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CONSOLIDATED SAFEGUARDING PACKAGE

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1. CHILD SAFEGUARDING POLICY

I. Introduction

Genesis Project's Child Safeguarding Policy refers to common values, principles and beliefs, as well as practical rules of conduct and steps to be taken in fulfilling our obligations regarding the protection of children. This Policy applies to all Genesis Project staff, including Executive Director, Managing Board, Assembly, paid staff, volunteers, seasonal workers, or anyone working on behalf of Genesis Project.

The purpose of this Policy is to:

- Protect children, young people and adults who receive Genesis Project's services;
- Provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Genesis Project believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. Genesis Project is committed to practice in a way that protects children and young people.

Genesis Project stands for:

- The welfare of the child is paramount;
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, or other issues;
- Working in partnership with children, young people and their parents, carers and other parties is essential in promoting children and young people's welfare.

Genesis Project was founded in Banja Luka, by a group of local enthusiasts in February 1997. The end of the war in Bosnia and Herzegovina and devastation after the war led to the establishment of Genesis Project. Since then we have implemented numerous projects and activities. We are located in Banja Luka, but with our mobile teams Genesis operates at the national level, which means that different activities have been implemented in the entire Bosnia and Herzegovina.

Main objectives of our work are:

- To educate children and adults on child safety and peer violence prevention;
- To educate children and adults on peaceful conflict prevention and resolution;
- To reduce the negative impact that mines, UXO (unexploded ordnances) and SALW (small arms and light weapons) have on children and their communities in BiH;

- To educate children and youth on healthy life styles;
- To spread the idea of interactive education through live (puppet) show performances depicting different educational topics (conflict prevention, mine risk education, environmental protection, children rights, prevention of addiction diseases, etc.);
- To educate children and adults on ecology and environmental protection;
- To educate children and adults on gender equality;
- To develop and support various co-existence initiatives throughout BiH;
- To overcome the ethnic segregation;
- To implement and support different peace building initiatives;

Mission: Genesis Project is a non-governmental organization which, through its professional and dedicated team, helps children and adolescents throughout Bosnia and Herzegovina in fulfilling their rights to have a free and correct psychophysical development, regardless of their religious, ethnic or racial belonging whilst respecting their individual differences and potential.

Vision: Bosnia and Herzegovina is a free and open society that will enable every individual to develop and assert to their full capacity and to become a happy, conscious and free person, capable of thinking critically and acting creatively.

A) Relevant International Framework

Genesis Project Child Safeguarding Policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

1. The UN-Convention on the Rights of the Child, 1989
2. Convention on the Rights of Persons with Disabilities (CRPD), 2006
3. Universal Declaration of Human Rights, 1948
4. European Convention on Human Rights, 1953
5. Refugee Convention, 1951
6. Human Rights Act, 1998
7. Sexual Offences Act, 2003
8. Safeguarding Vulnerable Groups Act, 2006

The UN-Convention on the Rights of the Child: Preamble "... Convinced that the family, as the fundamental group in the society and the natural environment for the growth and well-being of all of its members, particularly children, should be provided the necessary protection and assistance so that it can fully assume its responsibility in the community..."

4 Key Principles of the Child Rights Convention:

- Non-discrimination (Article 2)
- Best interest of the child (Article 3)
- Rights to life, survival and development (Article 6)
- The right to be heard (Article 12)

IASC Six Core Principles Relating to Sexual Exploitation and Abuse, 2019:

1. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.
2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense.
3. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.
4. Any sexual relationship between those providing humanitarian assistance and protection and a person benefitting from such humanitarian assistance and protection that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian aid work.
5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.
6. Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

UN definition on sexual exploitation and sexual abuse: The term "sexual exploitation" means 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. Similarly, the term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

B) Definitions in the Context of Bosnia and Herzegovina

Child: The state of Bosnia and Herzegovina adopted the Convention on the Rights of the Child and the Universal Declaration of Human Rights. Within these two documents of the United Nations, the legislation in Bosnia and Herzegovina believes that a child is every human being below the age of eighteen years. The legislative definition of a child is compatible with cultural definitions of a child in the communities in Bosnia and Herzegovina.

Child abuse: Child abuse includes any act or failure to act that endangers or impairs a child's physical or emotional health and development. Child abuse includes any damage caused to the child, usually in the form of injury or series of injuries that do not appear random. Child

abuse can also be described as the ill-treatment of a child, common or not, and that includes the following:

- **Physical abuse:** Any intentional injuries inflicted to the child. This includes hitting, kicking, slapping, shaking, fire injury, pinching, pulling hair, biting, choking, throwing, pushing, whipping and beating.
- **Emotional abuse:** Any attitude or behaviour that affects the mental health of a child or his/her social development. This includes yelling, screaming, name calling, shaming, and negative comparison with others, calling children "naughty, bad," worthless or calling the child "a mistake".
- **Sexual abuse:** Any sexual act between an adult and a child. This includes cuddling, penetration, sexual intercourse, exploitation, pornography, exhibitionism, child prostitution, group sex, oral sex, or being forced to watch a sexual act.
- **Physical neglect:** Failure to meet the child's physical needs. This includes a lack of supervision, inadequate housing or shelter, inadequate food, clothing that is not appropriate for the season or weather, abandonment, rejection of health care, inadequate hygiene.
- **Emotional neglect:** Failure to provide the love and support necessary for the development of emotional, social, physical and intellectual well-being of the child. This includes ignoring, lack of adequate expression of love (hug), and lack of attention, praise and positive encouragement.

II. Standards and Procedures

A) The Purpose of Child Safeguarding Policy

Genesis Project Child Safeguarding Policy is designed for safeguarding and promoting the welfare of children and young people, as follows:

- To protect children from maltreatment;
- To prevent impairment of children's health or development;
- To ensure that children grow up in circumstances consistent with the provision of safe and effective care;
- To take action to enable all children to have the best outcomes.

Genesis Project is constantly in a phase of introspect to ensure that all possible steps are taken to reduce the risk for children in the projects of the Genesis Project when it comes to any form of abuse, exploitation or neglect, including sexual abuse. The Genesis Project has a Zero Tolerance Policy against Sexual Exploitation and Sexual Abuse (SEA).

