PREVENTION OF SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY

REF: LNF-GOV-004-2025

APPROVED BY:

BOARD OF DIRECTORS, LIM NGUEN FOUNDATION

BOARD RESOLUTION NO: LNF-BRD-RES-004-2025

APPROVAL DATE: 10 DECEMBER 2025

EFFECTIVE DATE: 10 DECEMBER 2025

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1. INTRODUCTION

Lim Nguen Foundation (LNF) is committed to protecting the dignity, safety, and rights of all individuals, particularly the communities we serve. Sexual exploitation and abuse (SEA) are strictly prohibited and constitute serious violations of humanitarian and organizational standards.

This PSEA Policy establishes LNF's commitment to a zero-tolerance approach toward SEA and provides a framework for prevention, reporting, investigation, and response. It applies to all personnel, partners, and stakeholders involved in LNF operations.

2. PURPOSE

- Prevent sexual exploitation and abuse by LNF personnel and partners.
- Protect beneficiaries, particularly vulnerable populations such as women, children, and displaced persons.
- Establish clear reporting, investigation, and disciplinary procedures for SEA incidents.
- Promote a culture of accountability, transparency, and ethical conduct.
- Ensure compliance with national laws, international standards, and donor requirements.

3. SCOPE

This policy applies to all individuals and entities associated with LNF, including:

- Board members, Executive Director and management staff
- All employees (full-time, part-time, temporary, or project-based)
- Volunteers, interns, and consultants, Contractors, suppliers, and partner organizations
- The policy applies at all times while individuals are acting on behalf of LNF, during field operations, office activities, travel, or representing the organization in any public forum.

4. DEFINITIONS

Sexual Exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including soliciting sexual favors or engaging in sexual activity in exchange for assistance or benefits.

Sexual Abuse: The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Beneficiary: Any individual or group receiving assistance, services, or support from LNF programs.

Personnel: Any individual engaged by LNF, including staff, volunteers, consultants, interns, or contractors.

5. ZERO-TOLERANCE COMMITMENT

LNF has a zero-tolerance policy toward sexual exploitation and abuse (SEA). All personnel are prohibited from:

- Engaging in sexual activity with beneficiaries, regardless of consent, where there is a real or perceived power imbalance.
- Exchanging assistance, goods, or services for sexual favors.
- Engaging in any sexual activity with a child (any person under the age of 18 years), regardless of the age of majority or the age of consent under national law. A mistaken belief regarding the age of a child is not a defence.
- Using their position or authority to exploit, harass, or abuse any individual.
- All personnel must uphold the highest ethical and professional standards and ensure that the dignity, safety, rights, and well-being of beneficiaries and affected communities are protected at all times.

6. PREVENTION MEASURES

LNF is committed to preventing sexual exploitation and abuse through proactive measures that safeguard beneficiaries and staff. All personnel will receive orientation and training on PSEA awareness to ensure understanding of expected behavior and reporting obligations.

Staff, consultants, and volunteers will be carefully screened to identify any previous involvement in SEA incidents or misconduct. Information about PSEA, including reporting mechanisms, will be prominently displayed in offices, field sites, and community centers to ensure accessibility to all.

SEA clauses will be included in contracts, agreements, and memoranda of understanding with partners and suppliers to clearly define obligations and responsibilities. LNF will continuously promote a culture of respect, professionalism, and accountability throughout the organization to prevent misconduct.

7. REPORTING MECHANISMS

LNF encourages all personnel and community members to report any actual or suspected SEA incidents. Reports may be submitted directly to supervisors or management staff, through confidential channels such as email, phone, or suggestion boxes, or via community-based complaint mechanisms.

All reports will be treated confidentially. LNF strictly prohibits retaliation against anyone who reports in good faith, ensuring whistleblowers are protected throughout the reporting and investigation process.

8. INVESTIGATION PROCEDURES

Upon receiving a report of SEA, LNF will conduct a preliminary assessment to determine the credibility and urgency of the allegation. Either trained personnel or an independent investigator, to ensure impartiality and objectivity, will then carry out, a confidential investigation.

Investigation findings will be carefully documented, and appropriate corrective or disciplinary actions will be recommended based on the evidence. Serious SEA cases may be reported to donors, law enforcement, or relevant authorities, in accordance with legal and contractual obligations. All investigations will prioritize fairness, respect for all parties, and the protection of victims.

9. DISCIPLINARY MEASURES

Confirmed SEA incidents will result in strict disciplinary action. Measures may include immediate suspension or removal from duties, termination of employment or contract, reporting to authorities and donors, and legal action where applicable.

The severity of sanctions will be determined by the seriousness of the misconduct and the impact on victims, affected communities, and the organization. LNF maintains a zero-tolerance approach to SEA to uphold its ethical and humanitarian obligations.

10. TRAINING AND AWARENESS

LNF provides comprehensive training and awareness programs for all personnel to identify SEA risks, understand reporting procedures, and protect whistleblowers. Training emphasizes ethical, safe, and respectful conduct in all interactions with beneficiaries and ensures compliance with donor and legal requirements.

All new personnel must sign a declaration confirming their understanding and acceptance of this policy. Periodic refresher training will be conducted to reinforce PSEA standards and maintain a culture of accountability.

11. SURVIVOR CENTRED RESPONSE

Every allegation of sexual exploitation and abuse shall be handled using a survivor-centred approach that prioritizes the safety, dignity, privacy, well-being, and informed consent of the survivor. Where appropriate, LNF shall facilitate access to medical care, psychosocial support, legal assistance, and other available referral services without discrimination.

12. CONFIDENTIALITY AND DATA PROTECTION

LNF shall maintain strict confidentiality throughout the reporting, investigation, and response process. Information relating to allegations of sexual exploitation and abuse shall only be shared on a need-to-know basis and in accordance with applicable data protection requirements. The identity of survivors, complainants, witnesses, and alleged perpetrators shall be protected to the fullest extent possible.

13. PROTECTION AGAINST RETAILATION

LNF strictly prohibits retaliation against any person who reports a concern or participates in an investigation in good faith. Any act of intimidation, harassment, discrimination, or retaliation shall constitute misconduct and may result in disciplinary action.

14. POLICY REVIEW

This PSEA Policy will be reviewed at least every two years or sooner if required due to changes in donor regulations, amendments to national laws, updates to international standards, or organizational restructuring and operational needs.

The Executive Director and Board of Directors are responsible for approving all updates to ensure that the policy remains current, effective, and aligned with best practices.

15. DECLARATION OF COMPLIANCE

I, the undersigned, confirm that I have read, understood, and agree to comply with the Lim Nguen Foundation Protection from Sexual Exploitation and Abuse (PSEA) Policy.

Name: _____
Position: _____
Signature: _____
Date: _____

16. BOARD APROVAL

This Protection from Sexual Exploitation and Abuse (PSEA) Policy has been reviewed and approved by the Board of Directors of Lim Nguen Foundation (LNF). The Board reaffirms its commitment to maintaining a zero-tolerance approach to sexual exploitation and abuse and to ensuring the effective implementation, oversight, and periodic review of this policy in line with LNF's safeguarding commitments.

Approved By:

Name: Yoal Wuol Lim

Position: Chairperson Board of Directors

Signature: LIM NGUEN FOUNDATION "UPLIFTING LIVES"

Date: 10 December 2025

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