



Oxfam GB Survivor Policy

Approval Date:	07/07/2020
Effective From:	As above
Author:	Kerry Ann Akers, Safeguarding Policy Lead
Policy Owner:	Clifford Isabelle, Director of Safeguarding
LT Sponsor:	Clifford Isabelle, Director of Safeguarding
Approved By:	Director Safeguarding
Union consulted:	Yes, February 2020
Date for Renewal:	July 2021
Geographical Scope:	Worldwide, except in countries where the following policy contravenes local legislation.
Implementation owner:	Oxfam GB CEO
Implementation plan:	April 2020 – Update Policy Register – Safeguarding Policy Lead April 2020 – Email containing new policy circulated to all country teams – Safeguarding Director, July 2020 – Policy integrated into ongoing safeguarding training globally – Safeguarding Managers, Targeted training for Country Directors and technical leads – Safeguarding Managers, September 2020
Circulation:	Public

N.B. Accountability for each element of the policy creation, approval, implementation, communication, monitoring and review process must sit with a specific role in the organisation not a team or named individual

POLICY STATEMENT

Oxfam GB will not tolerate its employees or other representatives carrying out any form of sexual harassment, sexual exploitation or sexual abuse. Oxfam GB commits to supporting survivors of sexual harassment, exploitation or abuse, where the alleged wrongdoer is an Oxfam GB employee or representative, or if the incident happens as a direct result of Oxfam GB's work. Oxfam GB takes a survivor centred approach to supporting survivors. Insofar as possible, survivors will be equally supported to access the services they require whether they are members of staff or members of the communities we work with.

SCOPE AND ELIGIBILITY

This policy applies to all Oxfam GB employees and representatives. Where employees from one Oxfam affiliate may be working in the country of another affiliate, the policy should be understood to have a generous application, with best interest of the survivor in mind, where there is a link with Oxfam GB.

All survivors of sexual harassment, exploitation or abuse perpetrated by Oxfam GB employees or representatives, and survivors of sexual harassment exploitation or abuse which happen as a direct result of Oxfam's work are eligible to receive support as outlined in this policy, no matter when the incident occurred.

POLICY PURPOSE

This policy outlines how Oxfam GB will support survivors of sexual harassment, exploitation and abuse perpetrated by Oxfam GB employees or representatives, or as a direct result of Oxfam's work. This policy outlines the responsibility Oxfam GB as towards survivors for sexual harassment, exploitation and abuse perpetrated by Oxfam GB employees or representatives, or which happens as a direct result of Oxfam's work. This policy builds on the previous policies through including feedback from consultations with communities, staff and GBV actors.

RELATED DOCUMENTS

OXFAM PSEA POLICY
OXFAM CHILD SAFEGUARDING POLICY
OXFAM DIGITAL SAFEGUARDING POLICY
OXFAM SAFEGUARDING YOUTH POLICY
OXFAM GB SAFEGUARDING ADULTS POLICY

VERSION CONTROL

Version Number	Date Approved	Approved By (Name & Title)	Brief Description of Changes
01	30/03/2020	Clifford Isabelle	Accessibility and measurable standards included

POLICY CONTENTS

- 1.0 Commitments
- 2.0 Standards
- 3.0 Roles and Responsibilities
- 4.0 Consequences of non-compliance

ANNEX Definitions

1.0 Commitments

All Oxfam GB employees and representatives commit to reporting any case of sexual harassment, exploitation or abuse allegedly perpetrated by an Oxfam GB employee or representative, or which occur as a direct consequence of Oxfam's work, to the Oxfam GB Safeguarding Team: www.oxfam.ethicspoint.com or safeguarding@oxfam.org.uk

Oxfam GB is committed to providing a survivor centred approach.

Access to Services

Assistance can be provided at any time following an incident of sexual harassment, exploitation or abuse and is not dependent on the outcome of an investigation, with the exception of ongoing reparations. Assistance and support for survivors are based on the guiding principles of **do no harm, confidentiality, safety** and **non-discrimination**.

Applying a survivor-centred approach, Oxfam GB commits to assisting survivors to access appropriate services through the Safeguarding Team, should survivors choose to pursue them. Oxfam GB recognises that service provision will differ from place to place and it may not always be possible to access some services. Oxfam GB will bear any reasonable costs accessing the below services, on a case by case basis, in consultation with the survivor.