B) Risk Assessment and Risk Mitigation Genesis Project collects and analyzes the information to determine the degree to which key factors are present in a situation that increase the

likelihood of future maltreatment to a child or adolescent. Risk and how to avoid risk are a major part of Genesis Projects' working strategy. Risk assessment involves seven stages:

- Establishing the context, scope and setting of Genesis Project;
- Identifying Genesis Project's potential impact on or contact with children;
- Identifying and analyzing the potential risks of that impact or contact;
- Evaluating the risks in terms of likelihood they could occur and the seriousness of the impact on children;
- Implementing strategies to minimize and prevent risk;
- Reviewing and revising risks and preventative measures;
- Communicating and consulting.

II. 1. Code of Conduct (Safeguarding Extension)

A) Code of Conduct of the Genesis Project Staff when Working with Children

- Must be aware of the situations that may pose a risk and to be able to handle them;
- Plan and organise work and a working place so that the risk is reduced to a minimum;
- Enable to have open discussion on any issues or reasons for concern;
- Ensure that bad practices towards children are not left without response;
- Talk to children about their contact with staff and associates and to encourage them to express their concerns if they have any;
- Empower children, introduce them to their rights, what is acceptable and what is not, and what they can do and whom to address if there is a problem.

B) Education and Training

- Child safeguarding training, including awareness raising and reporting systems, will be provided to staff on a yearly basis (this includes yearly refresher courses for staff who have been employed for more than one year);

- All new staff will be given instruction on the Child Safeguarding Policy as part of their job orientation. The timing of this will be at the discretion of the Genesis Project's Designated Safeguarding Officer and dependent upon the role the staff member has within the Genesis Project, but in any event will be within 3 months of commencing employment or before the probation period ends, which ever comes earlier;

- All staff are provided with and have access to all written procedures and policies which relate to child protection.

C) The Staff and Associates of the Genesis Project Must Never:

- Hit or otherwise physically hurt or physically abuse children;
- Develop a physical/sexual contact with children;

- Develop such a relationship with a child, that could be in any way considered as exploiting or abusing;
- Act in a way that may be abusive or put a child in the risk of being abused;
- Use verbal expressions, make suggestions or offer advice that are inappropriate, offensive or abusive;
- Physically act in an inappropriate or sexually provocative manner;
- Sleep in the same room or bed with a child with whom they work, unless it is in the best interests of the child or can't be organised otherwise;
- Behave too intimately and help the child in matters that child can do on its own;
- Forgive illegal, dangerous or violent behaviour of children or participate in it;
- Behave in a way that shames, humiliates, belittles or degrades children, or otherwise apply any form of emotional abuse;
- Discriminate, treat differently or favour particular children, while excluding the other.

D) To Ensure the Fulfilment of the Above Mentioned Obligations, We Shall Make Sure That:

- All staff and associates are familiar with the "Child Safeguarding Policy";
- All staff and associates sign a statement of commitment committing themselves to respecting the Genesis Project's Child Safeguarding Policy, which is an annex to the Contract;
- All partners shall by signing the partnership agreement overtake the obligation to respect the Code of conduct, which is an annex to the contract;
- Recruitment procedures shall include the verification of suitability to work with children and young people, and verification of personal data;
- All appointments shall be subject to three satisfactory references from previous employers / educational institutions. Recommendations from personal friends or members of family are not acceptable;
- At each workplace the information about the Genesis Project's Designated Safeguarding Officer responsible for reporting possible child abuse shall be displayed, and each staff member shall have contact details for reporting;
- The Genesis Project staff work is conducted in partnership with parents/carers and/or other parties to ensure the protection of children.

II. 2. Incidents in the Child Protection Domain and Protocols for the Response

A) Responding to Incidents in the Child Protection Domain The Genesis Project is obliged to investigate and respond to reports of child abuse in the areas where it operates, in a manner that is in accordance with the local laws. The Genesis Project uses three levels of response to incidents in the child protection domain, which is based on the potential liability and risk of liability of the Genesis Project.

- **Level 1 – Incidents in the Child Protection Domain:** The incident in the child protection domain, which is not committed by an employee/staff, Executive Board member, volunteer, intern, contractor, consultant, donor, sponsor, partner or another person related to the Genesis Project is incident of the Level 1. Reacting to the incidents of the Level 1 in the child protection domain used by Genesis Project as a response to incidents, that occur within the community are directly related to the responsibilities, actions and restrictions, are consistent with the local law. Level 1 incidents are reported to the Genesis Project's Designated Safeguarding Officer and relevant local institutions in cases of serious violations that endanger the child's life, his/her safety or development.

- **Level 2 - Incidents in the Child Protection Domain:** Incidents of the Level 2 include any violation of the Child Safeguarding Policy and standards of the Genesis Project that places a child in a direct risk of injury. Local teams of the Genesis Project report the incidents of the Level 2 to the Genesis Project's Designated Safeguarding Officer within 24 hours of becoming aware of it. The reaction is carried out by the Genesis Project's Child Safeguarding team in accordance with its Disciplinary Code.

- **Level 3 - Incidents in the Child Protection Domain:** Incident of the Level 3 includes any allegations or incidents related to child protection in which the Genesis Project is obliged to respond and/or protect, and who can carry a certain risk of liability. Incidents of the Level 3 generally include (1.) allegations and/or accusations of damage caused to a child by a person associated with the Genesis Project (e.g., employee, member of the Executive Board, a volunteer, intern, contractor, consultant, donor, sponsor, partner, etc.) and/or (2.) death or serious injury caused to the child during the participation in the activities of the Genesis Project, or caused directly by the people associated with the Genesis Project as a result of possible negligence or other risky procedures. Local teams of the Genesis Project report the incidents of the Level 3 to the Genesis Project's Designated Safeguarding Officer within 24 hours of becoming aware of it. The reaction is carried out by the office of the Genesis Project in accordance with its Disciplinary Code and/or the relevant local institutions in accordance with the national legislation.

B) Reporting All persons associated with the Genesis Project are responsible and have a duty to report any suspected child abuse (or other concerns in the child protection domain), which includes staff, volunteers, contractors, consultants, donors, sponsors, visitors, partners, members of the Executive Board, Assembly, or other person formally associated with the Genesis Project. At each workplace the information about the Genesis Project's Designated Safeguarding Officer responsible for reporting possible child abuse shall be displayed, and each staff member shall have contact details for reporting.

