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| SEAH Incident Report Form |
| **Reporting Sexual Exploitation Abuse and Harassment (SEAH)**The Ministry of Foreign Affairs has a zero-tolerance approach to inaction against Sexual Exploitation, Abuse and Harassment (SEAH). RVO, as partner of the Ministry of Foreign Affairs, contributes to the prevention and response to SEAH. To do so, RVO expects organizations to have their own integrity policies and/or complaint mechanism to take action in the event of a report. In addition, RVO expects and requires that any (sexual) exploitation, abuse and harassment that occurs during RVO-funded projects and activities are reported in a timely manner. RVO works on the basis of a “zero tolerance for inaction” principle and will not disadvantage the subsidy recipient for transparency but does ask for follow-up of reports. As part of the follow up, we will send you a concluding form to assess the way your organization will prevent future SEAH cases. Through this SEAH Incident Report Form, incidents can be reported. All information provided will be handled confidentially to protect the rights of those involved.  |

**Who can report?**

* Organisations and companies that receive funding from us.
For example, a subsidy or assignment in international business or development.
* In case a partnership carries out a project or assignment, the organisation in the role of project-lead has to report the incident.

**How to file a SEAH report?**

Submit this form by email to SEAH@rvo.nl. You can also use this email address for questions.

**How we process your report**

* We will treat this report confidentially, following the European Union's General Data Protection Regulation (GDPR).
* RVO expects you, the partner organisation, to follow-up on the incident, in accordance with your own integrity policy and complaints mechanism. RVO can advise you on this process.
* After an incident has received appropriate follow-up, the partner organisation informs RVO accordingly.
* The RVO will inform the Ministry of Foreign Affairs about the SEAH report.

SEAH Incident Report Form

Reporting Sexual Exploitation, Abuse and Harassment (SEAH)

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| **Date of report** |  |

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| 1. **Contact information**
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| Organisation or company |  |
| Contact person |  |
| Email address |  |
| Telephone number |  |
| Language for further contact | Nederlands/English/Français |

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| **Information of project(s) impacted by the allegation** |
| RVO project (project code and/or name) |  |
| Contact person at RVO |  |
| Country |  |
| Partner (coordinator): |  |
| Implementing partner concerned (if applicable) |  |

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| 1. **About the allegation**
 |
| Date of the (first) incident |  |
| Identify the location - In which country or countries did the (suspected) inappropriate behaviour happen? |  |
| Indicate the type of allegation(s) (you can select multiple choices).  | * (Sexual) exploitation
* (Sexual) abuse
* (Sexual) harassment
 |
| Describe the (suspected) inappropriate behaviour. Please, do not mention names of complainant[[1]](#footnote-2) and complainee[[2]](#footnote-3) This is for privacy reasons. |  |
| Describe the scale and scope of the complaint (e.g. is there one victim or more? Is there one complainee or more?). |  |
| Alleged complainee (provide non-identifiable information – gender, nationality, age) | * Male
* Female
* Other
* Unkown
* National
* International
* Unkown
* Adult (18 and above)
* Child (below 18)
* Unkown
 |
| Profile of alleged complainee  | * Staff member – senior management
* Staff member – middle management
* Staff member – field staff
* Volunteer
* Partner
* Donor
* Consultant
* Trainee/ intern
* Contractor

Other: ... |
| Complainant (provide non-identifiable information – gender, nationality, age)  | * Male
* Female
* Other
* Unkown
* National
* International
* Unkown
* Adult (18 and above)
* Child (below 18)
* Unkown
 |
| Profile Complainant (staff member, community member, unknown) |  |

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| 1. **Measures taken**
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| What measures have already been taken to address the (suspected) inappropriate behaviour? For example, but not limited to, precautionary/ protective measures. |  |
| Did your organization start an investigation into this report? If so, what steps have been taken to investigate the report?  |  |

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| **Investigation** |
| Overall status of the investigation  | * Substantiated[[3]](#footnote-4)
* Unsubstantiated
* Criminal case – reported to authorities
* Unconclusive
* Not investigated
 |
| If an investigation was opened, Which entity conducted the investigation? | * Internal
* External
 |
| When did the investigation take place? (Timeframe) |  |
| Findings: Provide a summary of the findings of the investigation |   |
| Responsive action | * No responsive action possible
* Subject received a warning
* Subject received a sanction
* Subject was separated from hiring entity as a result of SEAH
* Subject resigned or separated before/pending disciplinary process

Other: ... |
| If no responsive action was taken, clarify reasons why no responsive action was taken | * Complainant did not give consent
* Risk for complainant deemed too high
* Complainee did not cooperate
* Lack of internal capacity or resources
* No jurisdiction over allegation
* No access to the area of the incident
* Insufficient information to assess the allegation
* Determined not to be SEAH

Other: ... |
| Complainant support: If any, assistance rendered to the complainant | * Medical assistance
* Mental health and psychological assistance
* Legal assistance
* Physical protection
* No complainant identified
* Financial assistance
* Complainant did not seek assistance

Other: ... |

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| 1. **Extra information**
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| Is there any other information you consider relevant in the case of this report? |
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1. Complainant: a person who makes a formal accusation or claim (the victim/ survivor of SEAH) [↑](#footnote-ref-2)
2. Complainee: a person against whom a complaint has been lodged [↑](#footnote-ref-3)
3. To show something to be true, or to support a claim with facts [↑](#footnote-ref-4)