following table shows the roles and responsibilities of the senior management team of RTM International to address the PSEA across all over the organization.

| Position           | Roles and Responsibilities  |
|--------------------|---|
| Executive Director | The Executive Director is the senior most responsible officer in the RTM International to deal with any reported cases of misconduct and SEA in particular. He is supported in this role by the PSEA Committee and the PSEA Advisors. Once a PSEA case is reported in the field through the PSEA focal point within 24 hours, the ED take initiatives to form an investigation committee comprised of experienced staff members. Once the investigation is carried out with necessary |

| <b>Position</b>                | <b>Roles and Responsibilities</b>  |
|--------------------------------|--|
|                                | justifications, the ED take disciplinary measures for the accused.   |
| PSEA Advisors, HQ/Field Office | The PSEA Advisors are senior Technical Directors of RTM International with a diverse knowledge and long experience in the organization to curb corruption and harassment issues. They are the advisors of PSEA Committee headed by PSEA focal points in different locations and field offices to investigate a case and determination of the course of action as per the policy of RTM International.  |
| Program Managers               | The Program Managers of individual projects acts as an organizer and manager of the entire projects including maintaining the disciplinary standards in the program. She/he supports the PSEA Committee through providing necessary information, assistance and security where needed as sought by the PSEA Committee during an investigation. Moreover, PMs take necessary measures to train project staff on PSEA issues and ensure visibility of PSEA initiatives in RTMI at the project level. |
| PSEA Committee                 | The PSEA Committee is the unique committee in RTMI to disseminate information of PSEA among its staff members and volunteers in the community, develop the capacity of the staff on PSEA and volunteer to identify and response to a particular case on SEA.   |
| PSEA Focal Point               | The PSEA Focal Point represents an individual project of RTM International. She/he is the technical personnel who has expertise in GBV or MHPSS Component of the Program or an experienced person selected by the RTMI management to represent as a member to address the SEA and associated support mechanism of the organization.  |



**ACT NOW!**

**STOP**



**FRAUD, CORRUPTION AND SEA**

**REPORT US:**

For any kind of Fraud, Corruption and Sexual Exploitation and Abuse (SEA)

