



**ISLAMIC CHARITY FOUNDATION FOR EDUCATION AND SOCIAL WELFARE**  
**ICFESW**

BP 534, Maroua — [contact@icfesw.cm](mailto:contact@icfesw.cm) — [www.icfesw.cm](http://www.icfesw.cm)

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**PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE POLICY**

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*Zero tolerance for sexual exploitation, abuse and harassment*

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## 1. ZERO TOLERANCE STATEMENT

ICFESW maintains an unconditional zero-tolerance policy towards Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) by any ICFESW-associated person. Sexual exploitation and abuse represent a fundamental breach of trust and professional ethics. Any violation of this policy is treated as a serious disciplinary matter, regardless of the position of the perpetrator.

*Sexual exploitation and abuse are never justified under any circumstances, including cultural norms, emergency conditions or the seniority of the alleged perpetrator.*

## 2. SCOPE

This policy applies to all ICFESW staff (permanent, temporary and contractual), volunteers, board members, consultants, interns, partners and anyone acting on behalf of ICFESW. It covers conduct at ICFESW premises, in the field, during travel, at community events and on social media and digital platforms.

## 3. DEFINITIONS

Term	Definition
Sexual Exploitation	Any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including profiting monetarily, socially or politically from sexual exploitation of another.
Sexual Abuse	Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
Sexual Harassment	Unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment.
Beneficiary	Any person who receives or may receive goods, services or assistance from ICFESW or its partners.
Perpetrator	Any person who commits an act of SEA/SH.
Survivor/Victim	Any person who has experienced or is at risk of SEA/SH.

## 4. PROHIBITED CONDUCT

- Sexual relationships between ICFESW staff and programme beneficiaries are absolutely prohibited, given the inherent power imbalance. Consent is not a defence.
- Exchange of money, employment, goods or services for sex, including "transactional sex" is prohibited.
- Sexual activity with children (persons under 18 years) is prohibited regardless of any law or cultural practice.

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- Any other form of sexual exploitation or sexually degrading, humiliating, intimidating or coercive behaviour is prohibited.
  - Unwanted physical contact of a sexual nature.
  - Sharing sexual material (images, videos, messages) in the workplace or professional contexts.

## 5. PREVENTION MEASURES

### 5.1 Organisational Measures

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- PSEA is integrated into staff recruitment, induction and performance management processes.
- All ICFESW premises have visible PSEA awareness materials in French, English and Fulfulde.
- Beneficiaries are informed of ICFESW's PSEA commitments and reporting channels at the start of each programme.
- Programme activities are designed to minimise power imbalances and opportunities for exploitation.

### 5.2 Safe Programming

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- Community outreach and home visits are conducted in pairs or with community-based witnesses where possible.
- Distribution of assistance (food, kits, cash, vouchers) is conducted transparently with oversight.
- ICFESW maintains a beneficiary feedback mechanism that is accessible, confidential and responsive.

## 6. REPORTING MECHANISM

### 6.1 How to Report

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- Direct report to the ICFESW Safeguarding Focal Point (in person or by telephone).
- Email: [contact@icfesw.cm](mailto:contact@icfesw.cm); Subject: CONFIDENTIAL; PSEA Report.
- Anonymous suggestion boxes at all ICFESW offices and programme sites.
- Report to any senior ICFESW staff member if the Focal Point is unavailable or implicated.
- For emergencies, report directly to local police or child protection authorities.

### 6.2 Protection of Reporters

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- ICFESW guarantees protection from retaliation for anyone reporting in good faith.
- Reports are treated confidentially; identity is protected to the extent possible.
- No adverse employment action may be taken against a staff member for good-faith reporting.

## 7. RESPONSE PROCEDURE

Step	Action
Step 1	Receive report — acknowledge within 24 hours — document in the incident register.
Step 2	Ensure the immediate safety and wellbeing of the survivor, refer to medical, psychosocial and legal services as needed.
Step 3	Notify the Executive President, implement immediate risk management (suspension, separation from vulnerable persons).
Step 4	Conduct a confidential investigation, appoint an independent investigator where possible.
Step 5	Determine findings and proportionate disciplinary measures (up to and including dismissal and referral to criminal authorities).
Step 6	Document outcome in the incident register and share anonymised lessons learned with staff.

### 7.1 Survivor Support

- ICFESW prioritises the physical and psychosocial safety of the survivor throughout the process.
- Survivors are referred to appropriate support services (medical, legal, psychosocial).
- Survivors are kept informed of investigation progress and outcomes to the extent they wish.
- No victim-blaming language or assumptions are used at any stage.

## 8. ACCOUNTABILITY

- The Bureau Exécutif receives an anonymised quarterly PSEA summary report.
- ICFESW cooperates with inter-agency PSEA networks where applicable.
- Partners are required to sign the ICFESW PSEA Commitment Statement.
- Non-compliance by a partner may result in termination of the partnership agreement.

## 9. TRAINING

- All personnel complete PSEA induction training before working with beneficiaries.
- Refresher training is conducted annually.
- Community feedback mechanisms are reviewed semi-annually for PSEA-related concerns.