

HDCS

Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Notification form.

What is this form for?

This form is to be used by individuals and/or organizations who wish to report an alleged SEAH incident to HDCS management, Executive Director (EC) or General Assembly (GA).

Please complete the form below and email it into the Headquarters of HDCS: exec-director@hdcsnepal.org or Phone using +9851101681 or if in the field with no access to internet, there will be a focal point where these issues can be raised. Focal persons email address listed end of the document.

Privacy:

HDCS takes a victim/survivor approach to reporting incidents relating to SEAH. Incidents should only be reported when it is safe to do so and where it is in line with the victim/survivors' wishes.

Information that identifies individuals does not have to be reported.

Please see Privacy Policy of HDCS for further information.

On Field reporting protocol

Where the victim/survivor is illiterate the details for this part of the notification letter can be filled out by a local field officer for the project, or if it concerns HDCS or other project organization partner staff, a legal guardian can fill out this form for the victim/survivor. Their contact details will need to be taken alongside the victim/survivor.

Name of person reporting the incident (local field officer or (witness). Relationship to victim/survivor	
Name of person who is the victim/survivor of the incident being reported.	
Contact details for local field officer/witness.	
Address of local field officer/witness	

Where people are literate the following can be used to document the incident, or ask for the support of the local officer of that project. If it is the local officer who is being reported, the manager of that project will need to be informed.

HDCS Project/Activity/Agreement details related to this incident.

HDCS Project / Activity (name)	
Location of HDCS Project (area/municipality)	
HDCS Agreement title (if project is known by another name)	
HDCS project's funding source (if this project has outside funding)	

Details of reporting Organization or Individual

Name of reporting organization or individual	
If organization, name of contact	
Telephone contact or neighbour	
Location of reporting incident. Ie. Province or municipality	

PSEAH Incident

Type of Allegation eg. sexual, abusive, harassment, policy non-compliant.	
Date of alleged incident	
Place of alleged incident. (Provide as much detail as possible).	
Date of incident received by HDCS.	
Details of alleged incident. (Include as much detail as possible, including any specific vulnerabilities).	
Is the victim/survivor part of an HDCS project or partner organization? Provide details.	
What support is being/has been given to the victim/survivor up to date? (specify any medical or counselling activities)	
Have referrals been made to any support services. Eg. Medical or counselling?	

<p>What investigation or reporting has been carried out at this time?(Eg. Internal investigation which will be passed onto HQ if appropriate?)</p>	
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Reporting to Police or other Federal Body

<p>If the incident occurred outside the Kathmandu Valley, are the local authorities aware of the alleged incident? (if Yes- provide name of contact and location and date)</p>	
<p>Detail their response to the alleged incident.</p>	
<p>Has the incident been reported to any other authority? if so, provide details, date and contact name.</p>	

Provide any other details.

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CONTACT DETAILS

HDCS Focal Person in the Head Office

Sudip Adhikari

Admin and HR Coordinator

Email: sudip.hdcs@gmail.com

HDCS Focal Person for the Project Location

Shova Thakuri (Besisahar, Lamjung)

Lamjung District Community Hospital (LDCH)

Email: cnc20shova@gmail.com

Purna Bahadur Thapa (Chaurjahari, Rukum)

Chaurjahari Hospital Rukum (CHR) and Public Health Programmes (PHP)

Email: puenathapa37@gmail.com

Mohan Khadka (Chitwan)

Gunjaman Hospital Chitwan (GHC)

Email: khadka_mohan@hotmail.com

Gopal Regmi (Rukum)

Community Radio Initiative Nepal (CoRIN)

Email: mrsukhadukha.regmi@gmail.com

Binu Rai (Okahaldhunga)

Community Radio Initiative Nepal (CoRIN)

Email: rumdalibinu@gmail.com

Devi Maya Tamang (Chitwan)

Asha Bal Bikas Sewa (ABBS)

Email: abbschitwan61@gmail.com

Keshu Kumari Raskoti (Sainbu, Lalitpur)

Asha Bal Bikas Sewa (ABBS)

Email: raskoti.keshu484@gmail.com

Judy Gerber (Thecho, Kathmandu)

Kathmandu International Study Centre (KISC)

Email: director@kisc.edu.np

Krishna Bohara (Thecho, Kathmandu)

KISC Education Quality Improvement Program (EQUIP)

KISC Transformational Educational College (TEC)

Email: kbohara@kisc.edu.np

Further Contact Details:

Human Development & Community Service (HDCS) – Lalitpur Metropolitan City-18, Lalitpur

info@hdcsnepal.org +977-1-5015062 www.hdcsnepal.org