



**IFDC Global Anti-Harassment and
Sexual Exploitation, Abuse, and
Harassment (SEAH) Policy**

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Table of Contents

Modification History.....	1
1 Introduction.....	1
2 Purpose and Scope	1
2.1 Purpose	1
2.2 Scope	2
3 Definitions.....	2
3.1 Harassment	2
3.2 Sexual Harassment	2
3.3 Discrimination	3
3.4 Sexual Exploitation and Abuse	3
4 Survivor-Centered Commitments	3
5 Reporting Procedures.....	3
5.1 Reporting Channels Available.....	3
5.2 Responsibilities of Managers and Supervisors.....	4
6 Investigation and Case Management	4
7 Preventive Measures	4
7.1 Training and Induction	4
7.2 Risk Mitigation.....	4
7.3 Safeguarding Requirements for Donor-Funded Programs and Community Engagement	5
7.3.1 Protection of Beneficiaries and Community Members	5
7.3.2 Community-Based Reporting Mechanisms.....	5
7.3.3 Survivor Support and Referral Services	6
7.3.4 Partner and Contractor Safeguarding Requirements	6
7.3.5 Donor Reporting Obligations	6
7.4 Case Management Timelines	6
7.5 Governance and Oversight	7
8 Global Standards and Local Law	7
9 Policy Enforcement.....	7
10 Monitoring, Accountability, and Transparency	7
11 Evidence of Implementation	8
12 Collaboration and Learning	8
Annex A: CHS SEAH Elements.....	9
Annex B: IASC Minimum Operating Standards for PSEA.....	10
Annex C: CAPSEAH Framework	11
Annex D: IFDC Code of Business Ethics and Conduct	12

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Modification History

Date	Version #	Comments on additions, if any
August 1, 2020	Initial Version	
January 27, 2025	Version 1	
July 17, 2025	Version 2	
July 22, 2026	Version 3	

1 Introduction

The International Fertilizer Development Center (IFDC) is committed to creating a safe, respectful, and inclusive workplace. This Global Anti-Harassment and Sexual Exploitation, Abuse, and Harassment (SEAH) Policy outlines our commitment to preventing all forms of harassment, including sexual harassment, discrimination, sexual exploitation, and abuse.

This policy aligns with international safeguarding standards, including the Core Humanitarian Standard on Quality and Accountability (CHS) SEAH elements, the Inter-Agency Standing Committee (IASC) Minimum Operating Standards for Protection from Sexual Exploitation and Abuse (PSEA), and the emerging Common Approach to Protection from Sexual Exploitation, Sexual Abuse, and Sexual Harassment (CAPSEAH) framework. It ensures a survivor-centered, accountable, and rights-based approach and complements the IFDC Code of Business Ethics and Conduct, which outlines expected behaviors and ethical principles for all staff.

2 Purpose and Scope

2.1 Purpose

This policy aims to:

- Promote a safe and inclusive working environment.
- Protect against all forms of harassment, discrimination, and sexual misconduct, including sexual exploitation, abuse, and harassment (SEAH), through both prevention and effective response.
- Support early reporting and timely response to concerns.
- Place the rights, dignity, safety, and well-being of survivors at the center of all prevention, reporting, response, and remediation efforts.

The policy also ensures compliance with International Fund for Agricultural Development (IFAD) standards:

- **Social, Environmental, and Climate Assessment Procedures (SECAP) Screening:** Screen social, environmental, climate, labor, community health, SEAH, and vulnerable group risks.
- **Grievance Channels:** Operate accessible, culturally appropriate, confidential, and non-retaliatory worker and community channels.
- **SEAH Escalation:** Track sexual harassment, exploitation, abuse, trafficking, and gender-based violence risks through safe referral and closure.
- **Prohibition of Child Labor:** Prohibit child labor, hazardous work for people under 18, forced labor, unsafe work, and supplier breaches.
- **Auditing:** Must be able to trace every safeguard risk, complaint, child labor check, SEAH allegation, referral, investigation, corrective action, and closure decision to a dated record and responsible owner.

2.2 Scope

This policy applies to:

- All IFDC employees (full-time, part-time, temporary), interns, and consultants.
- IFDC affiliates, subsidiaries, and joint ventures with majority control.
- Hosted personnel from partner organizations working on IFDC premises.
- IFDC-related activities, including fieldwork, travel, conferences, and digital communications.
- Third-party interactions, including partners, vendors, suppliers, and beneficiaries.

3 Definitions

3.1 Harassment

Harassment includes any unwelcome conduct that creates a hostile, intimidating, humiliating, or offensive environment. It can be verbal, non-verbal, physical, or digital. Examples include bullying, threats, repeated teasing, or ostracism.

3.2 Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Such behavior is considered harassment when:

- Submission is a condition of employment.
- Rejection results in adverse employment decisions.
- The behavior creates an intimidating, hostile, or offensive work environment.

3.3 Discrimination

Discrimination involves unfair or unequal treatment based on race, gender, age, religion, disability, sexual orientation, nationality, or other legally protected characteristics.

