



# Training and Raising Awareness Policy





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# Introduction

This document serves as the formal articulation of Youthmakers Hub's steadfast commitment to maintaining a secure and respectful environment for all participants in our programs and activities. The Training and Raising Awareness Policy is an integral component of our organizational framework, meticulously designed to prevent instances of Sexual Exploitation, Abuse, and Harassment (SEA-H) while fostering a culture of ethical conduct. In the following sections, we outline the strategic initiatives undertaken by Youthmakers Hub to instill awareness and proficiency among our staff members. From the mandatory PSEA-H training seamlessly integrated into the onboarding process to the strategic deployment of periodic reminders and refreshers, this policy encapsulates our dedication to creating an official, secure, and ethically driven workplace at Youthmakers Hub.

## 1. Mandatory PSEA-H Training

### 1.1 Overview

At Youthmakers Hub, our paramount commitment is cultivating a safe and respectful environment for all individuals participating in our programs and activities. To operationalize this commitment, we have established a robust mandatory PSEA-H (Preventing Sexual Exploitation, Abuse, and Harassment) training program, ensuring the active involvement of all staff members.



## 1.2 Training Content

Our mandatory PSEA-H training is a foundational component of our onboarding process, ensuring that new staff members receive this crucial education during their induction week. Additionally, to reinforce our collective responsibility and refresh our knowledge, we conduct comprehensive SEA-H training for all staff annually, typically scheduled during a more relaxed period in the calendar, such as the week before Christmas. This not only serves as a time to review the year's events and upcoming plans but also functions as a staff retreat, fostering team cohesion and a shared understanding of our SEA-H policies and procedures. The training encompasses:

- **Definition and Identification:** Clear understanding of Sexual Exploitation, Abuse, and Harassment (SEA-H) and its various forms.
- **Power Dynamics and Vulnerabilities:** Insight into power imbalances and vulnerabilities contributing to SEA-H incidents.
- **Reporting Mechanisms:** Establishing transparent reporting mechanisms and procedures to encourage swift action.
- **Confidentiality and Whistleblower Protection:** Emphasizing the importance of confidentiality and safeguarding whistleblowers who come forward with concerns.
- **Professional Behavior:** Guidance on maintaining professional behavior and setting ethical boundaries.

## 1.3 Integration into Onboarding

Our commitment to preventing SEA-H is instilled from the beginning. The PSEA-H training seamlessly integrates into our onboarding process for all new employees and related personnel.



During induction, participants not only receive a comprehensive briefing on policies, values, and the Code of Conduct but also actively engage in the online PSEA-H training, aligning with international standards.

## 2. Periodic Reminders and Refreshers

### 2.1 Continuous Awareness

Sustaining awareness is pivotal in preventing SEA-H. At Youthmakers Hub, we implement periodic reminders using various channels to reinforce key principles continuously:

- **Training Refreshers:** Regular sessions are conducted to refresh and reinforce the principles learned in the initial PSEA-H training. These sessions are tailored to address emerging challenges and best practices. The trainings take place annually.
- **Email Communications:** Periodic emails are circulated to all staff members, serving as brief reminders on essential aspects of SEA-H, ethical conduct, and updates on organizational policies. These emails encourage an ongoing dialogue on the importance of maintaining a safe and respectful environment.
- **Annual Reports:** Our commitment to transparency is reflected in the inclusion of SEA-H awareness updates in annual reports. These reports not only showcase achievements but also detail challenges faced and outline future objectives related to the prevention of SEA-H.



## **2.2 Implementation and Monitoring**

We recognize that the effectiveness of periodic reminders lies in their implementation and monitoring. Regular assessments are conducted to gauge the impact of training refreshers, email communications, and annual reports on staff members' understanding and commitment to preventing SEA-H. Feedback mechanisms are actively encouraged to foster continuous improvement.

## **2.3 Flexibility and Adaptability**

Understanding the dynamic nature of organizational needs and the ever-evolving landscape of best practices, our periodic reminders are flexible and adaptable. Updates to training content and communication methods are made to reflect the most current standards and requirements, ensuring our staff remains well-informed and empowered.

# **3. Acknowledgment**

All members of Youthmakers Hub are expected to understand and adhere to this policy as a condition of their engagement with the organization.