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Institutional Procedures Document No: 10

Updated at the Board of Directors meeting dated January 5, 2024, numbered 2024.01

Harassment, Abuse of Authority, and Anti-Discrimination Policy

The Nature Conservation Center is committed to providing all employees with a safe environment free from harassment, abuse of authority, and discrimination—both within the workplace and in communications with third parties outside the workplace related to their duties. The organization ensures that this policy is widely disseminated to all relevant individuals.

I. Definitions

a. Harassment

Any inappropriate and unwelcome behaviour that can reasonably be expected or perceived to cause offense or humiliation to another person. Harassment may take the form of words, gestures, actions, modes of communication, or other behaviours that are disturbing, intimidating, hostile, or offensive and create a work or communication environment that tends to distress, alarm, humiliate, belittle, or shame another individual. While it often appears as a repeated pattern of behaviour, a single incident may also constitute harassment. Disputes related to job performance are not considered harassment and are outside the scope of this policy.

b. Sexual Harassment

Defined as physical, verbal, or non-verbal sexual actions that are non-consensual, unwanted, and/or unwelcome by the recipient, which may involve one or more incidents and may occur between individuals of the same or different genders. Continuity is not a prerequisite; depending on the setting and context, a single act or persistent behavior may be considered sexual harassment. Individuals of any age or sexual orientation can be subjected to sexual harassment. While not exhaustive, examples of sexual harassment include sexually explicit threats, gender-based harassment, harassment creating a hostile environment, and unwanted sexual attention or advances. Detailed definitions are provided in Annex 5, Section 10-A: Terms and Explanations at the end of this policy.

c. Abuse of Authority

The inappropriate use of influence, power, or authority by an individual in a position of power over another person. This includes, but is not limited to, using one's position to improperly affect another person's career or employment conditions—such as hiring, appointment, contract renewal, performance evaluation, or promotion. Such cases must be taken seriously and assessed within legal frameworks. Abuse of authority may also include behaviors that create a hostile or aggressive work environment, including intimidation, threats, blackmail, or coercion.

d. Discrimination

Any unjust or arbitrary treatment or distinction against a person based on their race, gender, sexual orientation, gender identity, religion, nationality, ethnic origin, disability, age, language, social background, appearance, political opinion, or any other characteristic. Discrimination may take the form of an isolated incident, a policy, a decision, an act, an omission, or a series of events affecting individuals or groups in similar positions, and may manifest through harassment or abuse of authority. Nature Conservation Center maintains a zero-tolerance policy toward all forms of harassment, abuse of authority, and discrimination. All incidents are taken seriously and investigated without delay.

II. Zero Tolerance Policy

All complaints related to harassment, abuse of authority, or discrimination are handled with seriousness, in accordance with the principle of confidentiality, and with care and confidence. No one shall be victimized or subjected to retaliation for making such a complaint.

Any DKM employee or consultant found to have engaged in harassment, abuse of authority, or discriminatory behavior toward another individual will be subject to disciplinary action—up to and including dismissal or termination of contract.

a. General Principles

Every employee, student, intern, consultant, volunteer, visitor, cleaning staff member, or person entering the workplace temporarily (e.g., for cargo or food delivery) has the right to be treated with dignity and respect and to work in an environment free from discrimination. As such, all forms of discrimination, harassment—including sexual harassment—and abuse of authority are strictly prohibited.

Nature Conservation Center is obligated to take all appropriate measures to ensure a respectful and safe working environment and, where it fails to implement such measures, to take remedial action and provide effective solutions and to protect its employees and visitors from all forms of prohibited behavior.

All employees, students, interns, consultants, volunteers, and visitors—as well as others subject to this policy—are expected to act with tolerance, sensitivity, and respect for differences in their interactions. Any prohibited behavior occurring in the

workplace or in connection with official activities constitutes a violation of these principles and may lead to disciplinary action—regardless of whether it occurred in the workplace, during business travel, or while performing official duties.

