



ANNEX 5

ORGANISATIONAL ROLES

Knowing the role that a specific individual plays within a humanitarian organisation can be an important piece to understanding how they contribute to the creation of safer workplaces. It should be noted that, if there is a concern that capacity amongst existing staff has not yet been built, external resources should be drawn upon.

Humanitarian Country Teams and Security Management Teams⁵⁷

- Setting appropriate and survivor-centred tone for reactions to incidents at the country level;
- Facilitating the sharing of information on sexual violence incidents at the country level that might affect the broader safety and security of humanitarian operations;
- Advocating at the global level for better protection of humanitarian action, as well as for improved prevention and response strategies by humanitarian organisations; and
- Arranging for trainings, workshops, and other forms of briefings on issue of sexual violence against humanitarian aid workers to de-stigmatise the issue and encourage humanitarian organisations to take it seriously.

Senior Management – HQ, country, and field

- Establishing organisational culture with zero tolerance for incidents of sexual violence against humanitarian aid workers, through messaging and actions;
- Setting appropriate and survivor-centred tone for reactions to incidents of sexual violence;
- Ensuring that appropriate resources are found and allocated for implementing internal prevention and response strategies for addressing sexual violence incidents against staff;
- Ensuring trainings, workshops, and other forms of briefings on the issue of sexual violence against humanitarian aid workers are conducted; and
- Sharing information on incidents at the country or field level, should there be a risk of an impact on the broader safety and security of humanitarian operations.

⁵⁷ For further insight, consult: UNDSS, *Gender Considerations in Security Management*, Chapter IV: Security Management, 18 April 2016.



Human Resources

- Establishing organisational culture with zero tolerance for incidents of sexual violence against humanitarian aid workers, through messaging and actions;
- Establishing and enacting clear policies and procedures that are reactive, accessible, and accountable to staff at all levels of the organisation;
- Ensuring training, workshops, and other forms of briefings on the issue of sexual violence against humanitarian aid workers are conducted at appropriate level;
- Receiving information on incidents of sexual violence against staff members, including directly from survivors of such incidents; and
- Helping survivors to get access to care and support, in as easy and non-traumatising manner as possible, and ensuring that information about how to access care and support is widely available to all staff members.

Safety and Security

- Establishing organisational culture with zero tolerance for incidents of sexual violence against humanitarian aid workers, through messaging and actions;
- Providing on-boarding and regularly communicated information about safety and security risks, including the risk of sexual violence incidents;
- Conducting risk analysis of all levels of humanitarian actions and operations, including the safety and security of the workplaces and guesthouses, to prevent or reduce the risk of sexual violence to staff;
- Receiving information on incidents of sexual violence against staff members, including directly from survivors of such incidents;
- Helping survivors to get access to care and support, in as easy and non-traumatising manner as possible; and
- Sharing information on incidents at the country or field level, should there be a risk of an impact on the broader safety and security of humanitarian operations.

Ethics and Ombudsman

- Establishing organisational culture with zero tolerance for incidents of sexual violence against humanitarian aid workers, through messaging and actions;
- Receiving information on incidents of sexual violence against staff members, including directly from survivors of such incidents; and
- Helping survivors to get access to care and support, in as easy and non-traumatising manner as possible.



Focal Point

- Helping survivors to get access to care and support, in as easy and non-traumatising manner as possible; and
- Providing information on reporting and investigative or inquiry processes, including accompaniment or presence during reporting process, if desired by survivors.