

Safeguarding Policy


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Purpose

Global Fund for Women sees harassment, abuse, and exploitation as manifestations of power inequalities that are deeply rooted in inequitable gender dynamics. These dynamics are compounded across multiple identity dimensions, including age, disability, nation of origin, socioeconomic status, race, or religious beliefs.

The purpose of this policy is to articulate Global Fund for Women's commitment to the prevention of harm and abuse, and the promotion of safety and wellbeing across our operations. We acknowledge that all people, regardless of age, disability, gender, race, religious beliefs, sexual identity, or orientation, have the right to equal protection from harm and abuse that results directly from our work.

Scope

This policy includes all individuals associated with Global Fund for Women, including our personnel and third-party partners. Personnel includes members of the Board, Trustees, all employees, independent contractors, interns, advisors, and volunteers. Third-party partners include movement partners and their representatives, contractors or other service providers, and recipients of grants from Global Fund for Women and their board members, employees, interns, and volunteers.

Our Code of Conduct sets out the expected behaviors which all personnel must adhere to. Corruption, fraud, and other financial irregularities are not within the scope of this Safeguarding Policy and are covered by Global Fund for Women's Code of Conduct and Anti-Bribery and Corruption policy. Racial justice and cultural sensitivity, along with bullying, harassment, and discrimination, are covered by Global Fund for Women's Code of Conduct and further detailed for employees in the Employee Manual.

All misconduct between personnel will be dealt with in accordance with relevant Human Resources practices as part of our internal duty of care.

Any misconduct outside of work that may be in violation of Global Fund for Women policies and procedures may result in disciplinary and other actions.

This policy should be read in conjunction with the following:

- Global Fund for Women Code of Conduct
- Global Fund for Women Employee Manual
- Global Fund for Women Digital Protection Guidance
- Global Fund for Women Ethical Storytelling Guidance
- Global Fund for Women Speak Up, Listen Up, and Investigation Workflow and Procedures.

Safeguarding Unpacked

We define safeguarding as the **policies, practices, and organizational culture in place to prevent all forms of physical abuse, emotional abuse, sexual abuse, neglect, and commercial and other exploitation that results in actual or potential harm or arising as a direct result of coming into contact with our personnel or third-party partners.** This

includes a responsibility to prevent inaction or inadequate action or response by Global Fund for Women personnel and Board Members in the face of harm.

This means we take all reasonable steps to prevent harm and respond appropriately whenever safeguarding concerns are raised. The people and some of the issues we include are:

- Adult safeguarding adopts a feminist, intersectional approach, recognizing the compounded vulnerabilities related to disability, age, and health to protect those at heightened risk of harm.
- Child safeguarding involves adopting of a feminist intersectional approach to taking proactive measures to prevent all forms of harm, abuse, and neglect to any person below the age of 18 years.
- Protection from sexual exploitation, abuse, and sexual harassment ("PSEAH"); and other forms of harm, including physical abuse.
- Prevention of abuse and exploitation within the workplace.
- All forms of modern slavery, including human trafficking resulting from our work.

Our actions are informed by a survivor-centered approach, which means that:

- the needs and wishes of survivors guide our response.
- survivors are treated with dignity and respect.
- the rights of survivors to privacy and support are prioritized.

Speak Up

If you are worried about something that you believe is a safeguarding matter, speak to someone about it. Appropriate subjects to raise under this policy include the following list of Safeguarding Policy or Code of Conduct violations arising as a direct result of coming into contact with personnel, third-party partners, and funded activities:

- Any form of physical abuse
- Any form of emotional abuse
- Any form of exploitation, including modern slavery or sexual exploitation
- Sexual misconduct
- Sexual harassment
- Child exploitation or neglect

Personnel and third-party partners are required to report any safeguarding concerns promptly to prevent any further harm and allow proper handling.

1. Concerns should be reported to the Senior Director, Integrity and Compliance, who is the Safeguarding Lead, or to the Deputy Safeguarding Lead.
2. Concerns can also be reported directly to a manager. Managers are responsible for reporting these concerns to the Senior Director, Integrity and Compliance, or the Deputy Safeguarding Lead immediately.
3. Concerns about a member of the Management or Executive Team should be reported to the Senior Director, Integrity and Compliance.

