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SAFEGUARDING REPORTING PROCEDURES

Document	Safeguarding Reporting Procedures
Organization	Non-Governmental Organization "International Anti-Corruption Assembly" (NGO "IACA")
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Approved by	Secretary General of the Central Committee of NGO "IACA"
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1. General Provisions

These Safeguarding Reporting Procedures (hereinafter referred to as the “Procedures”) establish a framework for the safe, confidential, accessible, and effective reporting of incidents relating to safeguarding, including Protection from Sexual Exploitation and Abuse (PSEA), Child Safeguarding, and other serious ethical violations.

The Procedures constitute a key component of the Organization’s safeguarding system and reflect its commitment to protecting beneficiaries, members, employees, volunteers, and other persons associated with its activities.

These Procedures have been developed in accordance with:

- The Charter of the Organization (2019 revised edition approved by the General Assembly);
- The legislation of Ukraine, including the Law of Ukraine “On Prevention of Corruption”, the Law of Ukraine “On Ensuring Equal Rights and Opportunities for Women and Men”, and applicable child protection legislation;
- The United Nations Convention against Corruption (UNCAC);
- The United Nations Secretary-General’s Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse (PSEA);
- International standards, including the IASC Guidelines on Protection from Sexual Exploitation and Abuse (2019), the Core Humanitarian Standard on Quality and Accountability (CHS), recommendations of UNICEF and UNHCR, and the Sphere Standards;
- The Independence-First Principle and the Organization’s hybrid volunteer-and-staff operating model.

2. Purpose of the Procedures

- To establish safe, accessible, and confidential channels for reporting safeguarding-related violations;
- To ensure the prompt, impartial, and effective handling of reports;
- To provide reliable protection for whistleblowers and affected persons;
- To prevent and respond promptly to incidents causing harm to beneficiaries, members, employees, and volunteers;
- To strengthen confidence in the Organization as a responsible international partner operating in accordance with the highest humanitarian standards.

3. Scope of Application

These Procedures apply to reports concerning:

- Sexual exploitation and sexual abuse (PSEA);
- Any form of violence, exploitation, abuse, or harm involving children;
- Abuse of power, authority, or position;
- Other serious violations of the Code of Conduct, ethical standards, or safeguarding policies.

These Procedures are mandatory for all persons associated with the Organization, regardless of nationality, country of residence, or form of engagement, including:

- Members of the Organization’s governing bodies;
- Employees, volunteers, and interns;
- Heads of Separate Subdivisions and Representative Offices;
- Contractors, consultants, and partner organizations participating in joint projects.

4. Core Principles

- Safety and confidentiality of information;
 - Protection against retaliation (non-retaliation);
 - Availability of anonymous reporting channels;
 - Promptness, impartiality, and objectivity in handling reports;
 - Priority given to the safety, rights, well-being, and support of affected persons;
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- Proportionality of procedures to the scale and nature of the Organization's hybrid operating model;
- Integration with the Organization's overall whistleblowing and anti-corruption reporting mechanisms.

5. Reporting Channels

Reports may be submitted through the following channels:

- Dedicated safeguarding email address: iaca.safeguarding@iacassembly.org;
- Directly to the General Secretary: chief@iacassembly.org;
- Anonymous reporting form on the Organization's official website (where available);
- The manager of the relevant project, programme, subdivision, or representative office, with mandatory escalation to the central level of the Organization.

Reporting channels are available 24 hours a day, 7 days a week, taking into account the international nature of the Organization's activities.

6. Procedure for Handling Reports

6.1. Acknowledgement of Receipt

Where the report is not anonymous, acknowledgement of receipt shall be provided within three (3) working days.

6.2 Preliminary Assessment and Classification

A preliminary assessment and classification of the report shall be completed within five (5) working days.

6.3 Investigation

A full investigation shall be conducted confidentially by a specifically designated individual or a limited-membership investigation panel. Independent external experts may be engaged where necessary.

6.4 Communication with the Reporter

The reporter shall be informed about the progress and outcome of the review process to the extent possible without compromising confidentiality, legal obligations, or the rights of involved parties.

6.5 Corrective and Protective Measures

Where a violation is substantiated, appropriate corrective, disciplinary, safeguarding, or other measures shall be applied in accordance with the relevant policies, and competent authorities shall be notified where required by law.

7. Protection of Reporters and Affected Persons

The Organization guarantees:

- Full confidentiality of information relating to the reporter and affected person;
- Protection from any form of retaliation, discrimination, harassment, pressure, intimidation, or adverse consequences (non-retaliation);
- Access to necessary psychological, legal, safeguarding, and other forms of support for affected persons;
- Proper documentation of all protective measures taken.