3.4 Sexual Exploitation and Abuse

Any exploitation of unequal power relationships for actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes toward community members or project participants is prohibited.

- **Sexual Exploitation:** Any actual or attempted abuse of a position of vulnerability or power differential for sexual purposes.
- **Sexual Abuse:** Any actual or threatened sexual act carried out by force or under unequal or coercive conditions.

4 Survivor-Centered Commitments

IFDC adopts a survivor-centered approach to all SEAH and harassment concerns, ensuring:

- Confidentiality and informed consent.
- Respect for the survivor's choices.
- Access to support services: medical, psychosocial, legal, and protective.
- Trauma-informed and culturally sensitive practices.

IFDC has zero tolerance for SEAH and expects all responsible personnel to take appropriate action when concerns are reported or identified.

5 Reporting Procedures

5.1 Reporting Channels Available

Reports can be submitted through the following channels:

- EthicsPoint – a confidential/anonymous multilingual option, available toll-free, 24/7 (<http://ifdc.ethicspoint.com/>)
- Human Resources (HR)
- Compliance at Compliance@ifdc.org

Contact details are also posted on the staff intranet and in public areas across IFDC offices.

Reports may also be submitted by witnesses or third parties acting in good faith. IFDC will make reasonable efforts to acknowledge reports within five business days and will provide appropriate updates during the process, where practicable and permissible.

5.2 Responsibilities of Managers and Supervisors

- Managers and supervisors must promptly report suspected SEAH incidents through the appropriate IFDC reporting channels, regardless of whether a formal complaint has been made.

Mandatory reporting must be handled in a manner that protects confidentiality, safety and dignity, and information should be shared only with those who have a legitimate need to know. Managers and supervisors should explain the reporting obligation to the individual concerned and, where practicable, keep them informed of the next steps.

- Managers and supervisors must not conduct independent investigations.
- Managers and supervisors must foster a safe environment that encourages disclosure.

6 Investigation and Case Management

- Investigations will be conducted promptly, objectively, impartially, and confidentially by qualified personnel.
- Information will be shared only with persons who have a legitimate need to know, with due regard to the confidentiality, privacy, and safety of all parties involved.
- Persons who are subjects of an allegation will be given a reasonable opportunity to respond to matters raised before findings are finalized or employment-related decisions are made, subject to applicable law and any necessary safeguarding measures.
- Retaliation against complainants, survivors, witnesses, or other persons participating in good faith in an investigation is prohibited. Knowingly false or malicious complaints may be addressed in accordance with applicable IFDC policies.

7 Preventive Measures

7.1 Training and Induction

- All staff must complete the required safeguarding and PSEA training as part of induction or within the timeframe established by IFDC. Refresher training will be provided periodically, based on role, safeguarding risk, and applicable donor requirements.
- Induction will include a review of this policy.

7.2 Risk Mitigation

- Safeguarding and SEAH risks shall be assessed during project design, implementation, monitoring, partner selection, and project closure. Appropriate mitigation measures shall be incorporated into project work plans and budgets.
- Hiring procedures will include appropriate background and misconduct checks, where legally permissible and proportionate to the role and safeguarding risk.

- Partner and vendor contracts must contain safeguarding clauses.
- Qualified safeguarding focal points will be designated at global, regional, or project levels as appropriate to support awareness, reporting, risk mitigation, and survivor referral.

7.3 Safeguarding Requirements for Donor-Funded Programs and Community Engagement

7.3.1 Protection of Beneficiaries and Community Members

IFDC recognizes that unequal power dynamics may exist between personnel, implementing partners, contractors, and beneficiaries participating in IFDC-supported activities. IFDC prohibits all forms of sexual exploitation and abuse involving beneficiaries, community members, project participants, and any individual receiving services, assistance, training, employment opportunities, or other benefits through IFDC-supported programs.

The following conduct is strictly prohibited:

- Exchange of money, employment, goods, services, agricultural inputs, project benefits, training opportunities, or any form of assistance for sexual favors or relationships.
- Sexual activity that exploits a position of authority, trust, influence, or vulnerability.
- Any actual or attempted sexual exploitation or abuse of beneficiaries, community members, or vulnerable persons. Particular attention shall be given to safeguarding risks affecting women, children, youth, persons with disabilities, indigenous peoples, and other vulnerable or marginalized groups.
- Sexual activity with any person under the age of 18, regardless of local age-of-consent laws, mistaken belief regarding age, or consent.

7.3.2 Community-Based Reporting Mechanisms

IFDC will ensure that safeguarding concerns can be reported through accessible, safe, and culturally appropriate channels. Reporting mechanisms should be adapted to local contexts and may include community focal points, hotlines, suggestion boxes, digital reporting channels, local-language communication materials, and other mechanisms appropriate to beneficiary populations.

Information on available reporting channels shall be communicated regularly to beneficiaries, communities, partners, and project participants.

7.3.3 Survivor Support and Referral Services

Where feasible and appropriate, IFDC will facilitate access to medical, psychosocial, legal, protective, and other support services for survivors. Assistance shall be provided in a manner that prioritizes safety, confidentiality, dignity, informed consent, and survivor's choice.

