



Organizational Checklist on Sexual Violence

This checklist was greatly inspired by an organizational diagnosis tool used by AQOCI for a survey sent to its members. The purpose of the survey was to gain better knowledge of the tools and practices used in the prevention of and response to the phenomenon of sexual violence. The quick reference tool is based on several articles cited in the bibliography as well as on the work of the Organization *Report the Abuse*, which has produced resources relevant to the issue. The checklist has been revised in order to integrate new elements highlighted in the first and second briefs of the series on sexual violence. It is recommended that this list be revisited regularly and expanded based on future discussions and mobilized resources. We hope that this list will support organizations in their effort to strengthen practices for the prevention of and response to the phenomenon of sexual violence.

CHECKLIST	
Code of conduct	Yes
Do you have a code of conduct which clearly defines the organization's expectations with regard to sexual violence for the staff, volunteers and interns?	
<ul style="list-style-type: none"> If yes, does it cover power relationships in the case of sexual violence? 	
<ul style="list-style-type: none"> If yes, does it regulate intimate, loving, or sexual relationships which can be established between a person in a position of authority and a person subject to this authority? 	
<ul style="list-style-type: none"> If yes, does it regulate intimate, loving, or sexual relationships which can be established between a person representing the organization and a beneficiary? 	
Does it comply with the requirements of Global Affairs Canada? (if relevant)	
Does it integrate the six fundamental principles defined by the Inter-Agency Standing Committee (IASC)? (See Brief #2)	

Policy	Yes
Do you have a policy which aims to prevent sexual violence?	
<ul style="list-style-type: none"> • Does it comply with the recent amendments made to Act Respecting Labor Standards? 	
<ul style="list-style-type: none"> • Does it include the following elements? <ul style="list-style-type: none"> a. Objectives b. A declaration of commitment to prevent and address sexual violence c. The expectations and responsibilities of the organization toward the staff (employees, managers, volunteers, interns, and Board members) d. Definitions of sexual violence, including examples 	
<ul style="list-style-type: none"> • Is it focused on the needs of the victims or survivors? 	
<ul style="list-style-type: none"> • Does it apply to volunteers, interns and Board members? 	
<ul style="list-style-type: none"> • Does it apply to the national staff? 	
<ul style="list-style-type: none"> • Does it cover a variety of scenarios (e.g.: volunteers as victims, national employees as victims, subcontractors as aggressors)? 	
<ul style="list-style-type: none"> • Does it explain specifically how to report an incident? 	
<ul style="list-style-type: none"> • Does it protect whistleblowers or people who report an incident? 	
<ul style="list-style-type: none"> • Does it cover social media? 	
<ul style="list-style-type: none"> • Is it displayed in the workplace? 	
<ul style="list-style-type: none"> • Is it available in all the languages required? 	
<ul style="list-style-type: none"> • Is it known and mastered by the members of the organization (staff, volunteers, interns, Board members)? 	
<ul style="list-style-type: none"> • Do beneficiaries know about it? 	
<ul style="list-style-type: none"> • Does it include mechanisms for the policy to be reviewed regularly? 	
<ul style="list-style-type: none"> • Is there a follow-up mechanism on the phenomenon of sexual violence, and to integrate the feedback of survivors, within the organization? 	
Reporting	Yes
Is there a procedure or mechanism for reporting an incident internally?	
<ul style="list-style-type: none"> • Does it allow a person to make a report anonymously? 	
<ul style="list-style-type: none"> • Does the mechanism allow the beneficiaries to submit a complaint? 	
<ul style="list-style-type: none"> • Does the procedure explain how the information will be managed when a report is submitted? 	
<ul style="list-style-type: none"> • Does it include mechanisms to ensure the confidentiality of complaints and reports received? 	

<ul style="list-style-type: none"> Does it include information on the follow-up related to the complaints or the reports, as well as information on the measures to protect and to limit the impacts on their employment (or on their mandate, or their internship)? 	
Recruitment and human resources	Yes
Do you consider the risks related to sexual violence in your recruitment strategies?	
Do you perform judicial record checks?	
Do you integrate a question or present a scenario related to sexual violence during the recruitment process?	
Are the organization's expectations with respect to the violence prevention and reporting integrated into the job descriptions?	
Is there a clause about the code of conduct (or about sexual violence) in the contracts of the organization's staff?	
Is there a confidentiality clause in the contracts of employees or volunteers who could have a role to play in the reporting or the management of complaints?	
Is there a clause in the contracts of the subcontractors concerning sexual violence?	
Are people from the human resources department, or the individuals bearing these responsibilities within the organization, trained on how to respond to the survivors of acts of sexual violence?	
Are there measures promoting respect and civility at work?	
Is there a department or a focal point dedicated to the protection against sexual violence (including sexual exploitation and abuse)?	
Are there inquiry mechanisms in place?	
Risk management tools or strategies	Yes
Is management actively involved in risk management?	
Have you signed the <i>CCIC Leaders' Pledge on Preventing and Addressing Sexual Misconduct</i> ?	
<ul style="list-style-type: none"> Are the commitments made by signing on to this framework integrated in internal mechanisms and procedures, in particular with regard to the procedures related to human resources? 	
Do the risk management tools include risks related to sexual violence?	
Can members of the staff, volunteers or interns in the field have access to resources or strategies in order to make their experience safer? (For example: accommodation related to transportation if a person is travelling alone and doesn't feel safe, deployment in the field in	

pairs)?	
Do the selection criteria for partners include criteria related to the prevention of the sexual violence?	
Are capacity building strategies put in place when partners have limited expertise or capacity?	
Do you have a specific budget intended for the prevention of sexual violence?	
Do you have access to a resource person (either internally or through a partnership) on sexual violence?	
Do you analyze the risk factors related to sexual violence (for example those related to the workplace)?	
Do you document the phenomenon of sexual violence within the organization?	
Trainings	Yes
Are there trainings for employees, volunteers, interns, managers and Board members on sexual violence?	
<ul style="list-style-type: none"> • Are these trainings offered regularly and systematically? 	
<ul style="list-style-type: none"> • Do these trainings include a trigger warning? 	
<ul style="list-style-type: none"> • When these trainings are being given, is there a mechanism to listen to or support individuals who would want to disclose an incident? 	
<ul style="list-style-type: none"> • Do these trainings cover the notion of consent? 	
<ul style="list-style-type: none"> • Do these trainings cover the issue of power relationships? 	
<ul style="list-style-type: none"> • Do these trainings enable participants to deconstruct some of the myths surrounding the phenomenon of sexual violence? 	
<ul style="list-style-type: none"> • Do these trainings enable participants to identify risk factors (related to the perpetration of an act of sexual violence)? 	
<ul style="list-style-type: none"> • Do these trainings empower the learners to react if they witness a situation of sexual violence? 	
<ul style="list-style-type: none"> • Do these trainings include a discussion or a reflection on the limits of cultural sensitivity with respect to sexual violence? 	
Do the pre-departure orientations cover the theme of sexual violence?	
Are subcontractors or partners involved in a dialog on sexual violence and informed of the policy or of the code of conduct in force?	
Are partners mobilized to strengthen the prevention practices?	
Are the trainings shared with the partner organizations?	
Are there awareness-raising workshops or trainings available for the beneficiaries?	