4. Concerns about the Senior Director, Integrity and Compliance should be reported to the Senior Director, Human Resources.
5. Concerns about the CEO or a Board member should be reported to the Chair of the Board of Directors.
6. Reports of concerns may also be made anonymously and confidentially using the Speak Up line. Managed by a third party, the Speak Up line allows for direct or anonymous reporting to the organization in many of the languages spoken by our internal and external stakeholders; Arabic, English, French, Russian, and Spanish. It is accessible 24 hours per day, 7 days per week, 365 days per year on a computer or smartphone device. Personnel and third-party partners are encouraged to use the Speak Up line to raise a concern anytime other reporting mechanisms stated above are not preferred. The report can be made through email (concerns@globalfundforwomen.org) or website (globalfundforwomenmobile.ethicspoint.com).

Principles

Global Fund for Women's safeguarding standards fall within cycled principles of safeguarding aimed at reducing opportunities for harm and abuse to arise:



Global Fund for Women will implement the principles above through mutually reinforcing standards. These standards articulate the procedures required to operationalize this policy. No standard can be considered in isolation and each standard must be given equal weight and importance across the organization.

Principle 1. Accountability

- 1.1 There is a Designated Board Member for Safeguarding.

- See: Terms of Reference for the Designated Board Member for Safeguarding*
- 1.2 Board members are provided with bi-annual reports on safeguarding. In some cases, serious safeguarding incidents may be reported in real-time.
 - 1.3 There is one Designated Safeguarding Lead and at least one Deputy Safeguarding Lead. *See: Scope of Work for the Designated Safeguarding Lead*
 - 1.4 The Executive Team actively contributes to a positive safeguarding culture by making space to operationalize these standards.
 - 1.5 Managers and Executive Team members have a duty to report and act promptly to address reports raised.
 - 1.6 The Senior Director of Integrity and Compliance is responsible for ensuring a culture of safeguarding is operationalized at the organizational level.
 - 1.7 An internal review of Global Fund for Women's safeguarding policy and its implementation will be conducted at least every three years in accordance with Global Fund for Women's Development and Approval of Policies policy and, in conjunction with an external review by peer organizations.

Principle 2. Prevention

Recruitment

- 2.1 Job descriptions and scopes of work will include commitments to safeguarding and, where relevant, safeguarding responsibilities.
- 2.2 Questions around safeguarding are included as part of the interview process and as part of our referencing processes.
- 2.3 Criminal records are checked prior to employment, whenever legally possible.
- 2.4 References are not provided for anyone who has been dismissed for breaches of our Safeguarding or other related policies.
- 2.5 Personnel are required to review and accept this policy and Global Fund for Women's Code of Conduct by way of signature to be eligible for employment.

Onboarding

- 2.6 Personnel are provided with training on this policy and how to identify, assess, and mitigate safeguarding risks; address reports of harm; and respond to and support those affected. Training, education, or awareness will be provided for all new personnel and repeated regularly by the Safeguarding Leads or their designees.
- 2.7 All third-party partners are encouraged to train their project staff on preventing harm and abuse. If third-party partners have their own Safeguarding Policy and/or Code of Conduct, this should supersede Global Fund for Women's policies, providing that they meet the principles outlined in this policy
- 2.8 Personnel will be provided with adequate training on maintaining the privacy of the data collected, including procedures for handling devices to maintain digital security. *See: Digital Protection Guidance*
- 2.9 Personnel will be trained on ethical storytelling guidelines and requirements for informed consent, anonymization, and safe media use.
See: Ethical Storytelling Guidance

2.10 Safeguarding is incorporated into performance management.

Code of Conduct

2.11 All personnel have read and signed the acknowledgment of the Code of Conduct and know when and how to report breaches of the Code of Conduct and other policies, including the Safeguarding Policy.

See: Code of Conduct and Acknowledgement Form and Global Fund for Women's Safeguarding Agreement Form

2.12 Signed copies of the Code of Conduct are retained in personnel files.

2.13 All contractors, Board Members, Trustees, and Visitors have access to this Safeguarding Policy.

2.14 All Visitors attending site visits accompanied by Global Fund for Women in any capacity sign a Safeguarding Agreement Form.

See: Global Fund for Women's Safeguarding Agreement Form - Visitors

Grantmaking

2.15 We fund partners whose values align with ours, including our mutual commitments to prevent harm and abuse. To set clear expectations, our grants will include language requiring adherence to Global Fund for Women's Code of Conduct and Safeguarding Policy or their own so long as their policies are consistent with and no less stringent. If a grantee does not have an effective safeguarding policy and process, personnel will work with them to agree on the most appropriate and supportive way to strengthen their safeguarding efforts.