7.3.4 Partner and Contractor Safeguarding Requirements

Implementing partners, consultants, vendors, suppliers, and subcontractors engaged by IFDC shall comply with safeguarding standards consistent with this policy.

IFDC may require partners to:

- Maintain safeguarding and PSEA policies and procedures.
- Designate a safeguarding focal point(s).
- Conduct safeguarding training for relevant personnel.
- Report safeguarding concerns in accordance with contractual obligations.
- Cooperate fully with safeguarding assessments and investigations.

Failure to meet safeguarding obligations may result in corrective actions, suspension, termination of agreements, or other contractual remedies.

7.3.5 Donor Reporting Obligations

Where required by applicable donor agreements, grant conditions, or legal requirements, IFDC will report safeguarding incidents, allegations, investigations, and outcomes to donors and relevant authorities in a timely manner while maintaining confidentiality, protecting survivors, and complying with applicable data protection requirements. Such reporting will be made in accordance with applicable contractual, legal, confidentiality and data protection requirements.

7.4 Case Management Timelines

IFDC will strive to ensure timely handling of safeguarding concerns, including:

- Initial acknowledgement of reports within five business days, where practicable.
- Immediate assessment of safety and protection risks when concerns involve SEAH.
- Prompt referral to support services when requested by the survivor.
- Timely initiation of investigations by qualified personnel.

Appropriate updates will be provided to reporting parties where practicable, appropriate, and permissible.

7.5 Governance and Oversight

Periodic reports on safeguarding implementation, significant trends, lesson learned, and risk mitigation measures shall be provided to the appropriate Board committee in accordance with IFDC's governance arrangements. Reports shall protect confidentiality and shall not include personally identifiable information unless specifically required and appropriately authorized.

Management shall conduct periodic reviews of safeguarding systems, controls, training completion, and compliance with donor requirements.

8 Global Standards and Local Law

This policy may establish standards that exceed local legal requirements. Where questions arise regarding the application of this policy or its interaction with local law, staff should consult Human Resources, Compliance, and Legal Counsel, as appropriate. Where a material interpretation issue cannot be resolved through these functions, it may be referred to the President and CEO or the appropriate Board authority, as applicable.

9 Policy Enforcement

Subject to applicable law and IFDC policies and procedures, violations of this policy can result in:

- Written or verbal warnings.
- Suspension, demotion, and/or reassignment.
- Termination of employment or contractual engagement.

Failure by supervisors or other responsible personnel to take required action in response to SEAH concerns may constitute a breach of duty and may result in disciplinary action in accordance with applicable IFDC policies and local law.

10 Monitoring, Accountability, and Transparency

- IFDC will maintain a secure case-tracking system to support appropriate documentation and follow-up.
- Aggregate data on cases (without personal identifiers) will be shared with senior leadership and donors, as appropriate.
- Management will conduct periodic reviews of SEAH practices and implementation.
- Safeguarding metrics, training completion rates, partner compliance status, and significant safeguarding risks shall be reviewed periodically by senior management and reported to the appropriate Board committee in accordance with IFDC's governance arrangements.

11 Evidence of Implementation

IFDC will maintain appropriate records to demonstrate implementation of this policy. Such records may include training records, safeguarding risk assessments, case and investigation records, corrective actions, partner due diligence documentation, monitoring records, and other evidence required under applicable donor agreement or IFDC procedures.

The specific documentation, monitoring, reporting, and record retention requirements will be established through supporting safeguarding procedures and implementation guidance.

SEAH training records must be maintained to demonstrate that staff and consultants have taken the courses within the NAVEX learning platform.

12 Collaboration and Learning

IFDC commits to:

- Learning from survivors, partners, and communities.
- Participating in interagency forums and best practice initiatives.
- Regularly updating this policy based on sectoral standards and community feedback.

Annex A: CHS SEAH Elements

These elements are embedded within the broader CHS, particularly in Commitment 3 (on safeguarding) and the CHS Alliance's PSEAH tools.

- CHS Alliance PSEAH Resource Page:
<https://www.chsalliance.org/what-we-do/pseah/>
- CHS's Nine Commitments to People Affected by Crises:
<https://corehumanitarianstandard.org/the-standard>

Annex B: IASC Minimum Operating Standards for PSEA

These standards were developed by the IASC to guide organizations in preventing and responding to SEAH.

- IASC PSEA Website:
<https://psea.interagencystandingcommittee.org/>
- IASC Minimum Operating Standards for PSEA:
<https://interagencystandingcommittee.org>

Annex C: CAPSEAH Framework

While not yet a formal standard, the CAPSEAH framework offers a concise synthesis of global SEAH principles and can support implementation and staff awareness.

- CAPSEAH Framework:

<https://capseah.safeguardingsupporthub.org/common-approach#:~:text=CAPSEAH%20is%20a%20guide%20to,used%20in%20other%20settings%20too>

Annex D: IFDC Code of Business Ethics and Conduct

- IFDC Code of Business Ethics and Conduct:

This should be accessed through the IFDC Policy Library to ensure the most recently updated version is utilized.