



Approved

Director

CHARITY FOUNDATION
SOURCE OF REVIVAL

Karachentsev A.O

April 3, 2021.

CHECKLIST OF QUESTIONS FOR PSEA-SENSITIVE PERSONNEL, CONTRACTING, AND PERFORMANCE MANAGEMENT.

CHARITY FOUNDATION SOURCE OF REVIVAL

Kharkiv City, 2021

1. Include information in the job posting about verifying candidates' biographical information, recommendation letters, and references, and that ethical behavior is part of the annual employee evaluation.
2. Emphasize that candidates should disclose any previous issues related to sexual or other misconduct, prior job terminations, criminal convictions, and any problems registered with government agencies related to contact with children. Obtain the candidate's consent to disclose such information from their former employers as part of verifying the provided references and recommendation letters.
3. Conduct background checks on candidates' biographical information, such as information from law enforcement agencies and a Google search. Contact those who provided the candidate with references and recommendation letters to verify the candidate's past behavior, while adhering to national labor laws, privacy rights, and data protection regulations.
4. Ensure gender balance in the selection committee for hiring and conduct gender-neutral interviews.
5. During the interview, ask the candidate about ethics and ethical issues, such as "What is your opinion on an organization guided by ethical principles?" and "Tell me about a time when you faced an ethical issue."
6. Before offering a candidate a contract, insist on reviewing and signing the Code of Conduct.
7. Include a clause about PSEA in employment contracts, including subcontracting agreements.
8. Define disciplinary measures for proven allegations of committing SEA (such as termination of contract).
9. Add PSEA training to the process of adapting to a new job and regularly conduct training courses throughout an employee's tenure in the organization.
10. Consider compliance with the Code of Conduct (such as participation in PSEA training) during staff performance reviews.
11. Include a performance indicator for senior staff members' effectiveness in creating and maintaining conditions for preventing and responding to SEA in their performance reviews.
12. Freeze opportunities for professional growth/hiring of individuals who are under investigation.
13. Take strict disciplinary measures (such as dismissal, removal from position, written condemnation, or other administrative measures) if an offense is confirmed and, if it is related to possible criminal activity, consider reporting to law enforcement.
14. Maintain an internal database that documents any disciplinary measures taken against employees, including dismissals (to prevent reemployment of these individuals in the future).
15. Systematically exchange relevant information about personnel who may have committed SEA with other potential employers as part of background checks (to the extent legally permissible).
16. Prohibition of any sexual acts or abuse.