2.16 As part of their grant's terms, grantees must notify Global Fund for Women of safeguarding incidents concerning their staff or representatives. This includes reporting:

- Allegations of harm, abuse, or misconduct that have resulted in an internal investigation and/or referral to a relevant authority such as social services, law enforcement, or other regulatory body.
- Any incident where someone has been abused or mistreated (alleged or actual), and this is connected with the activities of the grantee.
- Any serious breach or failure in safeguarding procedures or policies that may have put the communities they work with at-risk and/or have resulted in a referral to any regulatory body or relevant authority such as social services or law enforcement.

2.17 In responding to safeguarding notifications, we will support grantees and recognize their expertise to respond to a report.

2.18 When we determine there is an increased risk for safeguarding violations on a grantee-implemented project, we will work with relevant project stakeholders, and as a last resort, funding may be suspended while the harm is addressed. The grant will be "red flagged" per established procedures. If the grantee partner is unable or unwilling to address concerns sufficiently, funding may be terminated, and a grantee may be deemed ineligible for future funding.

Engaging Participants

- 2.19 Global Fund for Women commits to:
- **Encouraging Open Dialogue:** Creating safe spaces for all participants to express their feelings and thoughts about the program, ensuring they feel heard and validated.
 - **Educational Resources:** Providing accessible, age-appropriate educational materials that empower participants with knowledge and coping strategies related to the topics discussed.
 - **Empowerment through Participation:** Inviting participation in workshops or forums where participants can learn about their rights, develop self-advocacy skills, and understand how to access support when needed.
 - **Building Resilience:** Focusing on resilience-building activities that equip participants with the confidence and skills to navigate challenging topics, fostering a sense of empowerment and agency.
- 2.20 Personnel will encourage and support the participation of stakeholders in decision-making processes.
- 2.21 Personnel will implement safe and appropriate feedback mechanisms for participants to share their experiences and suggestions.
- 2.22 Personnel will advocate for the rights and inclusion of participants in all organizational activities and partnerships, including equal opportunities and necessary accommodations to contribute their views.
- 2.23 Participants are provided with information in advance that explains a given initiative and the role they are being asked to fulfill in the most accessible manner.
- 2.24 It is made clear to participants that their participation is voluntary.
- 2.25 Participants receive a briefing on safety measures by the personnel responsible for any activity. This includes advice on how to keep themselves safe and where to go for help. They are provided with age-appropriate and inclusive versions of reporting procedures.
- 2.26 Global Fund for Women ensures shared media ownership with participants, prioritizing their agency and safety in the process and acknowledging the inherent risks involved.
- 2.27 Participants will be made aware of their rights and our responsibilities for safeguarding.

Ethical storytelling

- 2.28 Everyone creating content under our name is expected to follow our safeguarding policy and ethical storytelling guidelines. This includes all personnel and service providers (i.e., photographers, freelancers etc.) collecting content on behalf of Global Fund for Women. [See: Ethical Storytelling Guidelines](#)

Data Protection

2.29 All personnel and service providers (i.e., data processors and other third parties collecting or accessing organizational or partner data.) collecting, storing, and/or manipulating data on behalf of Global Fund for Women must adhere to this safeguarding policy and applicable digital protection guidelines.

See: Digital Protection Guidelines

Visitors

2.30 Anytime representatives (donors, sponsors, board members, trustees, advisors, or other Visitors) participate in site visits with personnel or the personnel of our third-party partners, there must be a specific purpose for their visit (e.g., donor visiting a grantee site, volunteer offering a brief training session, advisor providing support for a movement).

2.31 Visitors are provided a review of relevant local context/culture/customs.

2.32 Visitors receive a copy of and sign the acknowledgement of the Code of Conduct.

2.33 Efforts are made to ensure that representatives commit in writing to comply with this Policy and third-party partner-specific safeguarding measures. We acknowledge certain circumstances where a written confirmation might not be possible (ex., large events, events open to the public, co-sponsored events where Global Fund for Women does not manage registration, etc.). In these circumstances, at minimum, the Safeguarding Agreement Form may still be circulated and displayed. *See: Safeguarding Agreement - Visitors*

2.34 Representatives will not be left unsupervised, at any time, with children or adults with care and support needs who are participants in any movement or grantee project.