C) Disclosure of Information Although the Genesis Project maintains appropriate confidentiality of the individuals involved in the incidents in the child protection domain, the

Genesis Project may disclose general information about the incident in order to support learning and accountability, as well as the prevention of future incidents, in accordance with the national legislation.

D) Child Protection as a Common Theme In all programmes, and following the directions set by the Statute, the Genesis Project seeks to do no harm to children, to act in the best interests of the child and uses the benefits of the possibilities of helping children to be safer in their families and communities. This includes the establishment of mechanisms for complaints and responses, taking into account the threats and other issues related to the local child protection when designing programmes, as well as influencing the partners to be more secure organisation for children. Genesis Project will make sure that information on Child Safeguarding Policy, child safeguarding mechanism and the Designated Safeguarding Officer in charge of that is communicated in a child friendly way to the children (i.e. posters with 2-3 sentences or images + key information + name and contact).

II. 3. Communications, Social Media and Digital Technology

A) Dignity In all forms of communication the child is treated and presented with dignity, not as a helpless victim or in sexually suggestive poses. **B) Approval** A child who is the primary subject of textual, photographic or video material of the Genesis Project, shall give their informed consent. Informed consent means that the subject has a common understanding of the purpose of the report or photos, and that he or she gives a verbal or written consent for it. In these situations, a written consent is required from the parents, carers or other legally provided person or entity, as well as from a child (age-appropriate): a) The identity of the child could be discovered; b) The sensitive nature of presenting the child or the situation could harm the privacy, dignity, security or reputation of the child; or c) In other cases provided by law. **C) Empowering** The Genesis Project actively supports the empowerment of children, parents and school staff to understand how to safely and appropriately use the social media and digital technology, while avoiding the risks and adequately respond to threats. **D) Reporting Violations of Standards** All violations of these standards shall be reported to the Designated Safeguarding Officer. Reaction of the Genesis Project's Child Safeguarding Team will depend on the size of the risk and danger to children.

III. Commitment and Values

A) Values and Principles when Working with Children

- To put the health, safety and welfare of the children, as well as what is in the best interest for them, in the first place;
- To advance and protect their wellbeing and development, in order to reach their full capacity;
- To appreciate them, respect them and understand them in the context of their own culture, religion and ethnicity, and to determine and meet their needs whenever possible;

- To listen to them and have their views carefully considered, to encourage and help them to participate in making decisions that affect them;
- The exploitation of children under any circumstances is not acceptable;
- The Genesis Project is obliged to protect the children they work with;
- Partners of the Genesis Project are required to meet minimum standards to protect children in their programs;
- The Genesis Project staff must treat children with respect under all circumstances and recognize them as individuals with their own rights;
- The Genesis Project staff must work with children in a spirit of cooperation and partnership based on mutual trust and respect;
- The Genesis Project staff must appreciate their attitudes and approach them seriously;
- The Genesis Project staff must work with them in a way that empowers their capacities and capabilities and develops their potentials;
- The Genesis Project staff must work in partnership with parents/carers and/or other parties to ensure the protection of children.

IV. Safe Participation of Children

A) Prevention of Damage in the Participation of Children The Genesis Project is working on the empowerment of the children as citizens and participants in creating their own well-being, as well as to reduce the risk of injury or negative consequences caused by participating in the activities conducted by the Genesis Project. **B) Ethics** The activities of the children taking part are designed and implemented in such a way to be in accordance with the principles and ethics in which the best interests of the children comes first. The participation of the children is ensures by monitoring of the "Ladder of Participation" by Roger Hart (1992) - hence the Genesis Project continually works to improve the conditions for the participation of the children. The "Ladder of Participation" ensures the implementation of the principle of the meaningful participation of children. **C) Informed Consent for Participation of Children** The activities involving children are voluntary and inclusive (especially including the most vulnerable children), and therefore the children and the parents/guardians make informed decisions regarding the participation in them, including the consideration of the risks that could be associated with the activity. **D) Travelling of the Children** When it is in the best interest of the children, the Genesis Project sometimes enables children to travel to an event, activity or something else. In these cases, the parents, guardians or other legally provided person or entity give informed consent prior to travel. During the trip, organised by the Genesis Project, health, safety and welfare of the child are the most important priorities.

V. Accountability, Monitoring & Evaluation

- Genesis Project has a dedicated team of three persons responsible for safeguarding (Designated Safeguarding Officer, Deputy Designated Safeguarding Officer and Senior Lead for Safeguarding);

- Genesis Project monitors and regularly reviews (once every two years) its Child Safeguarding Policy and practices;
- Genesis Project put in place arrangements to monitor the compliance with policy documents and child protection measures;
- Genesis Project will ensure that all incidents, allegations of abuse and complaints are properly and systematically recorded and documented;
- Genesis Project will ensure that the Child Safeguarding Documents are combined with practical guidelines which are known by the staff and also by Genesis Project's external environment (all constituents).
- Genesis Project will ensure that the Child Safeguarding Documents and procedures for reporting of the incidents in child protection domain are displayed at each workspace.
- Genesis Project will ensure that children and their parents/carers are consulted as a part of review of Child Safeguarding Policy and practices.

2. PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY

1. Scope and Purpose

This policy applies generally to all members and persons engaged through a contract with the Genesis Project Humanitarian Organization from Banja Luka during and outside of normal working hours. This policy sets out Genesis Project's approach to preventing and addressing sexual harassment and sexual exploitation and abuse, which includes:

- The obligation to prevent sexual harassment and sexual exploitation and abuse and to ensure that effective action is taken when problems arise;
- Principles on which we will base our decision-making and actions;
- Our expectations from everyone who works on behalf of the Genesis Project.

2. Policy Statement

The Genesis Project has a zero-tolerance policy towards sexual harassment, exploitation and abuse based on the principles and standards of the United Nations Secretary-General's Bulletin ST/SGB/2003/13. All of us at the Genesis Project believe that all people have the right to live their lives free from sexual violence and any abuse of power, regardless of age, gender, sexuality, sexual orientation, disability, religion or ethnic origin. We recognize that there are unequal power dynamics within the organization and in relation to those we serve and that we face the risk that some people will exploit their positions of power for personal gain. The Genesis Project will not tolerate any of its employees, volunteers, consultants, partners or any other representative associated with the performance of its work who engage in any form of sexual harassment, sexual exploitation or sexual abuse. The Genesis Project is committed to supporting victims of violence/abuse by strengthening protective capacities, reporting, investigating, responding to and preventing sexual harassment and sexual exploitation and abuse.

