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**DOKU
FEST**
International Documentary
and Short Film Festival

Policy on Prevention of Sexual Exploitation and Abuse

PSEA(Policy)

DOKUFEST

International Documentary and Short Film Festival
Address: Rruga Marin Barleti n.n / Qendra Europa
20000 Prizren / Republic of Kosovo

Non-Governmental Organization DokuFest
Registration Number: 5102107-0
VAT number: 330126880
Fiscal number: 600230255

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Policy on Prevention of Sexual Exploitation and Abuse

1. Our values and principles

Policy against Harassment, Intimidation and Abuse of the DokuFest, expresses our commitment to keep the workplace free of harassment so that everyone who works for the DokuFest, to feel safe, free and enjoy their rights.

We will not tolerate anyone harassing, intimidating or distressing others. We also prohibit intentional discrimination based on gender, sexual orientation, marital status, race (including skin color, ethnicity, ethnic or national origin), religion or belief, age, disability and other aspects of identity.

DokuFest, expects the same standards to be applied by partners, contractors, suppliers and all third parties in relation to our work.

DokuFest, has zero tolerance for any form of harassment, sexual harassment, intimidation and abuse (as defined in this policy) inside or outside the workplace, including sexual exploitation, abuse and any conduct that is discriminatory or degrading to others. This applies to the premises of the DokuFest, in the communities where we work or elsewhere, as well as during or outside working hours.

All adults have the same rights to protection regardless of any personal characteristic, including gender, sexual orientation, marital status, race (including skin color, nationality, ethnic or national origin), religion or belief, age, disability).

DokuFest, does not tolerate any action that violates the dignity of a person or creates an intimidating, hostile, humiliating or offensive environment.

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This policy applies to **all persons/ employees working** for us or on our behalf in any capacity, including employees at all levels, directors, employees, agency staff, outsourced workers, volunteers, interns, agents, contractors, external consultants, third party representatives, suppliers and partners of the organization. It is applied during or outside working hours, every day of the year.

2. Definitions of harassment, sexual harassment, threat intimidation and abuse

Definition of the term Harassment

Harassment consists of unwanted behavior, whether verbal, physical or visual, related to gender, gender, marital status, sexual orientation, race (including skin color, nationality, ethnic or national origin), religion or belief, age or disability. persons, with the intent or effect of violating the dignity of the person or creating an intimidating, hostile, degrading or offensive environment. Such behavior may occur in one case or more.

In order to protect the most vulnerable populations and to ensure the integrity of DokuFest's activities, the following specific standards shall be followed:

- (a) Exchange of money, employment, goods, assistance or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited.
- (b) 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.
- (c) Sexual relationships between staff members who deliver professional health services directly to beneficiaries and such beneficiaries are prohibited.
- (d) Using the services of prostitutes or sex workers is prohibited, regardless of the legal status of prostitution in the laws of the DokuFest staff members' home country or duty stations. This

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prohibition extends to the use of prostitution outside working hours, including while on Rest & Recuperation and home leave.

The above-mentioned acts are not intended to be an exhaustive list. The above-mentioned acts as well as other types of sexually exploitive or sexually abusive behavior constitute serious misconduct and, as such, are grounds for disciplinary measures, including summary dismissal.

All contracts between DokuFest and DokuFest Contractors shall include the DokuFest standard PSEA clause, which includes the obligations of DokuFest Contractors to take measures to prevent and prohibit SEA, to timely report to DokuFest any allegations, concerns or suspicions about SEA, to investigate allegations relating to their employees or other personnel of DokuFest Contractors, to take corrective action when SEA has occurred, and to ensure that the SEA provisions are included in all subcontracts.

Definition of the term Sexual Harassment

Sexual harassment is unwanted behavior of a sexual nature, which is intended or intended to violate a person's dignity and to create a frightening, hostile, degrading, humiliating, or offensive environment. Such behavior can occur in one case or in many cases. Sexual harassment can take the form of unwanted physical, verbal or nonverbal behavior, which may include:

- Unwanted physical contact, ranging from touching to sexual abuse and rape.
- Verbal forms of sexual harassment, including unwanted allusions, suggestions and hints, sexual assaults, sexually explicit comments, sexual jokes or insults, or unwanted graphic comments about a person's body made in their presence or directed investigations, undesirable and inappropriate for the sexual life of persons and sexual orientation, directed at a person or group of persons;

- Non-verbal forms of sexual harassment, including unwanted gestures, whistling, improper exposure or the display of unwanted sexual images or objects.
- Unwanted messages of a sexual nature sent by e-mail, SMS, Skype, messages and other electronic means; regardless of whether the DokuFest uses IT / equipment or personal mobile devices / equipment.
- Sexual harassment related to opportunities for recruitment, promotion, training or development, as well as providing salary increases or other employee benefits in exchange for sexual services.