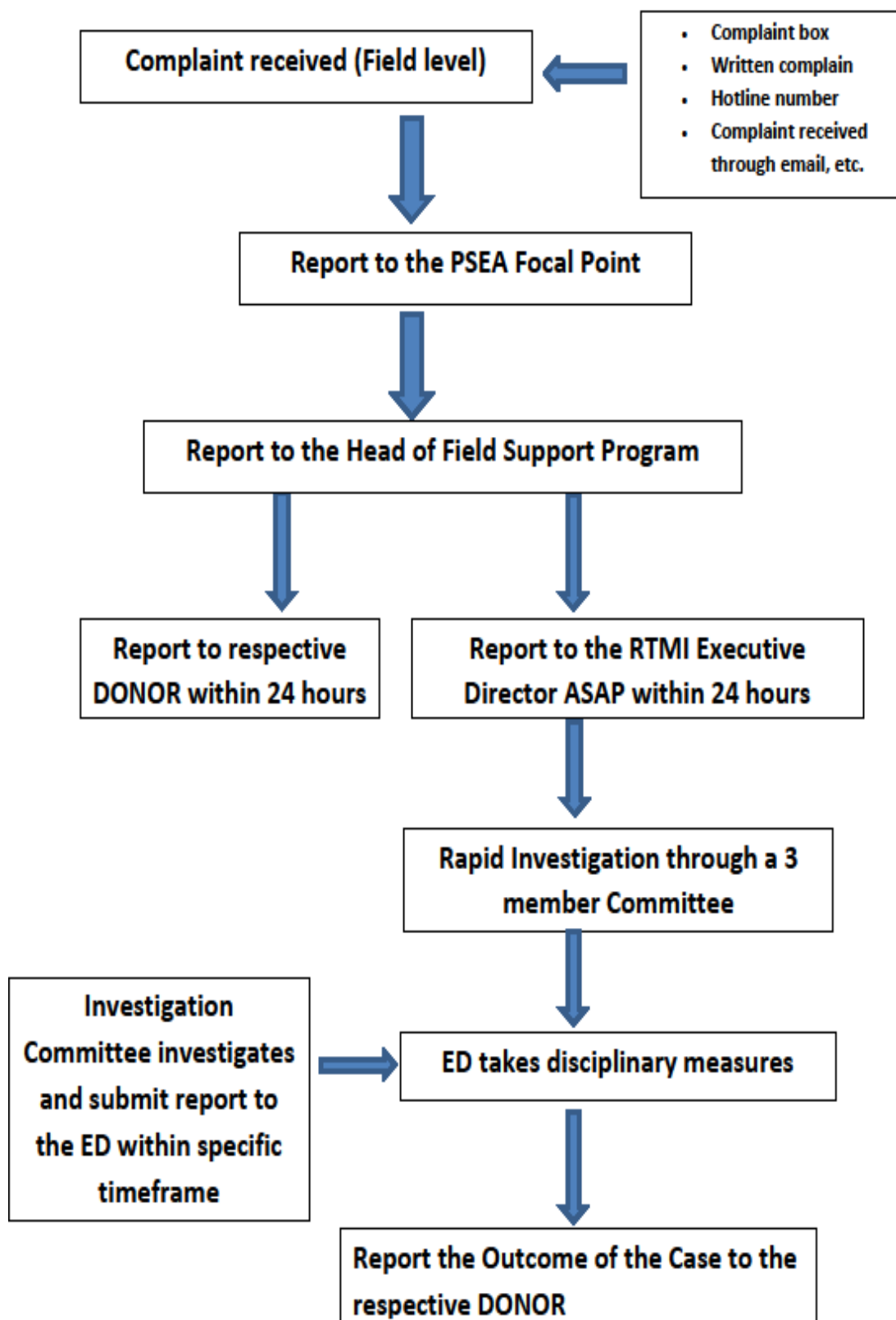
**COMPLAINT HOTLINE:**

- 1) 01816-068699
- 2) COMPLAINT@rtm-international.org

 **Research, Training and Management International**

Annexure – 2: RTMI PSEA  
Flow Diagram

## RTMI PSEA FLOW DIAGRAM





Date: 26 July, 2020

## Office Memorandum on Reporting Mechanism

In support to the approved RTM International PSEA Protocol, the reporting mechanism as mentioned below will be followed across all the RTMI Regional and Field Offices including various health facilities of Cox's Bazar including the Host Community and FDMN Camps.

1. A complaint is received at the field level through various existing mechanism, e.g. complain box, written complain, hotline, e-mail, etc.
2. Immediately report the received complaint to the PSEA focal point of a particular facility.
3. PSEA focal point report the complaint to the FO, CXB/HQ PSEA Focal point.
4. Report the complaint to the respective donor of a particular project and to the RTMI ED within 24 hours of the complaint being received.
5. ED take drastic measure through a rapid investigation through forming 3- member committee.
6. Investigation committee submit the report to the ED within a certain period of time for the case.
7. ED take necessary disciplinary measures and report to the respective donor.

All RTMI employees, contractors and vendors are requested to comply with the RTMI PSEA Protocol and the Reporting mechanism seriously with priority.

Syed Jaglul Pasha  
Executive Director



Distribution:

- 1) All Unit Heads/Project Coordinators/Project Managers
- 2) Director (Operations)
- 3) Director, Administration and Finance (with a request to take necessary measures and inform the enlisted vendors of RTM International)
- 4) Manager, Grant and Compliance
- 5) Head of Field Support Program
- 6) Finance Manager
- 7) All PSEA Focal Points



Date: 25 July 2020

**Office Memorandum**

From

Executive Director

To:

All Unit Head/Project Director/Directors

All project Coordinators/ program Managers/ Head of field support Program

Controller of Grants and Compliances

PSEA focal Points

Finance Manager

Subject: Formation of The PSEA Committee

In compliance with RTMI's Policy on Protection against Sexual Exploitation and Abuse (PSEA) the following PSEA committee formed:

Head Quarter Level:

1. R. Adm Harunur Rashid, Director (Field Operation)- Convener & Advisor
2. Concern Project Director- Member
3. Morium Munna, Program Officer – Member
4. Dilara Ahmed Chowdhury PSEA Focal Point – Member Secretary

At Field Level:

1. Md Muktadir Hussain, Head of field support Program, Convener & PSEA Focal Point
2. Program Coordinator/ Manager of a project nominated by Head of field support Program
3. Nargis Akhter Monika, Project Manager
4. Dr. Nargis Sultana, Medical Coordinator – Member Secretary

Terms and Conditions of the Committees

1. Committee will follow inquire in to the reported matter immediately.
2. After having the inquiry, committee will send their findings and recommendations to the Executive Director.
3. Committee may take confidential Statement of the concern people.
4. Any other matters relating to the issues as per policy.

Director (Administration), Head of field support Program and PSEA Focal Point will take necessary actions regarding the protection of the victim and others considering the situation as per PSEA policy of RTMI. The Proceeding and actions will be strictly confidential.

This will have an immediate effect.

Syed Jaglul Pasha  
Executive Director