3. Genesis Project PSEA Principles and Obligations

The Genesis Project advocates for the full, ongoing implementation of the Six Core Principles on Sexual Exploitation and Abuse by the Inter-Agency Standing Committee (IASC) Working Group on the Prevention and Response to Sexual Exploitation and Abuse.

3.1 Basic principles of the Genesis Project at PSEA

I Sexual exploitation and abuse by members of the Genesis Project and associated staff constitute acts of gross violation of the law and are therefore grounds for removal of a member from the association, termination of contract. Sexual harassment of members and associated staff of Genesis Project is grounds for disciplinary measures and termination of contracted engagement. **II** Sexual activities with children (persons under the age of 18) are prohibited regardless of the age of majority or the age of local consent. Mistaken belief in the child's age is not a defense. **III** The exchange of money, employment, goods or services for sex,

including sexual favors or other forms of degrading, humiliating or exploitative behavior by members of the Genesis Project and associated staff, is prohibited at all times. This includes the purchase of sex or the exchange of assistance that is provided by program participants. **IV** Any sexual relationship between those providing humanitarian assistance and protection and a person receiving such humanitarian assistance and protection that involves the improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian assistance work. **V** When a member or associated Genesis Project staff develops concerns or suspicions about sexual abuse or exploitation or sexual harassment by a colleague, whether at Genesis Project or not, he or she must immediately report such concerns through established reporting mechanisms. **VI** Genesis Project members and associated staff are required to create and maintain an environment that prevents the sexual exploitation and abuse of children and promotes the implementation of this Policy.

3.2 Genesis Project Responsibilities

The Genesis Project is committed to fulfilling the following commitments to prevent and respond to sexual exploitation and abuse and sexual harassment: **a. Safe organizational culture:** Genesis Project will make every effort to create and maintain a safe organizational culture for all those who are members of Genesis Project or work for and with Genesis Project, as well as for those in the communities in which Genesis Project operates, by strongly working on prevention and response, offering support to survivors, and holding accountable those who commit sexual harassment, exploitation, or abuse. **b. PSEA Reporting:**

- Ensure that multiple channels are in place for Genesis Project members, associated staff, users and others to safely report sexual exploitation and abuse and sexual harassment. These channels should be designed in consultation with local communities and staff to ensure that they are safe and accessible.
- Ensure that all those working on behalf of the Genesis Project and those we serve have information on how to access these secure reporting channels. This should include posting reporting procedures in local languages and regularly explaining these channels.
- Provide training and information to all Genesis Project members and associated staff, especially contact persons for receiving complaints, to ensure they understand their obligations and how to carry out their duties in the event they receive a complaint. Special emphasis should be placed on confidentiality. **c. Response to PSEA reports:** The Genesis Project will respond professionally and promptly to any concerns or allegations of sexual harassment, exploitation or abuse. Any concerns or allegations will always be taken seriously, investigated and dealt with as appropriate, in accordance with our safeguarding principles below:

- Comprehensive and Accountable Case Management: All PSEA citations and subsequent follow-ups will be documented in a secure and confidential database to ensure accountability.
- Investigations: Genesis Project will conduct independent, safe and discreet investigations, through trained investigators, recognizing the rights and duties of care of all involved, including the complainant and/or victim, witnesses and the subject of the complaint.
- Responsible Decision Making: Genesis Project will take prompt and appropriate action against association members and associated Genesis Project staff who are found to have committed PSEA. This may include administrative or disciplinary action and/or referral to appropriate local authorities if appropriate and safe.
- Victim Support: Victims of PSEA are entitled to special support services. Genesis Project is committed to providing victims refer to competent support services according to need and availability, in accordance with the wishes and needs of the victims. Support may include specialist psychosocial support such as counselling, medical assistance, legal advice. **d. Incorporating PSEA into the work of the Genesis Project**
- Safer employment: In accordance with applicable laws, Genesis Project is committed to preventing the (re)employment or (re)deployment of PSEA perpetrators. Genesis Project guarantees comprehensive vetting procedures for all personnel, including employees, volunteers, advisors and other representatives. As part of this, all application forms, job interviews and references must address safeguarding and equality requirements and attitudes.
- Partnership Agreements: Genesis Project will ensure that, when entering into partnerships, subcontracts, or subrecipient agreements, such agreements: (1) include this Policy as an attachment; (II) include an appropriate requirement for such entities and individuals and their employees and volunteers to adhere to a Code of Conduct that is consistent with the standards of this Policy; and (III) expressly state that the failure of such entities or individuals, as appropriate, to take preventive measures against sexual exploitation and abuse and sexual harassment, to investigate and report allegations thereof, or to take corrective action when PSEA occurs, shall constitute grounds for Genesis Project to terminate such agreements.
- Staff and Partner Training: Genesis Project members and staff must undergo as part of their induction training on PSEA, including a briefing on the Genesis Project Policy and Values, Code of Conduct, information on how to report concerns and advice on where to seek further information on safeguarding and safer practices across the organisation.

- Safe Programming: Genesis Project members and associated staff are required to take proactive measures to avoid unintended harm to civilians, contribute to actively reducing existing threats, and ensure that programs are conflict-sensitive. This includes embedding good practices and PSEA preventive measures throughout the program and project cycle, including project design, grant proposals, assessments, complaints and feedback mechanisms, and monitoring and evaluation.

4. Roles and Responsibilities

- **All members and associated staff of the Genesis Project:** All those working on behalf of the Genesis Project are required to report any suspicions or instances of PSEA of others. Failure to report to the relevant person a suspicion of PSEA of someone else is a breach of Genesis Project policy and may result in disciplinary action being taken against members and termination of Genesis Project relationships with other staff. There is no obligation on an individual to report any incident that occurs to them.
- **Board of Directors:** The Board of Directors of the Genesis Project bears overall responsibility for this policy and its implementation.