This policy applies to all personnel within the institution. The organization will incorporate this policy into contracts to ensure it also applies to consultants, academics, interns, and affiliated institutions. All DKM employees are responsible for taking appropriate measures to promote a work environment free from intimidation, hostility, aggression, or any other form of misconduct. Each employee must act as a role model by upholding the highest standards of conduct.

Supervisors and designated authorities are responsible for ensuring that complaints of prohibited behavior are addressed promptly, fairly, and impartially. Failure by supervisors or designated personnel to fulfil their responsibilities under this policy will be reflected in their annual performance evaluations and, where appropriate, may result in administrative or disciplinary action for breach of duty.

b. Preventive Measures

Preventing prohibited behavior is a key component of institutional safeguards. While fulfilling its duty to maintain a respectful and safe working environment and protect its staff and stakeholders from all forms of misconduct, the institution applies the following preventive measures:

- The institution regularly conducts mandatory awareness programs for all staff, interns, consultants, and volunteers to raise awareness about its zero-tolerance stance on prohibited behavior, provide guidance on related policies and procedures, and promote a harmonious work environment.
- All staff, interns, and consultants are required to complete in-person or online training programs on preventing discrimination, harassment, violence, retaliation, and abuse of authority—including intimidation, hostility, and assault. Completion of these programs is reflected in performance evaluation processes.
- This policy is introduced during the orientation process of new hires, with access details provided. It is referenced in all contracts and consultancy agreements, and a copy of the policy is made available upon request.
- Managers, coordinators, and authorized personnel maintain open lines of communication to address potential issues that may lead to prohibited behavior and ensure that individuals feel free to voice concerns without fear of repercussions.
- When guidance or advice is needed on matters that may lead to prohibited behavior, individuals may consult the designated focal point within the institution, who handles the matter with strict confidentiality.

c. Corrective Measures

Individuals who believe they have been subjected to prohibited behavior are encouraged to address the issue as soon as possible after becoming aware of it. The affected person may choose either an informal or formal resolution process, as outlined below. Regardless of the path chosen, they are encouraged to document the incident(s), including dates, locations, a description of what occurred, and the names of any witnesses or others aware of the situation.

- All notifications and allegations concerning prohibited behavior are handled sensitively to protect privacy and ensure the highest level of confidentiality.
- Designated institutional personnel or committees are responsible for taking swift and concrete action in response to such reports. Failure to act may be considered a breach of duty and may result in administrative or disciplinary proceedings.

d. Informal Procedures

In many cases, issues can be resolved informally. Informal approaches, including restorative justice, offer an opportunity to resolve a complaint in a non-threatening, non-adversarial way. In some cases, the individual may not be aware that their behavior is inappropriate, thus victims are encouraged to inform the alleged offender of the complaint and ask them to stop the behavior. However, power imbalances or other concerns may make direct confrontation difficult, and victims are not required to confront the alleged offender. Under no circumstances should either the victim or the accused be pressured into using an informal approach. In cases where the alleged prohibited behavior may constitute a crime - such as aggravated sexual harassment - informal solutions cannot substitute for formal procedures, even if both paths are pursued in parallel.

Victims may seek third-party support during the informal process, including from the restorative justice platform (<https://magdurbilgi.adalet.gov.tr/288/Onarici-Adalet>). Depending on their comfort level, they may seek help from:

- A supervisor
- A senior colleague
- The focal point
- An authorized person (designated to assist)
- The investigation committee

With the victim's consent, the assisting person may engage in an informal dialogue with the alleged offender to report the issue and discuss possible resolutions. In cases where the alleged conduct may constitute a criminal offense, the victim will be encouraged to file a formal complaint.