2.35 Representatives will be made aware of our policy concerning photos and media. Where representatives want to use images of Global Fund for Women's work for professional purposes, these must be approved by Global Fund for Women, and appropriate, specific, informed consent from subjects must be in place. *See: Ethical Storytelling Guidelines*

2.36 A debrief will be provided after every visit to allow a discussion about our work, to address any concerns the representative may have, and to ensure that they are transparent about the processes to be followed if they are planning to (or will) share information about the visit on social media or other platforms.

Principle 3: Speak Up, Listen Up, and Investigating

Speak Up (Reporting)

3.1 We approach every safeguarding concern with the utmost seriousness and sensitivity, valuing the courage to speak up. Concerns may include reports or rumors of harm or reasonable suspicions of harm occurring. Information received in confidence will be treated sensitively. Global Fund for Women may be obliged

- to report the outcome of any investigation into safeguarding to external parties, such as local law enforcement or donors.
- 3.2 If the concern relates to Global Fund for Women, we will conduct a prompt, discreet, and objective review or investigation in accordance with established procedures. External counsel and outside experts may be retained to support a review or investigation where necessary.
- See: [Speak Up, Listen Up and Investigation Workflow and Procedures](#)*
- 3.3 There may be circumstances where allegations are about poor business practice rather than safeguarding, for example, staff not adhering to elements within these standards. Where there is any doubt, consult with the Senior Director of Integrity and Compliance or the Deputy Safeguarding Lead. If the internal review shows that the allegation is clearly about poor business practice, Global Fund for Women will determine how best to remedy the offense under other procedures.
- 3.4 When a report concerns Global Fund for Women-funded activities implemented by third-party partners, autonomy will be given to those third parties to manage any related review or investigation in accordance with their established procedures. Global Fund for Women should be kept updated on any such review or investigation managed by a third-party partner.
- 3.5 Anyone reporting safeguarding concerns will be protected from retaliation in line with the Whistleblower Policy as part of the Code of Conduct.
- 3.6 We are committed to providing compassionate support to individuals impacted by safeguarding concerns arising from a Global Fund for Women-funded activity, prioritizing their wellbeing in our response. This may include a referral to a local support group, support in reporting issues to the appropriate authorities, or other suitable forms.

Listen Up (Responding)

- 3.7 Safeguarding Leads will coordinate with relevant internal management to ensure the immediate safety of any relevant parties involved, including the subject of the safeguarding allegation or other individuals with whom the subject has contact through work or family.
- 3.8 Safeguarding Leads will determine what information to share with the individual who is the subject of the safeguarding allegation and with any other known employer of the individual and when to do so.
- 3.9 Safeguarding Leads will coordinate with relevant management to arrange support for the person who is the subject of the safeguarding allegation, the person who raised the allegation, and the alleged survivor.
- 3.10 Where a report concerns a child, child friendly response mechanisms will be utilized. If the Safeguarding Leads determine that GFW lacks expertise to respond appropriately, child friendly investigators may be engaged.
- 3.11 In providing support, Global Fund for Women emphasizes consent-based, survivor-centered communication that respects personal boundaries and cultural sensitivities. When receiving a report:

- React calmly and give the person your full attention.
- Reassure them that they were right to tell but do not promise confidentiality. It is crucial that you make clear that you are obliged to follow our safeguarding policy and explain the possible outcomes that might result from the information given to you. If the situation involves an incident of sexual exploitation or abuse, you are obliged to report this through established reporting channels.
- Take what they say seriously, even if it involves someone you feel sure would not harm anyone. We know from experience that we must listen to what we are told, even if it is difficult to believe.
- Try to get a clear understanding of what they are saying, but do not ask leading questions.
- Ensure the safety of the person. Provide information about appropriate services for support and assistance, including medical services. Ask the survivor for permission before connecting them to any of these services.
- Record any information provided to you by the survivor, including if they refuse support, and confidentially report it as soon as possible using the 'organization's reporting system.