5. Raising a Complaint or Concern

Genesis Project members and associated staff are responsible for reporting any suspicions or concerns related to PSEAS. Any person can submit a concern/complaint to the Genesis Project about an incident they experienced, witnessed or heard about a member or partner of the Genesis Project (suppliers, partners, volunteers, etc.) without fear of penalty. Genesis Project members and associated personnel may not investigate allegations or suspicions on their own.

5.1 Reporting channels Anyone (including Genesis Project users) can raise a concern or complain to the Genesis Project about something they've experienced or witnessed without fear of retribution. You can do this orally or in writing to the PSEA officer or to the executive director of the Genesis Project.

5.2 Confidentiality Complaints may be filed anonymously. Every effort will be made to maintain confidentiality throughout the complaints process. Information that identifies individuals involved in a complaint will be limited to essential staff and will not be shared further without obtaining the informed consent of those involved, unless someone's life is in danger, a child is at risk, or if required by law in consultation with legal counsel and where safe to do so. Information that does not identify an individual will be shared in accordance with reporting requirements. Staff involved in the complaints process will be made aware of the importance of confidentiality and may be required to sign a confidentiality agreement. Employees who violate confidentiality may be subject to disciplinary action up to and including termination of employment, including others working with the Genesis Project, and their relationship with the Genesis Project may be terminated. In some cases, such violations may constitute violations of the law.

5.3 Retaliation against the complainant, victims and witnesses The Genesis Project will take action against anyone, whether the subject of the complaint or not, who seeks or carries out retaliation against the complainant, survivors or other witnesses. Members may be subject to disciplinary measures, up to and including expulsion from the association. Others who work with the Genesis Project may have their relationship with the Genesis Project terminated.

5.4 Complaints against Genesis Project partners When Genesis Project receives a complaint about a partner organization, Genesis Project expects the partner to respond safely, promptly, and appropriately. Genesis Project will assist the partner in determining its reporting obligations. Where appropriate, Genesis Project will work with the partner to resolve the issue through appropriate independent investigation. If the outcome is that abuse has occurred, continued work with the partner cannot involve the individuals concerned. If there is reason to believe that there is an allegation of abuse if the partner handles it inappropriately, then they risk defunding or termination of the relationship (including networks and consortia).

5.5 Receiving complaints against external organizations / bodies Safeguarding complaints made to the Genesis Project in relation to other organisations/bodies should be referred to the associated safeguarding teams who will report cases to the relevant organisations involved where safe to do so, as well as local task forces, networks and/or PSEA/police/donor charities where appropriate and safe to do so. The Genesis Project will not investigate cases in relation to other organisations, but has a duty to report.

Annex 1: Definitions (from PSEA Policy)

- **Genesis Project Members and Associated Personnel:** Includes all members of the Genesis Project association, board members, volunteers, interns, and international and local consultants, and associated personnel. This includes non-Genesis Project entities and their employees and individuals who have entered into partnership, subcontract, or subcontractor agreements with Genesis Project.

- **Sexual harassment:** Any unwanted sexual advances, requests for sexual favors, verbal or physical conduct or gestures of a sexual nature or any other conduct of a sexual nature that can reasonably be expected or perceived to cause offense or humiliation to another. Such behavior will also be considered sexual harassment when it interferes with work, is a condition of employment, or creates an intimidating, hostile, or offensive work environment. Although it usually involves a pattern of behavior, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both men and women can be either victims or perpetrators.

- **Sexual Exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including, but not limited to, monetary, social, or political gain from the sexual exploitation of another. The Genesis Project recognizes that the terms sexual abuse and exploitation represent a broad spectrum of behavior and are not limited to the act of sexual intercourse.

- **Sexual abuse:** Actual or threatened physical intrusion of a sexual nature, either by force or under unequal or coercive conditions. This would include forced marriage and sexual slavery, and also includes sexual activity with a child (any person under the age of 18).
- **Child sexual abuse:** When a child uses another child, adolescent or adult for their own sexual stimulation or pleasure. Sexual abuse includes contact and non-contact activities that include all forms of sexual activity involving children, including exposing a child to child sexual exploitation material online or recording sexually exploitative images of children.
- **Victim:** A person who is alleged to have been the subject of sexual harassment, abuse or exploitation.
- **Complainant/Complainant:** The person filing the complaint (this may or may not be the victim).
- **Subject of complaint / Subject of concern:** Person against whom an allegation, complaint or concern has been raised.
- **Suspicion of misconduct:** concerns raised through any reporting method. This suspicion is assessed at the initial case conference/stakeholder panel.
- **Allegation of misconduct:** If at the case conference/panel of interested parties stage there is a decision to investigate suspicion of misconduct, it is treated as an "allegation of misconduct".
- **Investigation Outcome:** After investigating the allegations and reviewing the investigation report, the resulting recommendations are called the "investigation outcome."

3. CODE OF CONDUCT FOR MEMBERS, ASSOCIATES AND VOLUNTEERS

Genesis Project members are personally and collectively responsible for maintaining these standards and are expected to behave in accordance with the principles and values outlined in the PSEA policy document, Genesis Project and this Code of Conduct. This Code of Conduct applies to all members and other staff; international and national staff, interns, volunteers, and all others who represent the Genesis Project. Whether signed or not, the Code shall automatically form an integral part of all Genesis Project employment contracts and terms of employment and/or other engagement of all members and all other staff. This Code of Conduct is intended to serve as a guide for all members and other staff of the Genesis Project on how to maintain the moral foundations of the Genesis Project's attitudes and actions. It also aims to help members and other staff ensure that we protect the communities we work with and that our work does not endanger anyone's life.

The Genesis Project Code of Conduct is a binding document:

- If you fail to comply with any of the provisions set forth in this document, you may face disciplinary action, dismissal, termination of contract, or even legal action.
- You are obliged to read and fully understand the content of the document.
- If you have any questions, please ask the association contact person for clarification.
- You are required to report any violation of this Code to the PSEA Officer or the Executive Director of Genesis Project. Genesis Project members are also required to inform users and others with whom Genesis Project works of the Code of Conduct that they must adhere to as Genesis Project associates, including how and to whom they can report any violation or omission committed by any member of the association. All reports and concerns will be comprehensively reviewed and treated with discretion. Genesis Project will take all necessary steps against any form of retaliation suffered by staff or others who report possible violations of this Code.