All individuals involved in the informal resolution process must handle the matter with appropriate care and confidentiality. Regardless of the outcome, the designated personnel listed above will provide continuous support to the victim throughout the process, taking into account the positive or negative consequences of the proposed action plan. If reassignment is proposed for either party, it cannot proceed without the individual's consent.

e. Formal Procedures

If either party involved in the informal process declines or deems it unsuitable or if it fails, or if the alleged prohibited behavior may also constitute a crime, the victim may file a formal complaint. The complaint or report must describe the alleged incident(s) in detail and include any supporting evidence and information, such as:

- The name(s) of the victim(s) and the alleged offender(s)
- The date(s) and location(s) of the incident(s)
- A description of the incident(s)
- The name(s) of any witness(es), if applicable
- The name(s) of any other person(s) aware of the incident(s), if applicable
- Any documentary evidence, if available
- The date and signature of the complainant or third party submitting the report

While the formal procedure is ongoing, the institution may impose interim measures or disciplinary actions as necessary. It is also essential that the victim's wishes and needs are taken into consideration when determining the outcome of the complaint process. For example, if a victim has been assaulted by a colleague and they are found to work in close proximity, the office arrangement must be modified immediately—without waiting for the final outcome of the investigation.

f. Sanctions and Disciplinary Measures

Anyone found to have engaged in harassment, abuse of authority, or discrimination against another person in violation of this policy is subject to any of the following sanctions:

- Verbal or written warning
- Negative performance evaluation
- Salary reduction
- Temporary suspension
- Termination of employment
- Termination of contract

The nature of the sanction depends on the severity and extent of the prohibited behavior. To ensure that incidents of harassment, abuse of authority, or discrimination are not taken lightly, appropriate and deterrent penalties will be applied. Serious violations may result in the immediate removal of the individual from their position.

III. Situations Where DKM Employees May Be Exposed to Harassment, Abuse of Authority, or Discrimination

DKM employees may be subjected to inappropriate behavior or face challenges related to harassment, abuse of authority, or discrimination when engaging with third parties outside the office in the course of their duties. These issues may stem from the communication culture of third parties, especially when DKM employees use personal mobile phones for such contact. In such cases, employees may experience inappropriate or disturbing messages or calls. These instances are also covered under DKM's zero-tolerance policy—they are not dismissed or taken personally and are addressed immediately and with seriousness.

a. Internal Measures and Response

- No DKM employee should feel obligated—under the weight of representing the institution—to tolerate or personally carry the burden of, or attempt to resolve alone, any inappropriate behavior encountered during communication with third parties in the course of their work.
- Whether the issue arises from a single incident or repeated behavior, the first step is to promptly inform a team manager, coordinator, or the designated focal point for this policy, and immediately cease one-on-one communication with the third party in question.
- Once the DKM employee has exited the communication, a DKM manager will be assigned to continue the interaction—based on a decision by the team leader or coordinators.
 - o If maintaining communication with the third party is not essential for the progress of work, contact will be terminated immediately.

- If continued communication is unavoidable due to the nature of the work, the assigned manager will monitor the situation until the communication requirement has concluded. Afterward, a decision will be made as to whether any future interaction with that third party—on other projects—will take place.

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Prevention of Sexual Exploitation and Abuse (PSEA) Policy

Sexual exploitation and abuse are violations of universally recognized international legal norms and standards and are strictly prohibited by the Nature Conservation Center Foundation (DKM). DKM is committed to providing a safe environment for all employees, free from discrimination and workplace harassment, including sexual harassment. The organization enforces a zero-tolerance policy toward all forms of sexual harassment, treats all allegations seriously, and investigates each complaint promptly. Any individual found to have committed sexual harassment will be subject to disciplinary measures, up to and including termination of employment. All sexual harassment complaints are handled seriously, confidentially, and with care, and no individual will be victimized for filing a complaint.

1. Purpose and Scope

This policy outlines DKM's commitments in line with the implementation standards detailed in the UN Core Documents on Protection from Sexual Exploitation and Abuse¹. It informs all related personnel about their responsibilities under this protection framework.

The policy applies to all contracted DKM personnel, any individuals involved in professional or non-professional engagements with DKM, including consultants, volunteers, contractors, partners, members of the press, and any other individuals interacting with DKM in a work or communication context.

