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 an 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.