1. RESPECT AND DIGNITY

- I will respect all persons equally and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion or disability.
- I will respect all municipal, cantonal, entity and state laws of Bosnia and Herzegovina.
- I will always strive to care for and protect the rights of all users, especially the most vulnerable: children, members of marginalized groups, women, the elderly, the chronically ill and other vulnerable minorities group. I will act in a way that ensures their interests are paramount.

2. PERSONAL AND PROFESSIONAL CONDUCT

- My personal and professional performance will always be based on non-racist, non-discriminatory and gender-sensitive behavior.
- I pledge not to abuse the power and influence I have by virtue of my position over the lives and well-being of program/service users, staff members, and others. I will never solicit or accept any favor from users, staff members, or others in exchange for protection or assistance. I will never engage in any exploitative relationships - sexual, emotional, financial, or employment-related with users, staff, or others.
- I will abide by the law, I will fulfill all legal and financial obligations.
- I will adhere to the highest standards of competence, efficiency and integrity in my professional life. I will demonstrate truthfulness, commitment and sincerity in my actions.
- I will be patient, respectful and kind to all people I deal with, including colleagues, beneficiaries, local leaders and government representatives, representatives of operational and implementing partners, donors and other colleagues from NGOs and the UN and other international organizations.

3. FINANCIAL AND MATERIAL RESOURCES

- I will protect and responsibly use the information and resources to which I have access due to my contract of engagement on projects implemented by Genesis Project.
- I will handle the financial and material resources of the Genesis Project with the utmost care, protect them at all times from theft or other damage, preserve and maintain them properly, and ensure that there is no unauthorized and immoral use of Genesis Project funds or private misuse.
- I will perform all duties with integrity, without any taint of dishonesty or corruption, including not engaging in any act of favoritism, nepotism or bribery.

4. ALCOHOL CONSUMPTION AND OTHER PUNISHABLE AND IMMORAL ACTIVITIES

- I will not be involved in criminal and immoral activities, activities that are contrary to human rights, or activities that threaten the reputation and interests of the Genesis Project.
- I will watch out for alcohol consumption and abstain/avoid the use of intoxicating substances, including alcohol during my involvement in Genesis Project projects/activities.
- I will not support or participate in any form of illegal, exploitative or violent activities, including, for example, prostitution, child labor, trafficking in people, goods and the use of narcotics.

- Under no circumstances will I drive a vehicle under the influence of alcohol or any other illegal intoxicant. Any knowledge of personnel operating any type of motorized means of transportation under such influence should be reported, and this will be treated as a violation of the Code of Conduct and safety regulations and lead to consequences for the individual's contract.
- The only situations in which personnel may be exempted from the consequences of violating these regulations will be in a situation where there is a life-threatening situation, and all other possibilities have been excluded/investigated! Any claim that this clause has been used will be thoroughly investigated to clarify the circumstances.

5. SAFETY, HEALTH AND WELFARE

- I will promote the safety, health and well-being of the entire Genesis Project team (members, volunteers, associates and other staff) as a necessary condition for the efficient and consistent performance of work.
- I will remain aware of and follow instructions on protecting my health, well-being and safety. I will always consider personnel safety in operational decisions.

6. WORKING ENVIRONMENT

- I will treat colleagues honestly, kindly, with dignity and with respect for different customs and cultures.
- Under no circumstances will I perform any act of harassment.
- I will contribute to building a harmonious working environment based on team spirit, mutual respect and understanding.
- I will try to resolve differences, challenges and problems when they arise.

7. PROHIBITION OF SEXUAL EXPLOITATION AND SEXUAL ABUSE Sexual exploitation and sexual abuse violate generally recognized international human rights standards and are a criminal offense in many countries. Sexual exploitation and sexual abuse are unacceptable behavior by members and other staff of the Genesis Project. Sexual relations between members and other staff of the Genesis Project and beneficiaries of programs/projects undermine the credibility and integrity of the work of the Genesis Project and are prohibited.

- When a member or other Genesis Project staff develops serious concerns or suspicions about sexual abuse or exploitation by a colleague, whether in the association or not, he/she must report such concerns directly to the PSEA refernet or Genesis Project Executive Director.
- Members and management of the Genesis Project are obligated to create and maintain an environment that prevents sexual exploitation and abuse and promote the implementation of the Code of Conduct.

- The term "sexual exploitation" is defined here as any abuse of a vulnerable position, difference in power or trust for sexual purposes; including monetary, social or political gain from the sexual exploitation of another. Similarly, the term "sexual abuse" means actual or threatened physical assault of a sexual nature, whether by force or under unequal or coercive conditions. To protect the most vulnerable populations, especially women and children, members and other associates must declare and accept the following:
- I will not commit any acts of sexual exploitation, sexual abuse or sexual violence. This includes acts towards colleagues, users, and other people I meet in my private and business life.
- I will not engage in sexual activity with the beneficiaries of projects/programs implemented by the Genesis Project, whether they are adults or children regardless of age or beliefs about consent. Mistaken belief in the child's age is not a defense.
- I will not offer money, employment, goods or services for sex, including sexual services or other forms of degrading or exploitative behavior.
- I will not produce, acquire, distribute, or use pornographic material on Genesis Project premises or on Genesis Project equipment, including reading/surfing pornographic websites or sending pornographic emails.

8. ESPECIALLY FOR PROJECT COORDINATORS

- As a coordinator, I have special responsibilities to set a good example regarding my behavior both on and off duty.
- I will not engage in or tolerate any form of harassment in the workplace, including but not limited to violence, sexual harassment, and abuse of position.
- As a coordinator, I will be open to the views of all team members. I will provide timely feedback on the performance of each team member through guidance, motivation, and full recognition of their merits.
- As a coordinator, I will try to ensure that the health and well-being of the staff are not exposed to unnecessary risk.
- As a coordinator, I will not ask for favors, loans or gifts from staff, nor will I accept unwanted ones of greater value.