2. Protection Process Management

DKM manages protection-related processes in four stages: Prevention, Reporting, Response, and Monitoring.

2.1. Prevention**2.1.1. DKM Responsibilities**

- Ensures personnel are familiar with their responsibilities under this policy and signs all relevant documents².
- Designs and commits to programs, projects, and activities that protect individuals from any harm arising from interactions with DKM.
- Applies protection procedures in recruitment, management, and placement of staff³.
- References the principles of this policy in all consultant contracts, as outlined in the DKM_PSEA_Consultant Protocol Sample.
- Provides protection training⁴ proportionate to the roles of employees within the organization.
- Ensures reports received under this policy are promptly followed up as detailed in section 2.3.

¹ United Nations Secretary-General's Bulletin - ST / SGB / 2003/13 Part 3

² DKM – PSEA Employee Awareness Document

³ DKM – PSEA Declaration to be Obtained During Recruitment Interview

⁴ DKM – PSEA Staff Training Plan

2.1.2. Employee Responsibilities

2.1.2.1. Child Protection:

No DKM employees and/or all affiliated individuals

- shall marry, engage in sexual activity with, exploit, or abuse a child (defined as any individual under 18 years of age).
- may inflict physical, emotional, or psychological violence on children
- can be involved in child labour or commercial exploitation of children
- can sexually degrade, humiliate or show exploitative behavior toward children

2.1.2.2. Adult Protection:

No DKM employees and/or all affiliated individuals

- shall exploit or abuse adults
- shall show physical, emotional, or psychological violence toward adults

2.1.2.3. Protection Against Sexual Exploitation and Abuse:

No DKM employees and/or all affiliated individuals

- shall engage in sexual activity in exchange for money, employment, preferential treatment, goods, or services
- shall exploit their position of power to initiate sexual relationships with individuals within DKM's communication and cooperation network.
- shall demonstrate sexually degrading, humiliating, or exploitative behavior

All personnel and affiliated individuals must:

- Contribute to maintaining an environment that prevents violations and promotes the implementation of the Protection Policy.
- Report any concerns or suspicions regarding violations of the Protection Policy to the designated DKM authority.

2.2. Reporting

If a DKM staff member suspects sexual exploitation or abuse by a colleague within DKM or by a third-party individual involved in DKM's network, they must submit a written and evidence-supported report immediately to either the Administrative and Financial Affairs Coordinator or a senior manager or a trusted colleague or via email to etik@dkm.org.tr

The report must include:

- A detailed description of the incident(s),
- Name, title, and organizational affiliation of the alleged perpetrator(s),
- Date, time, and location of the incident(s),
- Any evidence (witness accounts, documents, recordings, etc.).
- Three types of evidence recognized under criminal procedure law for proving sexual offenses also apply to this report. These are: testimonial evidence (e.g., statements by the accused, witnesses, or victim), documentary evidence (e.g., a letter written by the accused), and physical/indicative evidence (e.g., blood stains at the scene, DNA samples, phone recordings, videos, etc.)

2.3. Response

DKM follows up on any notifications and/or reports based on the victim's preference for an informal or formal process, and takes necessary measures—including the application of appropriate disciplinary action against the individual(s) who violated the policy—to address the concern.

The staff member receiving the sexual harassment complaint shall:

- Record the dates, times, and details of the incident(s),
- Identify the victim's expectations regarding the outcome of the complaint,
- Explain how the institution will handle the matter,
- Discuss the next steps and decide whether to proceed through an informal or formal complaint process,
- Respect the victim's chosen course of action,
- Provide the victim with legal information regarding possible external courses of action outside the institution.

2.3.1. Informal Process

If the victim wishes to handle the matter informally, the staff member receiving the complaint shall:

- Provide the alleged harasser with an opportunity to respond to the complaint,
- Ensure that the alleged harasser understands the complaint process,
- Facilitate a conversation between both parties to reach an acceptable informal resolution for the complainant, or choose to refer the matter to an assigned internal mediator for resolution,
- Set a specific deadline for resolving the issue; if the matter is not resolved by that date, formal legal procedures may be pursued.

