



CHECKLIST FOR SAFE RECRUITMENT

Job announcement and application stage

- Include PSEA and/or safeguarding clause in all job advertisements or position terms of reference (see sample language in Annex A).
- Require applicants to self-declare prior issues of sexual or other misconduct and termination of past employment and to consent to the disclosure of any misconduct or termination information by their former employers in job application.
- If internal policy allows, if candidate responds in the affirmative to prior issues of misconduct or fails to consent to the disclosure of any misconduct, or if former misconduct is discovered during the vetting process, consider rejecting the candidate.

Interview stage

- Include questions on PSEA in interview (see sample interview questions in Annex B)
- Ensure gender-balanced interview panels as much as possible.

Reference checks

- Verify references and vet for former misconduct (e.g., finger prints, prior criminal records, Google searches) in accordance with local labor laws, privacy and data protection (see sample reference check questions in Annex C). *Consider verbal/oral reference checks for senior positions to complement written references.*

Induction process

- Require candidates to sign the Code of Conduct (provided to them in a language they understand) before being offered a contract.
- Include a PSEA clause in employment contracts, including when subcontracting. In the contract, outline disciplinary measures in the event of proven SEA allegations (e.g. termination of contract).
- Include training in PSEA as part of mandatory onboarding process and provide refresher courses at regular intervals during employment tenure.

Performance management

- Include adherence to Code of Conduct (e.g. participation in PSEA trainings) in performance appraisals of staff.
- Include effectiveness of Senior Staff and focal points (documenting in their TOR/JD) in creating and maintaining an environment which prevents and responds to SEA in their performance appraisals.
- Limit professional advancement/recruitment opportunities of individuals under investigation.
- In cases of confirmed misconduct, take robust disciplinary action (e.g., dismissal, suspension, written censure or other administrative/corrective measures) and, where this involves possible criminal conduct, report the incident to law enforcement authorities.
- Maintain a database of disciplinary measures on staff, including dismissals, to avoid rehiring them at a later point in time (see sample template in Annex D). Ensure data protection and inclusion in handover process.
- Consider developing a misconduct disclosure policy or using ClearCheck database and/or Misconduct Disclosure Scheme (NGOs) so that information of any staff and related personnel



known to have committed SEA is shared, to the extent legally possible, with potential employers during background checks, to avoid rehiring transgressors.

Annex A: Sample PSEA Clause for Job Advertisements

(Organization's name) has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Annex B: Sample Interview Questions on PSEA

Below are sample questions. Not all questions need to be asked.

- Have you ever been investigated for a breach of your organization's Code of Conduct, safeguarding or PSEA policy?
- The Organization's Code of Conduct applies to all staff, both on and off duty. Do you have any issues with that?
- Tell us about a time when you witnessed a case of abuse of power in the workplace. What action, if any, did you take? What did you learn?
- Some individuals may be more vulnerable to sexual exploitation and abuse than others. What groups or individuals do you think would be more at risk in terms of **(organization's name)**/related to the position you have applied for?
- Consider this scenario: One of your team members, Cho Cho, tells you in confidence that another team member, Myo, behaved in an inappropriate way with some female beneficiaries. However, Cho Cho asks you not to do anything, as she is afraid that it would damage the work relationship if Myo finds out she has reported him to you. What would you do? Who else should be involved?

Annex C: Sample Reference Check Questions on PSEA

Check your organization's internal hiring policies for guidance on how many referees should be contacted. Generally, only the listed referees should be contacted; however, in some cases, in order to gain a more objective point of view on past misconduct, the Human Resources Officer or relevant senior management staff member of the candidate's last place of employment may be contacted in order to provide a reference. *Consider oral/verbal reference checks to complement written references as referees may feel more comfortable speaking about past infringements instead of writing about them on paper.*

- How do you know the candidate?
- For how long have you known the candidate?
- Do you have any suspicions that the candidate violated your organization's Code of Conduct,



including SEA in the workplace?

- Hypothetically, would you like to employ or work with the candidate again? Why or why not?

Annex D: Sample Database of Disciplinary Measures

The following headings may be used if the organization does not already have a database of disciplinary measures. Ensure data protection by storing file securely (e.g. password protected, not in a shared folder and only accessible to select individuals); if the organization has a printed copy, make sure this is stored in a locked cabinet.

Name of staff member	Contract start date	Contract end date	Type of misconduct alleged	Allegation substantiated/unsubstantiated	HR focal name	Comments