9. FOR EVERYONE: I am obliged to inform users and others with whom Genesis Project works about the Code of Conduct that members and other staff of Genesis Project must adhere to, including how and to whom they can report any violation or omission committed by a member and other staff of Genesis Project or anyone representing Genesis Project. I will report any information received indicating a situation where any of the above agreements are being violated through one of the following reporting channels:

1. Through PSEA reference of Genesis Project,
2. Through the CEO of the Genesis Project. I am aware that any violation of this Code of Conduct may result in disciplinary action, termination of contract or even legal action and that intentionally false accusations and reports are considered violations of the Code of Conduct and will be subject to disciplinary action.

4. WHISTLEBLOWING POLICY

Summary: The Whistleblower Policy is a document that describes the policy regarding whistleblower protection and the Genesis Project's procedure for reporting such behavior.

Scope: This policy applies to all Genesis Project employees, interns, volunteers, partners and subcontractors.

Implementation: A whistleblower is an employee who reports activity that they believe is illegal and/or immoral. The whistleblower is not responsible for investigating the activity or for determining illegality and/or taking appropriate action. The authority designated by Genesis Project is responsible for these activities. Whistleblower protection is provided in two important areas - confidentiality of whistleblowers' personal data and possible retaliation against the whistleblower. It is the policy of Genesis Project that these protections apply to Genesis Project employees, interns, volunteers, partners, and subcontractors. If an employee has knowledge of illegal and/or fraudulent activities or is concerned about the actions and activities of other employees, interns, volunteers, partners and subcontractors, the employee is expected to contact their supervisor or Genesis Project Executive Director. An employee must exercise good judgment to avoid making unfounded allegations. An employee who intentionally files a false report of an illegal act will be subject to disciplinary action up to and including termination. To the extent reasonably possible, Genesis Project must protect the confidentiality of whistleblowers in an effort to protect the whistleblower from potential retaliation. This includes, but is not limited to, protection from retaliation in the form of adverse action against the whistleblower such as termination, reduction of compensation, work assignments that are inconsistent with the whistleblower's contract, and physical threats. Please note that in some cases it may not be possible to maintain the confidentiality of the whistleblower and the identity may need to be disclosed in order to conduct a thorough investigation, in accordance with applicable law, and/or to provide accused persons with their legal rights to a defense.

Procedure: Any whistleblower who believes they are being retaliated against must immediately contact a supervisor or the Genesis Project Executive Director. A whistleblower's right to protection from retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. All reports of unfair, illegal and immoral actions can be made through: Phone number: 051/461-477 By email: genesis@blic.net; saric.sasa74@gmail.com Forms on the page: http://genesisbl.org/index.php/sr/.

5. PSEA-SENSITIVE RECRUITMENT AND EMPLOYMENT CHECKLIST

Checklist for ZSEZ (PSEA) Sensitive Engagement, Recruitment and Performance Management:

- When posting a job, include a sentence letting candidates know that theirs will be checked past and references, and that ethics is an integral part of the annual performance evaluation.
- Ask candidates to self-declare prior sexual or other misconduct, terminations, criminal records, or concerns recorded by state authorities regarding contact with children, as well as to consent to the disclosure of such information from a previous employer, during reference verification.
- Conduct background checks (e.g., police records, Google searches) and contact references to check for prior violations and misconduct, in accordance with local laws regarding employment, privacy and data protection.
- Ensure that the interview panel is gender balanced and that the interviews are gender-sensitive, neutral based on UN standards. Ask candidates questions about ethics and ethical dilemmas (eg, How do you imagine ethical organization? Tell me about a situation in which you encountered an ethical challenge.).
- Ask candidates to review and sign a code of conduct before offering them a contract.
- Include a ZSEZ clause in the employment contract, even when it comes to hiring subcontractors.
- Describe disciplinary measures in the event of proven allegations of SEZ (e.g., termination of contract).
- Include training on ZSEZ in the business socialization process, and organize refresher courses at regular intervals during the period of employment.
- Include compliance with the code of conduct (e.g., participation in ZSEZ training) in employee performance evaluations.
- In performance evaluations of senior employees, include their effectiveness in creating and maintaining the environment which prevents and responds to SEZ.
- Freeze career advancement/employment options for individuals under investigation[.
- In cases of confirmed misconduct, take strong disciplinary action (e.g., dismissal, suspension, written reprimand, or other administrative/corrective measures) and, where a potential criminal offense has been committed, consider reporting the incident to local law enforcement.
- Maintain an internal database documenting every disciplinary action taken against employees, including termination, to avoid rehiring them in the future.

- Systematically share relevant information about employees known to have committed SEZ with other potential employers during background checks, to the extent permitted by law.

6. COMMUNICATION CHANNELS FOR REPORTING (SEZ/PSEA)

Communication channels for SEZ registration:

- **Genesis Project PSEA Officer:** Saša Šarić. Phone number: 051/461-477. Email: genesis@blic.net; saric.sasa74@gmail.com.
- **Executive Director of Genesis Project:** Dijana Pejić. Phone number: 051/461-477. Email: genesis@blic.net.
- **Police 24/7 Phone number:** 122.
- **SOS hotline for victims of violence in Bosnia and Herzegovina:** 24/7 1264 - in the Federation of BiH, 1265 - in the Republika Srpska.
- **Blue phone for children (9:00 - 17:00):** 080 05 03 05.

7. INVESTIGATION FLOWCHART AND REPORTING MECHANISMS

1. SEZ application procedure

The Genesis Project has a responsibility to ensure a secure, confidential, transparent and accessible SEZ application system so that all potential applicants know where and how to apply. Beneficiaries must understand their right to free humanitarian aid, their right to make a claim and how they can make a claim in the way that suits them best.

Genesis Project employees and all others associated with Genesis Project operations must understand what SEZ is, what the role of the SEZ Officer is, and Genesis Project's SEZ reporting procedures. The following SEZ application management procedure is established to receive allegations, assess and refer to immediate assistance, separate SEZ applications from non-SEZ applications and refer applications for further action including investigation and offer of follow-up on the application.

1.1 Receiving applications

For the purposes of this mechanism, applications should reach the referent for ZSEZ Genesis Project within 48 hours from the moment of submitting the application. The application should include as much data and information as possible. If there is a delay in receiving the application, the recipient should be provided with a written explanation of the reasons for the delay.

When the report is received, the Genesis Project's ZSEZ officer has 48 hours to process the report and forward it to the investigative body. For possible delays, written explanations from the referent for ZSEZ about the reasons for the same will be required. After the officer for ZSEZ appeals to the investigative body, he informs the Executive Director and the Genesis Project Management Board about it.