2.3.2. Formal Process

If the victim wishes to file a formal complaint or if the informal complaint process does not yield a satisfactory outcome, the formal complaint procedure is initiated to resolve the issue. In this process:

- The individual with concerns or suspicions regarding sexual exploitation or abuse is requested by the Administrative and Financial Affairs Coordinator to submit a report in the manner described in Section 2.2.
- The Coordinator reviews the content of the report, including the explanations and evidence. If any information is missing, the individual is given time to complete the report.

- Once the report is deemed complete in terms of both explanation and supporting evidence, the Administrative and Financial Affairs Coordinator initiates the investigation process⁵, following these steps:
 - o Separate interviews are conducted with the victim and the alleged perpetrator.
 - o Separate interviews are conducted with third parties.
 - o A detailed report is prepared, outlining the investigation, findings, and recommendations.
 - The report determines whether the incident(s) of harassment occurred. If confirmed, options⁶ are reviewed in consultation with the victim, and a suitable resolution is identified.
 - The final report is submitted to the DKM Board of Directors on the date of completion. Within three business days of submission, the Board is convened to review the report.
 - During the Board meeting, a formal decision is made:
 - o If the harassment cannot be substantiated, recommendations may be issued to ensure the proper functioning of the workplace.
 - o If the harassment is confirmed, the Board evaluates the appropriate resolution as outlined in the report.
- The nature of any sanctions will depend on the severity and extent of the harassment. To prevent sexual harassment incidents from being treated lightly, appropriate and deterrent disciplinary actions will be enforced. Some serious cases, including those involving physical violence, may result in the immediate dismissal of the perpetrator. All procedures must be concluded as swiftly as possible, and in any case, no later than one month from the date the complaint is filed.

2.4. Monitoring

Regardless of whether an internal investigation is conducted, DKM supports victims in recovery, led by the victim's preferences. DKM Administrative and Financial Affairs Coordinator:

- Follows up to ensure that the recommendations have been implemented, the inappropriate behavior has ceased, and the victim is satisfied with the outcome,
- Keeps a record of all proceedings and ensures that all documentation related to the case is kept confidential.

3. Confidentiality

Confidentiality is essential throughout all stages of the protection process. All related information is securely archived.

4. Terminology

Relevant terms are defined in Annex 5.

Annex 1 United Nations Secretary-General's Bulletin - (ST / SGB / 2003/13) - PSEA

<https://documents-dds-ny.un.org/doc/UNDOC/GEN/N03/550/40/PDF/N0355040.pdf?OpenElement>

Section 3

Prohibition of sexual exploitation and sexual abuse

3.1 Sexual exploitation and sexual abuse violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for United Nations staff. Such conduct is prohibited by the United Nations Staff Regulations and Rules.

3.2 In order to further protect the most vulnerable populations, especially women and children, the following specific standards which reiterate existing general obligations under the United Nations Staff Regulations and Rules, are promulgated:

⁵ The Administrative and Financial Affairs Coordinator may handle the matter personally in accordance with internal policy or refer it to an internal or external committee composed of 3 members.

⁶ Any individual found to have committed sexual harassment in violation of this policy shall be subject to one or more of the following:

- Verbal or written warning, and a request for a formal apology
- Negative performance evaluation
- Modification of work arrangements
- Reduction in salary
- Temporary suspension from duty
- Termination of employment

- (a) Sexual exploitation and sexual abuse constitute acts of serious misconduct and are therefore grounds for disciplinary measures, including summary dismissal;
- (b) Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence;
- (c) Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance;
- (d) Sexual relationships between United Nations staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of the United Nations and are strongly discouraged;
- (e) Where a United Nations staff member develops concerns or suspicions regarding sexual exploitation or sexual abuse by a fellow worker, whether in the same agency or not and whether or not within the United Nations system, he or she must report such concerns via established reporting mechanisms;
- (f) United Nations staff are obliged to create and maintain an environment that prevents sexual exploitation and sexual abuse. Managers at all levels have a particular responsibility to support and develop systems that maintain this environment.

