

Sexual Assault - CHECK LIST FOR MANAGERS

Remain calm but also...

...avoid discouraging colleagues – or yourself – from expressing emotions.

BALANCE ENSURING THAT ALL ACTIONS ARE TAKEN WITH RESPECTING CONFIDENTIALITY

1. Administrative

- Have HQ SHWS and FSS been informed?
(This does not breach confidentiality requirements)
- Have the survivor's emergency contacts been informed?
(Only with consent of the survivor)
- Has the incident been thoroughly documented?
- Has the survivor verified the authenticity of reports and documentation on the incident?

2. Medical/Psycho-social

- Has a medical practitioner examined the survivor? Has the medical practitioner collected forensic evidence?
- Has the PEP Kit been administered within the timeframe necessary (within 2 hrs. and not later than 72 hrs.)?
- Has a psychological examination been performed by a qualified psychologist? Has the psychologist shared a report with SHWS?
- Has the survivor been contacted by a Staff Counsellor?

3. Security

- Has UNDSS been informed?
- Has UNDSS/UNHCR FSA taken action?
- Have the police gone to the scene of the incident and conducted a investigation?
- Has a police report been filed?
- If an international staff member - has the survivor's embassy been informed?
(Only with consent of the survivor)
- Has action been taken to protect the survivor and all staff from further danger?

4. Judicial

- Have HQ Legal Affairs been informed, if the case is with police? Has the affected person been contacted by HQ Legal Affairs, in that case?
- If it is necessary for the affected person to appear in court, has she been informed of her rights and immunities as UN staff? If she must appear in court, is a UN colleague prepared to attend court as a witness?

POST-TRAUMATIC EVENT MANAGEMENT (depending on confidentiality requirements)

- Ensure mutually supportive environment in the office – the whole team is affected.
- Visit survivor in hospitals or homes, if appropriate.
- Provide support to the survivor's family if the survivor is a local staff.
- Solicit continued guidance from the Staff Welfare Section.
- Refer staff to appropriate services (e.g. counselling in-house and externally).
- Plan the survivor's return to work. The change of job is an option, not imposed upon survivor. Ensure career counselling to survivors who opt to change jobs.