8. Related Documents

These Procedures form an integral part of the Organization's safeguarding framework and are linked to:

- Protection from Sexual Exploitation and Abuse (PSEA) Policy;
 - Child Safeguarding Policy;
 - Whistleblowing and Whistleblower Protection Policy;
 - Code of Conduct;
 - Conflict of Interest Policy;
 - Anti-Corruption Policy;
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- Anti-Fraud Policy.

Cross-Reference: Serious violations involving indicators of corruption or fraud shall also be reviewed in accordance with the Anti-Corruption Policy and the Anti-Fraud Policy.

9. Final Provisions

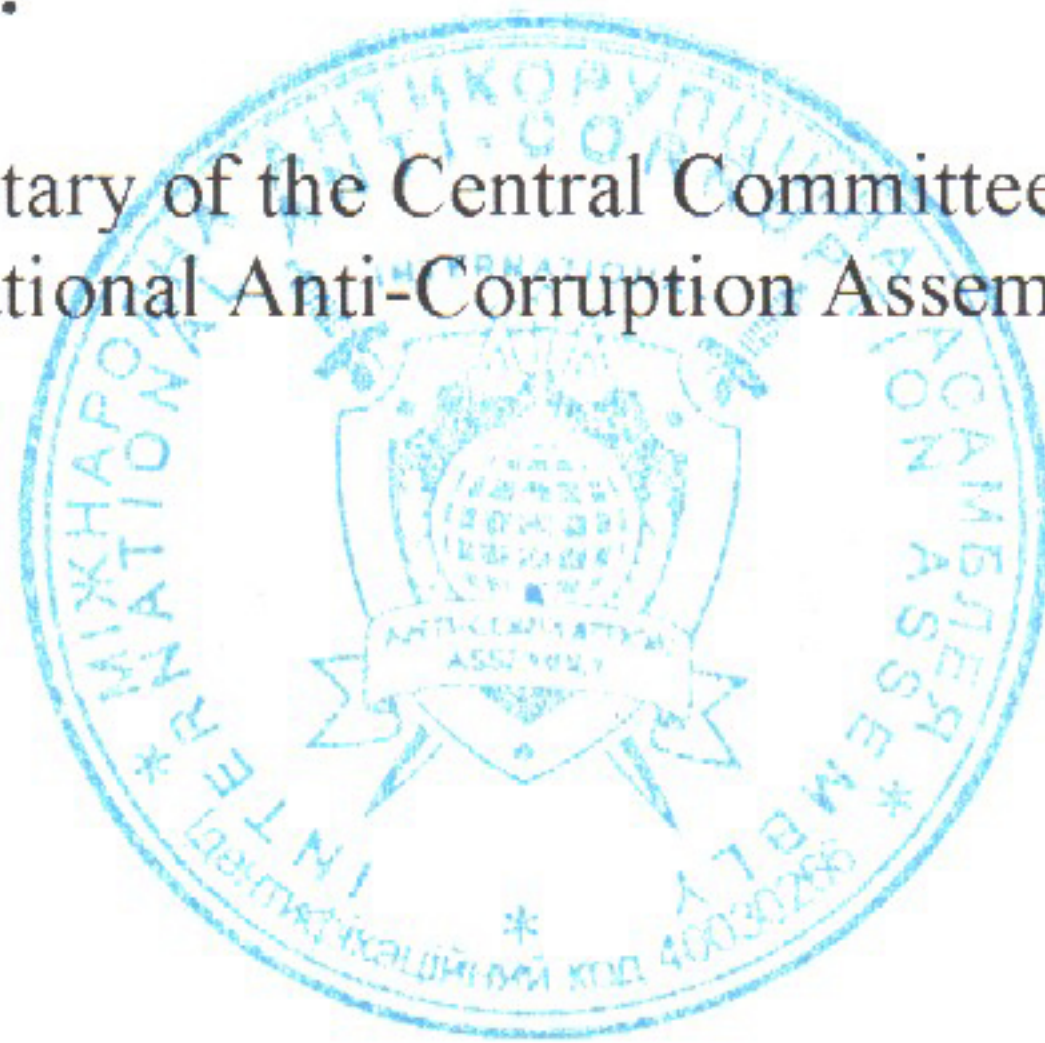
These Procedures shall enter into force on 25 February 2026 and shall be mandatory for compliance.

The Procedures shall be reviewed at least once every two years and following any significant safeguarding incident, or whenever changes occur in applicable legislation, international standards, or organizational requirements.

All employees, volunteers, members, contractors, consultants, and partners shall be familiarized with these Procedures and shall confirm such familiarization in writing.

Approved by:

General Secretary of the Central Committee
NGO "International Anti-Corruption Assembly"



Viacheslav Sayenko