Definition of the term Threat

Threat is used as a status or authority reason to require an individual to perform an act or duty that the individual is in if inappropriate, illegal or in direct conflict with internal policies or procedures of the organization.

Definition of the term Abuse

Abuse is any unpleasant, violent, intimidating, malicious, or offensive behavior that: makes the victim feel upset, threatened, humiliated, vulnerable, or undermines their self-esteem or makes them feel stressed, or worried; and (or) a reasonable observer will identified as abusive behavior.

Definition of the term SEXUAL EXPLOITATION

Any actual, or attempted abuse of the position of vulnerability, differential power, belief or dependence on sexual services or sexualization. This includes offering or promising monetary, social, political benefits as an incentive or a form of obligation.

Definition of the term SEXUAL ABUSE

Intimidation/ threat or physical assault of a sexual or sexualizing nature, including inappropriate touch, force or unequal or coercive conditions, sexual assault or rape.

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It may also include threatening or actual non-physical attacks (unwanted and / or uninvited exposure to pornography, texts, photographs, sharing photos, texts, and so on), requests for sexualized photos and so on.

Definition of the term DISCRIMINATORY AND DEROGATORY BEHAVIOUR

Other forms of harassment may relate to a person's gender, marital status, race (including color, nationality or ethnic or national origin), religion or belief, age or disability and may include intimidation, abuse or both.

Definition of the term ZERO TOLERANCE

At our organization DokuFest, we have a culture of zero tolerance for all forms of abuse and harassment, including sexual exploitation and abuse, harassment, intimidation and abuse. This means that for any concerns, a full response is received and the necessary immediate action is taken as necessary (including conducting an investigation and taking disciplinary action if applicable). This means that we will hold our people accountable to the same standards and will be accountable to the same processes as everyone else, regardless of their position or reputation within the organization.

The DokuFest is committed to ensuring transparency in our work and in our approach to preventing and responding to all forms of adult harassment, intimidation and abuse within our supply chains and relationships with third parties. Furthermore, we are committed to ensuring that our approach is in line with our national and international obligations, and that it is in line with applicable laws, statutes, regulations and codes in countries where the DokuFest operates.

When the guidelines in this policy conflict with any applicable law or regulation, the highest standard must always be observed.

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3. Approach to preventing child abuse and exploitation

Our Approach to Preventing Child Abuse and Exploitation at the DokuFest contains a great commitment to preventing child abuse and exploitation in the following ways:

Raise awareness:

Ensure that all staff, representatives and third parties affiliated with the DokuFest, are aware of the highest standards of conduct and, as expected of them, prevent any form of harassment, intimidation and harassment in the workplace.

Prevention:

Promoting a safe and healthy work environment, by applying all relevant policies and mechanisms, to ensure that staff and those working with our organization understand and minimize the risks of any form of harassment, intimidation and abuse.

Reporting:

Ensuring that it is clear to its staff and those working with the DokuFest, what steps to take when suspicions or concerns arise about allegations of harassment, intimidation and harassment in workplace.

Response:

Ensure immediate action is taken to identify and address reports of any form of harassment, intimidation and abuse in the workplace and to ensure the safety and well-being of the victim.

4. The obligations we expect from you

DokuFest expects the same high standards from all our partners, contractors, suppliers and all third parties working with or for the DokuFest, including taking measures to ensure a safe and healthy work environment, including protection from harassment and harassment at work.

You should have a zero tolerance policy for any form of harassment, intimidation and harassment in the workplace and take all necessary measures available to prevent and respond to current threats, attempted threats or harassment threats, intimidation and abuse involving the staff of the DokuFest or its representatives, or employees and representatives of your organization arising out of the implementation of the provisions of this Agreement.

- You should ensure that your staff and those working with the DokuFest are under your control and fully aware of this policy, and that you encourage them to report real or suspected cases. Harassment, intimidation or abuse including staff or representatives of the DokuFest or employees and representatives of your organization arising out of the implementation of the provisions of this Agreement.
- You must immediately report any suspicions or cases of harassment, intimidation or abuse that have arisen to the DokuFest, your organization or a subcontractor who is in a business relationship with the DokuFest. If he does not report, he will be taken seriously and could result in the termination of any agreement with the DokuFest.
- If you or any staff working for the DokuFest suspects or becomes aware of harassment, intimidation or abuse in connection with the work of the DokuFest, you are required to:
 - Act promptly and immediately report suspicions or knowledge of harassment, intimidation or abuse, or a case of contact to the DokuFest, or (to the person entrusted with the Policy against Harassment, Intimidation and Abuse.
 - Keep any information confidential between you and the person you are reporting to.
- You will cooperate with the DokuFest in any investigation reported under this Agreement and regularly update the DokuFest for any details under this Agreement, including but not limited to the actions you took during the response.