3.3 The standards set out above are not intended to be an exhaustive list. Other types of sexually exploitive or sexually abusive behaviour may be grounds for administrative action or disciplinary measures, including summary dismissal, pursuant to the United Nations Staff Regulations and Rules.

Annex 2 DKM – PSEA Employee Awareness Document

UN Core Document (ST/SGB/2003/13) Section 3 Standards Referenced by DKM's Prevention of Sexual Exploitation and Abuse (PSEA) Policy

3.1 Sexual exploitation and abuse constitute violations of universally recognized international legal norms and standards and are entirely unacceptable under any circumstances by DKM personnel.

3.2 DKM's PSEA Policy is guided by the following general obligations and standards outlined in the United Nations Core Document ST/SGB/2003/13, particularly to enhance protection for vulnerable populations, especially women and children:

- (a) Sexual exploitation and abuse constitute serious misconduct and are therefore grounds for disciplinary actions, including immediate termination of employment.
- (b) Sexual activity with children (defined as individuals under the age of 18) is strictly prohibited, regardless of local or cultural interpretations of age of majority or age of consent. A mistaken belief regarding the child's age is not a valid defence.
- (c) Exchange of money, employment, goods, or services for sex—including acts of sexual favor, degrading, humiliating, or exploitative behavior—is prohibited.
- (d) Because such interactions inherently involve unequal power dynamics and risk undermining the credibility and integrity of DKM's work, DKM employees are prohibited from engaging in sexual relationships with individuals within DKM's project, communication, or partnership networks.
- (e) If a DKM employee develops concerns or suspicions about sexual exploitation or abuse by a colleague— whether within DKM or associated through project, communication, or partnership networks—they must promptly submit a **written report** along with any **evidence** through one of the following channels:
- To their Administrative and Financial Affairs Coordinator,
 - Another senior-level manager,
 - A trusted colleague,

- Or via email to: etik@dkm.org.tr

The written report must include the following information:

- **What happened?**
A detailed account of the incident(s).
- **Who committed the alleged misconduct?**
Full name, job title, and affiliated organization of the alleged perpetrator(s).
- When and where did the incident(s) occur?
Specific dates and times
- **Evidence:**
Three types of evidence recognized under criminal procedure law for proving sexual offenses also apply to this report. These are: testimonial evidence (e.g., statements by the accused, witnesses, or victim), documentary evidence (e.g., a letter written by the accused), and physical/indicative evidence (e.g., blood stains at the scene, DNA samples, phone recordings, videos, etc.).

I hereby declare that I have read, understood, and accepted the Section 3 Standards of the UN Core Document (ST/SGB/2003/13), as referenced in the DKM Prevention of Sexual Exploitation and Abuse (PSEA) Policy, and that I have received a digital copy of the document.

Date

Name, Surname

Signature

Annex 3 DKM – PSEA Declaration to Be Obtained During Recruitment Interview

As of the date of my recruitment interview with DKM,

I declare that, to the best of my knowledge, there have been no complaints made against me regarding any of the following actions outlined in Section 3 of the United Nations Secretary-General's Bulletin ST/SGB/2003/13 on Protection from Sexual Exploitation and Abuse:

- Engaging in sexual activity in exchange for money, employment, preferential treatment, goods, or services,
- Engaging in sexual activity with a person under the age of 18,
- Engaging in any sexually degrading, humiliating, or exploitative behavior.

I further consent, if deemed necessary, to DKM conducting reference checks with the institutions and individuals listed in my resume regarding my previous employment.

I hereby affirm this statement.

Date

Name, Surname

Signature

Annex 4 DKM – PSEA Staff Training Plan



To ensure that its employees receive protection training proportional to their roles within the organization, DKM implements the following schedule:

- For newly hired employees: training is provided within 3 business days of their start date,
- For current employees: training is conducted on the first Monday of each month during the Monthly Team Meeting attended by all staff,
- For project-specific needs: if a dedicated project team is formed, training is delivered within 5 business days of all team members' start dates.

