

COG Resourcing Sexual Harassment, Exploitation and Abuse (SHEA) Policy

Policy Objective

1. To establish a **zero-tolerance policy** for **sexual harassment, exploitation, and abuse (SHEA)** within COG Resourcing.
2. To ensure a **safe, respectful, and dignified environment** for employees, beneficiaries, partners, and all individuals interacting with COG Resourcing personnel.
3. To define clear **standards of conduct, reporting obligations, and accountability measures** in line with **South Sudan legal frameworks and international humanitarian standards**.

Target Audience

This policy applies to **all COG Resourcing employees and associated personnel**, including contractors, consultants, partners, suppliers, and any individual representing the organisation.

1. Policy Statement

1.1 COG Resourcing is committed to a workplace and operational environment free from **sexual harassment, sexual exploitation, and sexual abuse**.

1.2 **Sexual harassment, exploitation, and abuse are strictly prohibited** in all circumstances, whether directed at:

- Employees
- Beneficiaries
- Contractors or partners
- Community members or the public

1.3 This policy applies **at all times**, including during:

- Working hours and off-duty conduct
- Field operations and community engagement
- Work-related travel and events
- Digital and virtual communications



ETHIOPIA
ZAMBIA
SOUTH SUDAN

+251 911 221 849
+260 961 872 828
+211 912 222 710

SOUTH AFRICA
MALAWI
UGANDA

+277 930 05620
+265 991 480 611
+256 761 266 406



info@cog-resourcing.com



www.cogresource.com



1.4 COG Resourcing adopts a **victim-centred, survivor-focused approach**, ensuring dignity, confidentiality, non-discrimination, and cultural sensitivity in line with South Sudan operational contexts.

2. Scope of Application

2.1 This policy applies to all personnel **regardless of role, seniority, or contractual status**.

2.2 It applies to conduct occurring:

- In the workplace or field locations
 - To an agency or organisation
 - During humanitarian or community-based activities
 - In private or public spaces where personnel represent COG Resourcing
 - Through electronic communication platforms
-

3. Definitions

3.1 Sexual Harassment

Any unwelcome conduct of a sexual nature—verbal, non-verbal, physical, or digital—that violates a person’s dignity or creates an intimidating, hostile, degrading, or offensive environment.

3.2 Sexual Exploitation

Any actual or attempted abuse of a position of vulnerability, power, or trust for sexual purposes, including benefiting socially, financially, or otherwise.

3.3 Sexual Abuse

Actual or threatened physical intrusion of a sexual nature under coercive or unequal conditions.

3.4 Sexual Harassment, Exploitation and Abuse (SHEA)

A collective term covering all forms of sexual misconduct, including harassment, exploitation, and abuse.

3.5 Child

Any person under the age of 18 years.



ETHIOPIA
ZAMBIA
SOUTH SUDAN

+251 911 221 849
+260 961 872 828
+211 912 222 710

SOUTH AFRICA
MALAWI
UGANDA

+277 930 05620
+265 991 480 611
+256 761 266 406



info@cog-resourcing.com



www.cogresource.com



4. Standards of Conduct

All personnel must:

- 4.1 Uphold the highest standards of **professional and personal conduct** at all times.
- 4.2 Treat all individuals with **respect, dignity, and equality**, regardless of gender, age, or status.
- 4.3 Refrain from all forms of **sexual harassment, exploitation, and abuse**.
- 4.4 Not engage in:
 - Unwelcome sexual advances, comments, or gestures
 - Requests or demands for sexual favours
 - Inappropriate physical contact
 - Sharing or displaying sexual or offensive content
 - Any abuse of authority for sexual purposes
- 4.5 Avoid relationships involving **power imbalance**, particularly with beneficiaries or vulnerable individuals.
- 4.6 Report any suspected or actual **sexual harassment, exploitation or abuse** immediately.

5. Prohibited Conduct

The following are strictly prohibited:

- 5.1 **Sexual harassment** in any form, including verbal, physical, or online conduct.
- 5.2 Sexual activity with a **child (under 18 years)**, regardless of consent laws.
- 5.3 Exchange of **money, employment, goods, or services for sex**, including with beneficiaries.
- 5.4 Any form of **sexual exploitation or abuse of vulnerable persons**.
- 5.5 Retaliation against individuals who report **sexual harassment, exploitation or abuse** or participate in investigations.



ETHIOPIA
ZAMBIA
SOUTH SUDAN

+251 911 221 849
+260 961 872 828
+211 912 222 710

SOUTH AFRICA
MALAWI
UGANDA

+277 930 05620
+265 991 480 611
+256 761 266 406



info@cog-resourcing.com



www.cogresource.com



6. Reporting and Complaints

6.1 COG Resourcing provides **safe, confidential, and accessible reporting mechanisms** for employees, beneficiaries, and community members.

6.2 Reports of **sexual harassment, exploitation, or abuse** may be made:

- To supervisors or management
- To Human Resources
- Through designated reporting channels
- Anonymously, where feasible

6.3 All personnel have a **mandatory obligation to report** any suspected or actual SHEA.

6.4 All reports will be handled with:

- Strict confidentiality
- Sensitivity and respect
- Timely and appropriate action

7. Protection from Retaliation

7.1 COG Resourcing prohibits any form of **retaliation** against individuals who report sexual harassment, exploitation or abuse in good faith.

7.2 Any retaliation or intimidation will result in **disciplinary action**.

8. Investigation and Disciplinary Action

8.1 All allegations of **sexual harassment, exploitation, or abuse** will be **promptly, fairly, and confidentially investigated**.

8.2 Where allegations are substantiated, actions may include:

- Disciplinary measures up to dismissal
- Termination of contracts or partnerships



ETHIOPIA
ZAMBIA
SOUTH SUDAN

+251 911 221 849
+260 961 872 828
+211 912 222 710

SOUTH AFRICA
MALAWI
UGANDA

+277 930 05620
+265 991 480 611
+256 761 266 406



info@cog-resourcing.com



www.cogresource.com





- Referral to **South Sudan national authorities** where applicable
-

9. Training and Awareness

9.1 All personnel must complete:

- **Induction training** within 1 month of engagement
- **Annual refresher training** on sexual harassment, exploitation and abuse

9.2 COG Resourcing will ensure continuous awareness through:

- Training sessions
 - Community engagement
 - Internal communications and materials
-

10. Survivor Support

10.1 COG Resourcing will ensure that individuals affected by **sexual harassment, exploitation, or abuse** have access to appropriate support services.

10.2 Support may include:

- Medical care
- Psychosocial support
- Legal referrals
- Protection services

10.3 All support will follow a **confidential, survivor-centred approach** respecting informed consent and safety.

11. Responsibilities

11.1 All Personnel

- Comply with this policy



ETHIOPIA
ZAMBIA
SOUTH SUDAN

+251 911 221 849
+260 961 872 828
+211 912 222 710

SOUTH AFRICA
MALAWI
UGANDA

+277 930 05620
+265 991 480 611
+256 761 266 406



info@cog-resourcing.com



www.cogresource.com





- Report sexual harassment, exploitation or abuse

11.2 Managers

- Promote a safe environment
- Ensure awareness and compliance
- Act promptly on reports

12. Policy Review

This policy will be reviewed regularly as required to ensure alignment with **South Sudan laws and international standards.**



ETHIOPIA
ZAMBIA
SOUTH SUDAN

+251 911 221 849
+260 961 872 828
+211 912 222 710

SOUTH AFRICA
MALAWI
UGANDA

+277 930 05620
+265 991 480 611
+256 761 266 406



info@cog-resourcing.com



www.cogresource.com