All forms of assistance and support should be survivor-centred, taking into account individual needs, for example, age, gender, sexuality, preferred language, ethnicity, culture, and should be provided through qualified services, programmes and networks that are contextually appropriate and in a manner that does not further isolate or stigmatise survivors.

Survivors will have access to support regardless of whether they wish to make a complaint or participate in an investigation. A survivor does not need to identify the alleged wrongdoer, participate in an investigation, or prove that they were victimized in order to receive assistance.

Healthcare

Service providers you could be referred to may provide services which may include, but are not limited to the following:

- Emergency contraception
- HIV Post-Exposure Prophylaxis (PEP)
- Abortion
- Treatment for Sexually Transmitted Infections
- Psychological support

The Safeguarding Team will make all reasonable efforts to refer survivors to healthcare facilities which provide safe, confidential care, with trained clinical staff, who obtain informed consent from survivors, provide private examination rooms and document injuries in the event the survivor chooses to pursue legal action.

Oxfam GB staff may also have access to further support from Staff Health and through their insurance policy.

Safety

The Safeguarding Team will work with survivors on a case by case basis to assess their safety needs and with survivors' informed consent, put measures in place to reduce risk of further harm. This may include, but is not limited to:

- Relocation
- Provision of physical security measures such as mobile phones or alarm systems
- Removal of the alleged wrongdoer where an investigation is pending
- Reporting to police, where it is safe to do so and with informed consent from the survivor (the Safeguarding Team will keep survivors informed of any risks of reporting to the police in the country of incidence)

Immediate and Ongoing Needs

- Immediate needs of a survivor, such as food or shelter
- Accompaniment (a person chosen by the survivor to accompany them e.g. to health or legal appointments)
- The Safeguarding Team will work with other service providers to give survivors opportunities to access programmes which could provide them with sustainable support, such as education or livelihoods programmes
- Where there is evidence that a child has been born as a result of rape by an Oxfam GB employee or representative, reasonable ongoing support for the mother and child will be made by Oxfam on a case by case basis

Guidance on Legal Issues

Oxfam GB cannot provide survivors with legal advice or representation, due to potential conflicts of interest. However, Oxfam GB's Safeguarding Team will endeavour to signpost you to sources of legal support whenever possible. The Safeguarding Team will also be able to provide information including, but not limited to:

- Guidance on whether to make a legal complaint in-country, or potentially in the UK courts, and direct survivors to organisations which can provide legal support. The decision on whether or not to make a complaint or pursue legal action rests with a survivor who must be informed by their assessment of their safety. Oxfam will not place undue emphasis on formal justice systems as a mechanism of response.
- In cases where the survivor chooses to pursue criminal prosecution or civil remedies, advice on protection of survivors and their family members from secondary and repeat victimization, from intimidation and from retaliation may be facilitated through consultation with local legal, GBV, CP and other experts, as well as measures to protect the dignity of survivors during questioning and when testifying (e.g. by supporting a victim advocate or case worker to accompany the survivor to legal proceedings).
- Guidance on procedures established under national law for the physical protection of victims and their family members.
- International staff may have access to their embassy where they may be able receive support and referrals for legal advice based on their nationality. The Safeguarding team will support the employee with finding appropriate legal support as far as possible.
- UK based staff will be signposted to charitable organisations which can assist in providing information on legal remedies.

Oxfam GB wants to be able to respond to all requests for legal support by directing the individual(s) to an appropriate organisation which can offer free legal advice to survivors. Oxfam GB recognises that this is not always possible but will continue to work to map legal resources available in all the countries where Oxfam GB works.

Information, Engagement and Participation

Oxfam GB will inform the communities it works in and all staff and representatives of the obligations Oxfam GB has towards them to prevent and address sexual exploitation and abuse.

Every effort must be made to ensure the dignity of survivors at all times, however, confidentiality may not always be maintained in cases where the alleged wrongdoer is an immediate risk to someone else, or where the survivor is a child or vulnerable adult.