Actively listen by:

- Mirror back what they tell you, such as by saying, "It sounds like you are saying "..."
- Reinforce the message that they do not need to feel ashamed or embarrassed
- Validate how they feel, such as by saying, "It is expected that you would feel that way"" or "I can understand that you would feel that way"
- Empathize with them, such as by saying, "I'm sorry this happened to you. It is not okay that this has happened to you."
- Clarify what they are telling you by repeating it to make sure you have understood it correctly

Create a safe space by:

- Face the person talking to you, even if the conversation is online
- Do not put anything between you and the person, even if the conversation is online
- Lean in toward the person. This helps them know you are interested in what they are saying, even if online.
- Maintain eye contact at all times (unless considered culturally inappropriate), even when online

Do NOT:

- Investigate
- Use leading questions such as "then what happened?"
- Blame the person for what happened
- Overwhelm them with questions
- Make judgments about what they did or did not do or how they are feeling
- Tell them what to do or assume you know what they need

Do NOT offer false reassurances:

- "It's going to be ok."
- "Justice will be done."

Do NOT make inappropriate comments:

- "I know how you feel."
- "Something similar happened to me."
- "I think you need to ..."
- "You're lucky it wasn't worse."
- "Why didn't you fight back?"

- Pressure them into doing anything or talking about things they are not ready to face

- "Why don't you report it to the police?"
- "Why did you encourage [the perpetrator]?"

Investigating

3.12 Investigations will be objective, transparent, and guided by external professional expertise and support when required.

See: [Speak Up, Listen Up and Investigation Workflow and Procedures](#)

3.13 All confidential information related to reports and investigations are recorded on our secure and confidential case management platform.

Principle 4: Learning and Reflecting

Learning

- 4.1 A central register of all safeguarding incidents is maintained. The data is analyzed regularly by Safeguarding Leads to evaluate the effectiveness of the response, identify gaps in resources and knowledge, and develop methods to improve practice.
- 4.2 Safeguarding risks will be identified and mitigated regularly as part of Global Fund for Women's Risk Management process.
- 4.3 This policy is reviewed in accordance with Global Fund for Women Development of Policies Policy by the Safeguarding lead and Deputy at the operational level, by Board Members at the governance level, externally peer-reviewed whenever possible, and updated where necessary.
- 4.4 Learnings from regular project operations, other global developments, and best practices in the industry shall be taken into consideration when reviewing this policy.

Looking After Yourself and Each Other

Global Fund for Women recognizes the vital role of self-care and wellbeing for those engaged in safeguarding roles, advocating for a supportive environment that acknowledges the emotional dimensions of this work. Individuals involved in safeguarding may experience emotional stress or burnout due to the nature of their roles. For this reason, it is important to prioritize their wellbeing and access the necessary support to effectively manage their roles' challenges.

- 4.5 Seek support when needed, starting with your direct manager.
- 4.6 Consult with Human Resources for available support resources within the organization, such as counseling services, peer support groups, or access to mental health professionals.

*See: worklife.uprisehealth.com and enter password: *worklife**

- 4.7 Engage in regular self-care practices that suit your personal preferences and needs.
- 4.8 Set boundaries between work and personal life to maintain balance and prevent burnout.
- 4.9 Foster a culture of collective care where personnel support each other. This can include regular check-ins, creating safe spaces for sharing experiences and feelings without judgment, and peer support groups.
- 4.10 Encourage teamwork and solidarity, reinforcing the message that they are not alone in the challenges they face.
- 4.11 Ensure that mental health and self-care resources are accessible and inclusive of all identities and abilities. This includes providing resources in multiple formats (audio, text, sign language), ensuring physical accessibility for in-person resources, and being mindful of cultural sensitivities and language needs.

Glossary of Terms

Abuse - The wrong or improper use or treatment of something or someone causing harm, damage, offense, or distress to them. There are several forms of abuse (such as physical abuse, verbal abuse, sexual abuse, emotional abuse, etc.), any or all of which may be perpetrated as a result of deliberate intent, negligence, or ignorance.

Adult - An individual who is 18 years or older. Adults include young persons.

Bullying - Repeated inappropriate behavior, direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining an individual's right to dignity at work.

An isolated incident of the behavior described in this definition may be an affront to dignity at work, but, as a once-off incident, it is not considered to be bullying. The exercise of legitimate management rights or of legitimate employee rights or responsibilities is not bullying. Interpersonal differences and conflicts may arise in the workplace for a variety of reasons, including the implementation of legitimate management directives.

A pattern of any of the following behaviors may be examples of types of bullying:

- verbal abuse or insults;
- being treated less favorably than colleagues;
- intrusion – pestering, spying, or stalking;
- menacing behavior;
- intimidation;
- excessive monitoring of work;
- humiliation;
- withholding work-related information;
- repeatedly manipulating a person's job content and targets;
- blamed for things that are beyond a person's control;
- manipulation of the victim's reputation by rumor, gossip, or ridicule;
- preventing the victim from speaking by making loud voiced criticisms or obscenities;
- constant undermining, mockery, or criticism that focuses on a personal characteristic;
- exclusion or victimization;
- aggressive behavior toward others, including unreasonable anger or shouting;
- abuse or threats of abuse;
- persistently manipulating the nature of the work or the ability of the victim to perform the work - e.g. by overloading, setting objectives with impossible deadlines, deliberately withholding work information, or setting meaningless or unachievable tasks;
- repeated criticism of work without balancing this with positive feedback where possible, or without offering potential solutions;
- criticizing an individual in front of others.

Child - Anyone under the age of 18 years in accordance with the UN Convention on the Rights of the Child irrespective of national law or custom regarding the age of consent age when a child reaches adulthood.

Consent - Agreement or permission given freely and willingly by a person with full understanding of what is involved in the process or activity proposed.

Disability - A physical or mental condition that significantly impacts one or more major life activities. This includes but is not limited to physical, sensory, cognitive, intellectual, or mental health disabilities.

Disclosure The act of revealing or making known information about inappropriate, unethical, or illegal activities within the organization. This disclosure may take the form of reporting misconduct, fraud, corruption, safeguarding concerns, or any other violation of ethical or legal standards that may be occurring within Global Fund for Women.

Duty of care - The organization's responsibility to take reasonable steps to ensure the safety, wellbeing, and protection of individuals involved with or affected by its activities.

Emotional abuse - Including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement, interrogation, excessive pressure to perform or pose for cameras, excessive repeat interviews around emotionally disturbing experiences, and isolation.

Empowerment - Proactive efforts and measures taken by the organization to strengthen the capabilities, autonomy, and resilience of individuals, particularly those who may be vulnerable or at risk of harm.

Exploitation - Using a position of authority, influence, or control over resources, to pressure, force, coerce, or manipulate someone to do something against their will or interest and wellbeing. Exploitation involves the misuse of power or resources to pressure or manipulate someone into actions against their will or best interests, recognizing the complex dynamics of consent and agency. This includes threatening to withhold project assistance, threatening to make false claims about a person in public, or any other negative repercussions in the workplace or community.

Examples of exploitation include, but are not limited to:

- Offering special benefits to beneficiaries or other program participants in exchange for expressed, implied, or demanded favors (including sexual favors) or benefits, either to the staff member or to a third party;
- Threats or implications that an individual's refusal or unwillingness to submit to demands will affect the person's entitlement to project assistance and support, or terms and conditions of employment;
- Children's involvement in heavy, dangerous, and/or extended long hours or forced labor; and
- Selling, buying, transporting children, women, or men by means of coercion or deception for economic or other gain.

Gender Based Violence - An umbrella term for violence directed toward or disproportionately affecting someone because of their actual or perceived gender identity. The term 'gender-based violence' is primarily used to underscore the fact that structural, gender-based power differentials around the world place women and girls at risk for multiple forms of violence. This includes acts that inflict physical, sexual or mental harm or suffering, threats of such acts, coercion, and other deprivations of liberty, whether occurring in public or in private life. While women and girls suffer disproportionately from GBV, men and boys can also be targeted. The term is also used

by some actors to describe targeted violence against lesbian, gay, bisexual, transgender, and intersex (LGBTI) populations, in these cases when referencing violence related to norms of masculinity/femininity and/or gender norms.

Harassment - Any form of unwanted behavior relating to personal characteristics including but not limited to as race, membership of a minority group, sex, gender, religion or lack of religion, color, national or ethnic origin, language, marital status, family status, sexual orientation, age, disability, political conviction, socio-economic background, caste, HIV and AIDS status or other illnesses, physical appearance or lifestyle, which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating, or offensive environment for the person. Such unwanted conduct may consist of acts, requests, spoken words, gestures, or the production, display, or circulation of written words, pictures, or other material. Harassment also means less favorable treatment of a person because they have rejected or submitted to the type of conduct described above.

It is important to note that:

- Anyone can be a victim of harassment;
- Harassment may be an isolated incident or repeated actions;
- Harassment can take many forms and may involve written documents and the use of IT including email, text messaging, photographs, or pictures.

Many forms of behavior may constitute harassment, including:

- Verbal harassment - jokes, comments, ridicule, or songs;
- Written harassment - including faxes, text messages, emails, or notices;
- Physical harassment – jostling, shoving, or any form of assault;
- Intimidatory harassment – gestures, posturing, or threatening poses;
- Visual displays such as posters, emblems, or badges;
- Isolation or exclusion from social activities; and
- Pressure to behave in a manner that the individual thinks is inappropriate - for example, being required to dress in a manner unsuited to a person's ethnic or religious background.

Harm - Physical, sexual, or emotional harassment, exploitation or abuse, including abuse of power, and bullying. Please refer to GLOBAL FUND FOR WOMEN Code of Conduct for further information on appropriate standards of behavior.

Neglect - The failure to provide for a dependent's basic needs, which can be physical, emotional, educational, or by omission of care.

Modern Slavery - Modern slavery refers to situations where individuals are exploited through coercion, deception, or force for labor or commercial sex. It encompasses various forms of exploitation, such as forced labor, debt bondage, human trafficking, forced marriage, and exploitation of children for labor or sex. Modern slavery deprives individuals of their freedom and basic human rights, trapping them in situations of abuse and exploitation for the financial gain or benefit of others.

Personnel - Members of the Board, Trustees, employees (full and part-time), independent contractors, interns, Advisors, and volunteers.

Protection - All activities aimed at obtaining full respect for the rights of the individual in accordance with the letter and the spirit of the relevant bodies of law (i.e. Human Rights law, International Humanitarian Law, refugee law). It encompasses activities that directly prevent or respond to acts of violence, coercion, discrimination, or deliberate deprivation of services and includes activities such as preventing or responding to

gender-based violence in the community, registering refugees, or demobilizing child soldiers.

PSEA (protection from sexual exploitation and abuse) – the term used by the UN and INGO community to refer to measures taken to protect vulnerable people from sexual exploitation and abuse by their own staff and associated personnel.

Safeguarding - The responsibility that organizations have to make sure their staff, operations, and programs do no harm to children and adults, and that they do not expose them to the risk of harm and abuse. PSEA and child protection come under this umbrella term. Generally, the term does not include harassment of staff by staff, which is usually covered by an organization's bullying and harassment policy.

Sexual abuse - An actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual abuse is an umbrella term that includes "rape," "sexual assault," "sex with a minor," and "sexual activity with a minor". All sexual activity with a child is considered as "sexual abuse." See: *UN Secretary-General's Bulletin on Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13)*

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. "Sexual exploitation" is an umbrella term which includes "transactional sex," "solicitation of transactional sex," and "exploitative relationship." See: *UN Secretary-General's Bulletin on Special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13)*

Sexual harassment - Any form of unwanted verbal, non-verbal, or physical conduct of a sexual nature. A single incident may constitute sexual harassment. Many forms of behavior can constitute sexual harassment, including:

- Physical conduct of a sexual nature: this may include unwanted contact such as unnecessary touching, patting, pinching, or brushing against another employee's body, assault, or coercive sexual intercourse;
- Verbal conduct of a sexual nature: this may include unwelcome sexual advances, propositions or pressure for sexual activity, continued suggestions for social activity outside the workplace after it has been made clear that such suggestions are unwelcome, unwanted or offensive flirtations, suggestive remarks, innuendos or lewd comments;
- Non-verbal conduct of a sexual nature: this may include the display of pornographic or sexually suggestive pictures, objects, written materials, emails, text messages, or faxes. It may also include leering, whistling, or making sexually suggestive gestures; and
- Sex-based conduct: this may include conduct that denigrates, ridicules, or is intimidating or physically abusive because of a person's sex, such as derogatory or degrading abuse or insults that are gender related.

Subject (of an investigation) - A person or entity who/that is the focus of an investigation.

Survivor - The person who is or has been exploited or abused. The term "survivor" implies strength, resilience, and the capacity to survive. 'Victim' is a term often used in the legal and medical sectors, while the term 'survivor' is generally preferred in the psychological and social support sectors. The use of the term "victim" is not intended to negate that person's dignity and agency as an individual.

Third-party partners - Contractors or other service providers, recipients of grants and their board members, employees, interns, and volunteers.

Violence - Any form of aggressive behavior that may be physically, sexually, or emotionally abusive. The aggressive behavior may be conducted by an individual or group against another or others.

Visitors - Include media personnel, donors, potential donors, and any other individual attending events or field visits related to Global Fund for Women or Global Fund for Women UK in any capacity.