

Annex V – Safeguarding Reporting Form

Context

DRI developed a Safeguarding policy with the aim of preventing Sexual Exploitation, Sexual Abuse and Sexual Harassment. This policy defines prohibited behaviour, establishes what is expected of DRI staff and defined stakeholders regarding safeguarding, and lays out the actions that DRI will undertake in the case of a breach of this policy.

In this regard, DRI Lebanon country office applies this policy and actively engages in its implementation to provide a safe working environment for its staff, partners, and stakeholders.

Definition of Safeguarding

Safeguarding at DRI refers to the prevention of, mitigation of, and response to any abuse perpetrated by a staff member or defined stakeholder against children or adults through the delivery of DRI's programmes or in the communities we serve. Specifically, safeguarding aims to prevent physical, emotional, or sexual abuse; sexual exploitation; sexual harassment; and neglect perpetrated by any person who represents DRI as a staff member or defined stakeholder.

Additionally, safeguarding at DRI includes the prevention of and response to sexual harassment, which is prohibited.

How to report

Once a report is made, the Safeguarding Focal Point will manage the next steps together with the Director of HR and Administration. This includes coordinating any necessary assistance for the victim, gathering information for the case, and sharing with the Executive Management/Board/external agencies for the final decision.

Please note that all reporters and victims of sexual exploitation, sexual abuse, and sexual harassment will be supported throughout the process. This also includes maintaining their anonymity as much as possible.

Obligations

All avenues of reporting are equally secure and monitored by the SFP personally (not automated).

When reporting an incident of SEAH, staff and programme beneficiaries should remember:

- That proof is not necessary before reporting, but all reports must be made in good faith
- Not to investigate. Reporters should not contact the alleged perpetrator(s) directly to determine facts, demand explanations, or seek retaliation

- To always maintain strict confidentiality, including not discussing the issue with anyone within DRI (other than through the reporting channels set out in the Safeguarding policy) or outside of DRI (except as required by law)
- To respect the dignity, wishes and rights of those affected by SEAH
- That the confidentiality of the reporter, the alleged victim/survivor, and the alleged perpetrator will remain as confidential as possible (circumstances permitting) during and after the reporting procedures.

Reporting a concern or incident

In person to the DRI Safeguarding Focal Point or through the dedicated email address ReportingAbuse@democracy-reporting.org

1- Your Information

Name:

Email:

Phone number:

2- Concern or Incident

As a reporter, you are not required to hold any information about the situation you are reporting. If you are in possession of the information, you should share as much of the following as possible:

- **Who** committed the suspected SEA? Provide full names, titles, and organisation, if possible:
- **Who** was involved? Share potential victim/survivor(s) and any witnesses (full names, titles, and organisation), if possible:
- **When** and **where** did the incident(s) take place? Provide dates, times, and locations, if possible:
- **What** happened? Describe any known details of the incident or allegation: