

Letters Informing Results of the Investigation

1. Letter to the respondent informing results of investigation

ADD date

Dear ADD respondent name,

On (ADD date) a report was submitted to (ADD the Agency name/the Agency' partner name) against yourself, with allegations that you were demanding sexual relationships with female (ADD the status of survivors) in exchange for livelihood support or short listing them for project activities in (ADD complaint location).

On (ADD date), the Agency confirmed the reliability of the complaint's allegations submitted against you and on (ADD date) you were informed about the complaint and the Agency's decision to initiate a formal investigation into these allegations.

The Agency initiated a formal investigation with the support of an independent safeguarding investigating consultant (ADD the Investigator name) (the investigator).

The investigator travelled to (ADD complaint location) from (ADD travel dates) to interview you, the complainant, the witnesses, the survivors and Agency staff/volunteers/consultants to investigate the allegations submitted against you in accordance with the Agency Protection from Sexual Exploitation and Abuse (PSEA) Policy (attached).

The Safeguarding Investigation Report submitted by the investigator concludes that the allegations against you *"regarding safeguarding concerns involving sexual abuse, harassment and exploitation which was a breach of the Agency Staff/Volunteer/Consultant contract **were substantiated** based on key witness testimonies"*.

The Agency accepts the findings of the Safeguarding Investigation Report and despite the fact that you are no longer an Agency staff/volunteer/consultant since (ADD date)¹, we will be taking the following actions:

1. Inform the partner about the results of this Safeguarding Investigation and
2. Add a note in your file stating that:
 - a. an investigation was conducted which confirmed the allegations of misconduct so you will not to be considered for any future volunteer/employment/consultancy opportunity with the Agency and
 - b. The Agency will not provide you with a letter of recommendation or a reference for any other prospective employer/volunteer/consultancy agency.

¹ This is particular to the agency case since the respondent contract had ended when the complaint was received, but in other situations, the decision about disciplinary actions against the respondent must be addressed.

You are required to maintain the **confidentiality** of this complaint and are not to make contact by any means, including in person, phone, email or social media, with the complainant, witness, survivors or the Agency staff/volunteers/consultants involved in this complaint or have any friends, family or associates make contact on your behalf.

The Agency remains committed to preventing sexual violence^[1] in our organization and our programs and to establishing a **culture of zero tolerance of sexual misconduct**^[2] in all the work that we do.

If you have any question or comment regarding this letter do not hesitate to contact me,

Best Regards,

(Add signature of the Agency representative)

^[1] **Sexual violence** is the expression of a relationship of domination of one individual over another through a sexual act, committed without consent. Sexual violence encompasses a range of acts including sexual harassment, sexual exploitation, sexual assault and sexual abuse occurring against beneficiaries, staff, volunteers, etc. (Agency Protection from Sexual Exploitation and Abuse (PSEA)-Policy Statement and Framework)

^[2] **Sexual Misconduct** is broadly defined a variety of problematic behaviours of a sexual nature, including criminal and non-criminal conduct such as but is not limited to: Sexual harassment, in appropriate comments or conduct of a sexual nature, Sexual violence, Sexual assault, Sexual exploitation and abuse and other misconduct behaviors that are sex or gender based.

I acknowledge that I have read and understood this letter and have had the opportunity to ask questions about what it involves.

Signature – Respondent

Date

Signature – Witness

Date

2. Letter to the complainant informing results of investigation

ADD date

Dear (ADD complainant name),

On (ADD date) you submitted to (ADD the Agency name/the Agency' partner name) a report against (ADD respondent name) alleging that (HE/SHE) was demanding sexual relationships with female (ADD the status of survivors) in exchange for livelihood support or short listing them for project activities in (ADD complaint location).

On (ADD date), the Agency confirmed the reliability of the complaint's allegations through a phone conversation with you and on (ADD date) you were informed about the Agency's decision to initiate a formal investigation into these allegations.

The Agency initiated a formal investigation with the support of an independent safeguarding investigating consultant (ADD the Investigator name) (the investigator).

The investigator travelled to (ADD complaint location) from (ADD travel dates) to interview you, the respondent, the witnesses, the survivors and the Agency staff/volunteers/consultants to investigate the allegations submitted against the respondent in accordance with the Agency Protection from Sexual Exploitation and Abuse (PSEA) Policy (attached).

The Safeguarding Investigation Report submitted by the investigator concludes that the allegations against the respondent *"regarding safeguarding concerns involving sexual abuse, harassment and exploitation which was a breach of the Agency Staff/Volunteer/Consultant contract **were substantiated** based on key witness testimonies"*.

The Agency accepts the findings of the Safeguarding Investigation Report and considering that the respondent is no longer an Agency staff/volunteer/consultant since (ADD date), we will be taking the following actions:

1. Inform the partner about the results of this Safeguarding Investigation.
2. Take measures to ensure that the respondent will not be able to engage with the Agency's work (as an employee, volunteer or consultant) in the future.
3. Focus on strengthening awareness and understanding of the Agency Prevention of Sexual Exploitation and Abuse (PSEA) Policy Statement and Code of Conduct (attached) and the Agency reporting mechanism and reinforcing the training to staff members and volunteers on roles and responsibilities in preventing and responding to sexual violence¹ concerns and/or incidents.

We have contacted the respondent and requested (him/her) to maintain the confidentiality of this investigation and emphasized that (he/she) cannot contact you, the witnesses, survivors or the Agency staff or volunteers involved in this investigation or have any friends, family or associates to make contact on his/her behalf.

The Agency remains committed to preventing sexual violence^[1] in our organization and our programs and to establishing a **culture of zero tolerance of sexual misconduct**^[2] in all the work that we do. We will

focus on strengthening awareness and understanding of the Agency’s Prevention of Sexual Exploitation and Abuse (PSEA) Policy Statement and Code of Conduct (attached), the Agency’s reporting mechanism and reinforcing the training to staff members/volunteers/consultants on roles and responsibilities in preventing and responding to sexual violence concerns and/or incidents.

If you have any question or comment regarding this letter do not hesitate to contact me,

Best Regards,

(Add signature of the Agency representative)

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I acknowledge that I have read and understood this letter and have had the opportunity to ask questions about what it involves.

Signature – Complainant

Date

Signature – Witness

Date

3. Letter to the survivors informing results of investigation

ADD date

Dear (ADD survivor name),

On (ADD date) a report was submitted to (ADD the Agency name/the Agency's partner name) against (ADD respondent name) alleging that (HE/SHE) was demanding sexual relationships with female (ADD the status of survivors) in exchange for livelihood support or short listing them for project activities in (ADD complaint location).

On (ADD date), the Agency confirmed the reliability of the complaint's allegations and on (ADD date) you were informed about the Agency's decision to initiate a formal investigation into these allegations.

The Agency initiated a formal investigation with the support of an independent safeguarding investigating consultant (ADD the Investigator name) (the investigator).

The investigator travelled to (ADD complaint location) from (ADD travel dates) to interview the complainant, the respondent, the witnesses, the survivors and the Agency staff/volunteers/consultants to investigate the allegations submitted against the respondent in accordance with the Agency Protection from Sexual Exploitation and Abuse (PSEA) Policy (attached).

The Safeguarding Investigation Report submitted by the investigator concludes that the allegations against the respondent *"regarding safeguarding concerns involving sexual abuse, harassment and exploitation which was a breach of the Agency Staff/Volunteer/Consultant contract **were substantiated** based on key witness testimonies"*.

The Agency accepts the findings of the Safeguarding Investigation Report and considering that the respondent is no longer an Agency staff/volunteer/consultant since (ADD date), we will be taking the following actions:

4. Inform the partner about the results of this Safeguarding Investigation.
5. Take measures to ensure that the respondent will not be able to engage with the Agency's work (as an employee, volunteer or consultant) in the future.
6. Focus on strengthening awareness and understanding of the Agency Prevention of Sexual Exploitation and Abuse (PSEA) Policy Statement and Code of Conduct (attached) and the Agency reporting mechanism and reinforcing the training to staff members and volunteers on roles and responsibilities in preventing and responding to sexual violence¹ concerns and/or incidents.

We have contacted the respondent and requested (him/her) to maintain **the confidentiality** of this investigation and emphasized that (he/she) cannot contact you, the complainant, witnesses, survivors or the Agency staff or volunteers involved in this investigation or have any friends, family or associates to make contact on his/her behalf.

We recognise that this situation was very difficult for all the parties involved in this investigation, particularly for you, please do not hesitate to contact us if you require additional support.

The Agency remains committed to preventing sexual violence^[1] in our organization and our programs and to establishing a **culture of zero tolerance of sexual misconduct**^[2] in all the work that we do. We will focus on strengthening awareness and understanding of the Agency's Prevention of Sexual Exploitation and Abuse (PSEA) Policy Statement and Code of Conduct (attached), the Agency's reporting mechanism and reinforcing the training to staff members/volunteers/consultants on roles and responsibilities in preventing and responding to sexual violence concerns and/or incidents.

If you have any question or comment regarding this letter do not hesitate to contact me,

Best Regards,

(Add signature of the Agency representative)

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Signature – Survivor

Date

Signature – Witness

Date

4. Letter to witnesses informing results of investigation

ADD date

Dear (ADD witness name),

On (ADD date) a report was submitted to (ADD the Agency name/the Agency' partner name) against (ADD respondent name) alleging that (HE/SHE) was demanding sexual relationships with female (ADD the status of survivors) in exchange for livelihood support or short listing them for project activities in (ADD complaint location).

The Agency initiated a formal investigation with the support of an independent safeguarding investigating consultant (ADD the Investigator name) (the investigator) who travelled to (ADD complaint location) from (ADD travel dates) to interview the complainant, the respondent, the survivors, the witnesses and the Agency staff/volunteers/consultants to investigate the allegations submitted against the respondent in accordance with the Agency Protection from Sexual Exploitation and Abuse (PSEA) Policy (attached).

We have received the Safeguarding Investigation Report submitted by the investigator and consider the matter closed. The findings of the investigation will be kept confidential and appropriate actions taken based on the recommendations provided.

We have contacted the respondent and requested (him/her) to maintain **the confidentiality** of this investigation and emphasized that (he/she) cannot contact the complainant, witnesses, survivors or the Agency staff or volunteers involved in this investigation or have any friends, family or associates to make contact on his/her behalf.

We want to thank you for your willingness to participate in this investigation process and we recognise that situation was very difficult for all the parties involved, so we encourage you to reach the Employee Assistance Program Support service (document attached) or to contact the Agency Investigation Manager (ADD their name and email) if you would like to schedule a debriefing session.

The Agency remains committed to preventing sexual violence^[1] in our organization and our programs and to establishing a **culture of zero tolerance of sexual misconduct**^[2] in all the work that we do. We will focus on strengthening awareness and understanding of the Agency's Prevention of Sexual Exploitation and Abuse (PSEA) Policy Statement and Code of Conduct (attached), the Agency's reporting mechanism and reinforcing the training to staff members/volunteers/consultants on roles and responsibilities in preventing and responding to sexual violence³ concerns and/or incidents.

If you have any question or comment regarding this letter do not hesitate to contact me,

Best Regards,

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I acknowledge that I have read and understood this letter and have had the opportunity to ask questions about what it involves.

Signature – Investigation witness

Date

Signature – Witness

Date