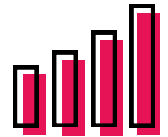


# HARMONISED REPORTING FRAMEWORK



## GENERAL INFORMATION ON THE INCIDENT

<b>INCIDENT LOCATION</b> Country	<b>REPORTING CHANNEL</b> Hotline Complaint box Complaint app / email Community leader PSEAH focal point Reported to a staff from my organisation Reported by another organisation PSEAH Network or other coordinating body Internal whistleblowing channel Referral from public service	<b>PROFILE OF PERSON REPORTING INCIDENT</b> Staff or my organisation Staff of other Victim/survivor Member of survivor's/ victim's family Community volunteer Other community Anonymous	<b>OVERALL STATUS OF THE ALLEGATION</b> Substantiated Unsubstantiated Criminal case - reported to authorities Unconclusive Not investigated Incident management ongoing (open case)	<b>REMEDIAL ACTIONS</b> Training of staff or affiliated personnel Community awareness raising HR risk mitigation measures Programmatic risk mitigation measures PSEAH action plan None Incident management ongoing (open case)
<b>DATE OF INCIDENT</b> Year / Month			<b>INCIDENT REPORTED TO AUTHORITIES?</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<b>TYPE OF ALLEGATION</b> Sexual exploitation Sexual abuse Sexual harassment				

## INFORMATION ON THE VICTIM/SURVIVOR

Organisations may select "no survivor identified" to skip this section, or add multiple survivors for one incident.

<b>SEX</b> Male Female	<b>AGE</b> 18 and above Below 18	<b>STATUS</b> Community member Staff member or affiliated personnel	<b>ASSISTANCE RENDERED</b> Medical assistance Mental health & psychosocial assistance Legal assistance Physical protection Economic assistance Victim/survivor declined assistance Victim/survivor was not offered assistance No assistance available Incident management ongoing (open case)
<b>DOES THE PERSON IDENTIFY AS HAVING A DISABILITY?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			

## INFORMATION ON THE ALLEGED PERPETRATOR

Organisations may select "no perpetrator identified" to skip this section, or add multiple perpetrators for one incident.

<b>SEX</b> Male Female	<b>PROFILE</b> Staff member - senior management Staff member - middle management Staff member - field staff Volunteer Incentive worker Partner staff Contractor Consultant Donor Trainee/intern	<b>RESPONSIVE ACTION</b> No responsive action possible Subject received warning Other sanction Subject separated (dismissal) Subject separated (non-renewal) Subject resigned pending investigation Subject resigned pending disciplinary process Incident management ongoing (open case)
<b>STATUS</b> International National	<b>IF RELEVANT, REASON WHY NO RESPONSIVE ACTION WAS TAKEN</b> N/A (unsubstantiated) Victim/survivor did not give consent Risk for victim/survivor deemed too high Complainant did not cooperate Lack of internal capacity or resources No jurisdiction over allegation No access to the area of the incident Insufficient information to assess allegation Determined not to be SEAH (reclassified)	

For all data fields, organisations may select the following options: "do not wish to disclose", "do not routinely collect", "risk of identification", "unknown for another reason", or "other". If they select other, they will be asked to specify.