1.1.1 Applications from the local community

SEZ applications are received by Genesis Project's SEZ Officer or Genesis Project's Executive Director. Reports of SEZ can be submitted in several ways: verbally, in writing, via e-mail, viber, SMS and/or any other mechanisms.

The ZSEZ Officer analyzes the case and sends the report to the investigative body for action, after which he ensures that the victim of SEZ is immediately directed to receive relevant assistance. The ZSEZ Officer shares information related to the report with the Executive Director and the Board of Directors of Genesis Project, at the same time ensuring the timeliness and adequacy of the instructions for immediate assistance of the SEZ victim.

During the process of receiving an application for SEZ, the person receiving the application must respect the wishes, choices, rights and dignity of the applicant. The person who receives the report is not competent to determine whether the report is founded or not or whether there is enough information in the report for a possible investigation. The person receiving the application is obliged to collect all relevant information from the applicant and ensure that it is sent to the ZSEZ officer or the executive director of the Gensis Project[cite: 9]. The names of all parties in the application are confidential. Identities from the subject of the application will be protected for reasons of legal proceedings, fear of reprisals and the presumption of innocence. The name of the SEZ victim or applicant if different from the SEZ victim must not be published without the consent of the SEZ victim or applicant and will never be published.

1.1.2 Genesis Project employee applications

A Genesis Project employee may use any of the reporting channels available to affected individuals, but the primary means of reporting should be through established channels that are consistent with Genesis Project's SRE policy[cite: 9]. Whether the report is against 1) a Genesis Project employee or 2) staff from another agency/organization, or a volunteer or associate who is engaging in sexual exploitation or sexual abuse, the reporting process will remain in accordance with the internal procedures of the agency/organization where the reported individual is employed[cite: 9]. In most cases, this will involve reporting the allegation through the internal employee reporting system. If the individual subject of the report is employed by another agency/organization, the complaint will be forwarded to the agency in question by the SRE Officer or Genesis Project's Executive Director[cite: 9]. If a Genesis Project employee genuinely believes that the primary reporting mechanism has been compromised and/or may be subject to retaliation or lacks confidence in Genesis Project management, then a SRE report should be made directly to the Genesis Project SRE Officer or another authority in accordance with applicable law.

Timeline of procedures after application for SEZ:

1. SEZ application received by Genesis Project through application mechanisms
2. Report forwarded to PSEA Officer or Executive Director - a form for referring victims of RZN/SEZ is filled out

3. The application is being reviewed with the Executive Director
4. The application is discussed with the Board of Directors and the next steps and activities upon application are agreed upon
5. *If the report is about a violation of the Genesis Project Staff Code of Conduct:* Consider whether it is necessary to establish additional information and facts related to the application. There is no need to carry out further activities upon application
6. *If the report concerns serious and probable criminal acts and actions of other UN and non-governmental organizations:* Convene a strategic meeting attended by the PSEA officer, executive director and members of the Board of Directors and agree on an action plan based on the received application
7. Start of formal investigation and appointment of a team responsible for developing a witness protection plan upon complaint
8. Cooperation with local police or other formal and informal groups (as needed)
9. Decision on future steps to be taken against the suspect including disciplinary and criminal liability up to and including dismissal
10. Interview with the accused upon report and other staff as needed
11. Final report and recommendations on further action

Dijana Pejić

(Dijana Pejić, executive director)

8. ANNEX 1: CHILD SAFEGUARDING INCIDENT REPORT FORM

Form for reporting an incident in the field of child protection. Send the completed form to genesis@blic.net within 24 hours after submitting the oral application

- Application submission date:
- Applicant: Name and surname:
- Job position:
- Phone number(s):
- Email address:

Person in need of protection (victim)

- Name and surname:
- Date of birth:
- Gender:
- Address and contact details:
- Who does the child live with?
- Were other children involved in the incident?

The person who committed the incident (perpetrator)

- Name and surname:
- Date of birth:
- Gender:
- Address and contact details:
- Is the person employed by the Genesis Project?
- What is this person's relationship with the child?

Facts (details of the incident)

- Date:
- Time:
- Place:
- How did I notice/observe/become aware of the incident? a) I witnessed the incident, b) Other employees told me about the incident, c) The victim told me, d) I found out in another way (describe)
- Are there other witnesses to the incident? Yes / No. (If so, please provide their names, job titles and contact details)
- Please describe the incident:

Child protection measures

- What immediate actions were taken to protect the child (victim of the incident)?

9. ANNEX 2: REFERENCE CHECK FORM

Instructions: This form may be used to record information obtained through a reference check.

PART I - COMPLETED BY APPLICANT

I understand that the companies and educational institutions listed on my application for employment or resume may be contacted for a reference as part of the hiring process. I authorize the release of information and release each from any and all claims or liabilities arising from my application for employment with this agency. I hereby acknowledge that I have read and understood this statement, and hereby authorize this agency to obtain a reference check.

I confirm that the Certificate of impunity including offenses in the field of sexual exploitation and/or sexual abuse is attached to this form.

- Applicant's Name / Signature / Date Signed
- Reference name / Relationship to Applicant / Company/Agency/School
- Dates of Employment / Position(s) Held.

PART II - COMPLETED BY THE REFERENCE

1. What was your relationship with the applicant?
2. Did you directly supervise her/him?
3. What was the applicant's title?
4. Dates of employment?
5. What were the applicant's major job duties?
6. How well did the applicant relate to others on the job?
7. How would you evaluate the applicant's work quality and quantity (productivity)?
8. What were some of the applicant's strengths?
9. In what areas did the applicant need improvement?
10. How would you evaluate the applicant's work habits such as attendance, punctuality, dependability, and observance of work rules?
11. What was the applicant's reason for leaving?
12. Would you rehire the applicant?
13. Section to probe further about specific job-related experience and skills, knowledge and abilities such as: communication, supervision, financial, analytical, contract and grants administration, customer service, etc.
14. The Genesis Project has a Zero Tolerance Policy against Sexual Exploitation and Sexual Abuse (SEA). Has the applicant ever been involved in and/or charged in any case of sexual exploitation and/or sexual abuse?