These trainings are organized by the Administrative and Financial Affairs Coordination Unit. During these training sessions, the following materials are shared with employees:

- Written and visual materials available at <https://www.un.org/preventing-sexual-exploitation-and-abuse/>,
- A link to the publicly accessible PSEA course on the UNICEF Agora platform⁷, available in English and Turkish, approximately 2 hours in length, and offering certification upon completion,
- The UN Core Document (ST/SGB/2003/13),
- The DKM Prevention of Sexual Exploitation and Abuse (PSEA) Policy Document.

At the end of the training, the DKM – PSEA Staff Information Sheet is signed by the employee and retained by the Administrative and Financial Affairs Coordinator, with a copy provided to the employee.

Annex 5 Terms and Explanations

Adult at Risk	A person who requires or may require care due to mental or other disabilities, age, or illness; and who is unable to care for or protect themselves from significant harm or exploitation
Child	An individual under the age of 18
Harm	Any violation of psychological, physical, or employment-related rights. Harm may be caused by employees associated with DKM or by the design and implementation of DKM's programs and projects.
Protection	Taking all reasonable steps to prevent the occurrence of sexual exploitation, abuse, and harassment, and to protect individuals—particularly vulnerable adults and children—from such harm, and to respond appropriately when harm occurs.
Protection from Sexual Exploitation and Abuse (PSEA)	A term used in the humanitarian and development community to refer to the prevention of sexual exploitation and abuse by staff or related personnel against affected populations. Derived from the UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13).
Psychological Harm	Emotional or psychological abuse including (but not limited to) degrading and humiliating treatment such as name-calling, constant criticism, belittling, prolonged shame, solitary confinement, and isolation.
Sexual Abuse	A physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions, against an actual or threatened individual.
Sexual Exploitation	Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including but not limited to profiting monetarily, socially, or politically from the sexual exploitation of another. This definition includes trafficking and modern slavery.
Sexual Harassment	May involve one or more incidents and may include physical, verbal, or non-verbal acts. Behaviors that constitute sexual harassment include, but are not limited to: Physical behavior:

⁷ <https://agora.unicef.org/course/info.php?id=28696> TR
<https://agora.unicef.org/course/info.php?id=7380> EN

	<ul style="list-style-type: none"> • - Inappropriate and unwanted physical contact such as stroking, pinching, kissing, hugging • - Physical violence including sexual assault • - Sexual advances involving threats or promises of reward <p>Verbal behavior:</p> <ul style="list-style-type: none"> • - Comments about an employee's appearance, age, private life, etc. • - Sexual remarks, stories, or jokes • - Gender-based insults or slurs • - Demeaning or patriarchal remarks • - Repeated, unwelcome invitations to go out • - Sending obscene messages (via phone or email) <p>Non-verbal behavior:</p> <ul style="list-style-type: none"> • - Obscene gestures • - Obscene use of objects • - Whistling • - Inappropriate staring <p>The Nature Conservation Center recognizes that sexual harassment can occur between individuals of the same gender. The essential factor is that the sexual behavior is unwanted and unwelcome by the person to whom it is directed.</p>
Victim	The person who has been exploited or abused.
Written Notification of Protection Policy Violation	<p>A written notification by an employee expressing concern or complaint about a violation of the Protection Policy, including explanatory statements and supporting evidence. In line with criminal procedure law, three types of evidence are valid for proving sexual offenses and also apply in such reports:</p> <ol style="list-style-type: none"> 1. Testimonial evidence: e.g., statements from the accused, witnesses, or the victim 2. Documentary evidence: e.g., a letter written by the accused 3. Indicative/physical evidence: e.g., blood stains at the scene, DNA samples, phone call recordings, videos, etc.
Zero Tolerance	A principle that institutional rules must be strictly followed without exception; all violations of this policy result in enforcement of disciplinary actions without negotiation or inconsistency.