- Survivors have a right to understand how their case will be handled prior to reporting an incident, including any mandatory reporting requirements and case management procedures.
- They also have the right to be kept updated with relevant information pertaining to their cases throughout the case management cycle.
- Their informed consent to share information should be voluntarily and freely given based on a clear understanding of the facts, implications and future consequences of sharing information.
- **Survivors should be informed that they have the right to withdraw or change their minds at any time, but subject to a risk assessment, an investigation may still continue despite this.**
- Every project must deliver a communications plan to sensitise the communities it works in with PSEA information.

- Survivors will not be asked to sign non-disclosure agreements by Oxfam GB regarding cases of sexual abuse or exploitation.
- Survivors have the right to access their personal data at all times and such requests from survivors will be dealt with in a timely manner.

2.0 Standards (measurable and reportable)

- Oxfam GB will advocate for improved GBV service provision in countries of operation where they are lacking.
- **Clear information regarding where to go for time sensitive GBV services, such as HIV prevention, should be made readily available to all staff where it is safe to do. Where sharing this information widely is unsafe, Safeguarding Focal Points and Security leads should have the information to hand.**
- Risk assessments must be carried out on all projects and reassessed throughout the duration of the project
- Reporting mechanisms must be communicated clearly to the communities Oxfam GB engages with at the beginning of every project and regularly throughout the duration of the project.
- A variety of reporting mechanisms must be made available to communities and must be accessible to marginalised groups, such as children and people with disabilities.
- Project leads must ensure that Oxfam GBs **obligations to prevent and address sexual exploitation and abuse are clearly communicated to communities engaged with their projects.**

3.0 Roles and Responsibilities

- Country Directors and Heads of Offices are responsible for the allocation of funding towards safeguarding activities and for the delivery of appropriate reporting mechanisms and safeguarding communication amongst staff and representatives as well as communities, in line with this policy.
- The Safeguarding Director is responsible for the Safeguarding Team's delivery of assistance to survivors in line with this policy.
- All Oxfam GB staff and representatives are obliged to report safeguarding concerns to the Oxfam GB Safeguarding Team, but are required to keep this information confidential outside of that.

4.0 Consequences of non-compliance

- Non-compliance with this policy may result in dismissal.

ANNEX

Definitions

'Employees and representatives' includes all employees of Oxfam GB. The term also includes board members, volunteers, interns, and international and local consultants, day labourers, in addition to individual and corporate contractors of these entities and related personnel. This includes non-Oxfam entities and their employees and individuals who have entered into partnership, sub-grant or sub-recipient agreements with Oxfam.

Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another. Such conduct will be also be considered sexual harassment when it interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.

Sexual Exploitation: 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. Oxfam recognises that the terms sexual abuse and exploitation represent a wide spectrum of behaviours and is not limited to the act of sexual intercourse.

Sexual Abuse: The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This would include forced marriage and sexual slavery and also includes sexual activity with a child (any person under the age of 18)

Oxfam GB: Oxfam Great Britain

Survivor: this means any survivor of sexual harassment, exploitation or abuse allegedly perpetrated by Oxfam GB employees or representatives, or as a direct result of Oxfam GB's work. Survivors may include victims of modern slavery, adults and children, Oxfam staff and people from the communities in which we work.

Oxfam GB Employees and Representatives: The term "Oxfam GB Employees and representatives" includes all employees of Oxfam GB. The term also includes board members, volunteers, interns, and international and local consultants, day labourers, in addition to individual and corporate contractors of these entities and related personnel. This includes non-Oxfam entities and their employees and individuals who have entered into partnership, sub-grant or sub-recipient agreements with Oxfam.

Survivor-Centred Approach: A survivor-centred approach is one where the wellbeing and the wishes of the survivor of an incident are put at the centre of all actions taken. This includes ensuring: The safety and security of the survivor, any dependents, witnesses, or whistleblowers. Assurance that issues will be handled in confidence. The survivor's wishes (self-determination) and best interests are taken into account. The survivor is treated with dignity and respect, demonstrating belief and trust. Empowerment of the individual, their family, friends, and community. A timely response at each stage. No limitations on who reports or when they report. An individual can report a concern or incident at any time after it happens. Everyone is able and encouraged to report.