

**PROTECTION FROM SEXUAL EXPLOITATION, ABUSE, & HARASSMENT POLICY**

Policy Name	Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy
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	Print Name	Job Title/Role	Signature	Date
Department Quality Review	Dr Mayumi Fuchi	Head of Quality and Accountability	<i>Mayumi Fuchi</i>	Feb 05 2025
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Reviewed and Approved by	Dr Kamil Omoteso	Trustee	<i>Kamil Omoteso</i>	Feb 15 2025
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Policy Owner	Performance and Accountability
Key Responsibilities	All staff
Associated Documents	

**Revision History**

Revision History (Provide summary of changes and justification)	Changes reviewed & approved by	Date of review & approval	Date effective

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## Protection from Sexual Exploitation, Abuse, and Harassment Policy

### 1. Policy Statement

- 1.1 Human Appeal takes a ‘zero-tolerance’ approach to sexual exploitation, abuse and harassment of vulnerable adults and children. This includes direct or indirect beneficiaries of our programming and in the wider communities in which we work. It also encompasses prevention of sexual harassment to staff within HA.
- 1.2 We recognize that HA employees and other representatives working for or on behalf of HA frequently work in situations where they are in positions of power and where they are granted high levels of trust. This power and trust must never be abused, and all HA staff have an obligation and responsibility to maintain the highest professional and ethical standards in their day-to-day conduct.
- 1.3 The PSEAH policy applies to all HA staff, consultants, contractors, suppliers, volunteers, and any other affiliates working under agreements with HA. Any breach of the policy will be taken extremely seriously and responded to. Breaches of the policy may be grounds for disciplinary actions, including termination of engagement with HA.

### 2. Global Standards on PSEAH

This policy defines HA’s commitment to the protection from sexual exploitation and abuse and sexual harassment (PSEAH) by HA personnel. In doing so, HA adheres to the UK Law on Prevention from Sexual Exploitation, Abuse and Harassment at Workplace, the Core Principles of the United Nations’ Task Force on Preventing Sexual Exploitation and Abuse in Humanitarian Crises 2002, and UN secretary General Bulletin: Special measure for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13) in their application to project implementation in relation to children, families and communities. The policy also aligns with HA Code of Conduct, Bullying and Harassment Policy, as well as Safeguarding Policy.

- Sexual exploitation and abuse, when proven, is an act of **gross misconduct** which will result in termination of employment and may have legal implications according to the local law.
- Sexual activity with a child or a vulnerable adult is prohibited by Human Appeal, regardless of the criminality of the offence taking account of the age of majority or consent as defined by local laws. A mistaken belief regarding child’s age will not be accepted as a defense.

- Any exchange of money or benefit in return for provision of sex or sexual favors or any other form of humiliating, degrading or exploitative behavior are strictly prohibited, and will be dealt with under the Human Appeal Disciplinary Policy and have legal implications according to the local law.
- Should signs of sexual exploitation are identified, an immediate safety plan (including medical attention as necessary) will be developed for all concerned. This is the responsibility of the country director, the Global Safeguarding Lead and the security manager.
- Where HA staff, consultants, contractors, suppliers, volunteers, and any other affiliates develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via HA’s established reporting mechanisms.
- HA staff, consultants, contractors, suppliers, volunteers, and any other affiliates are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct.

### 3. Definition of Terms

<b>Abuse</b>	Abuse is behaviour or actions that cause harm, whether physical, emotional, sexual or financial, to a person.
<b>Child</b>	A person below the age of 18 - UN Convention on the Rights of the Child.
<b>Safeguarding</b>	Safeguarding is the responsibility that organizations have to make sure their staff, operations, processes and programs do no harm to children, staff and vulnerable adults, and that means that they do not expose them to the risk of harm and abuse.
<b>Vulnerable community</b>	Community affected by crisis of any nature e.g., political, natural calamities etc
<b>Sexual abuse</b>	The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions
<b>Sexual exploitation</b>	Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to: threatening or profiting monetarily, socially or politically from the sexual exploitation of another.
<b>Sexual harassment</b>	Any unwanted and/or uninvited conduct of a sexual or sexualized nature, which has the purpose or effect of violating an individual’s dignity, or creating an

	intimidating, hostile, degrading, humiliating, or offensive environment for that individual. This conduct may or may not be criminal, and it may or may not be direct physical touching.
<b>Grooming</b>	The cultivation of emotional relationships with those in positions of vulnerability or inequitable power, with the intention or potential of manipulating these relationships into sexualized dynamics in the future
<b>Trafficking</b>	Trafficking is a process of enslaving people, coercing them into a situation with no way out, and exploiting them. People can be trafficked for many different forms of exploitation such as forced transactional sex, forced labour, forced begging, forced criminality, domestic servitude, and forced marriage, and forced organ removal.
<b>Transactional sex</b>	This is the exchange of money, employment, goods, or services for sex, including sexual favours. Transactional sex is strictly prohibited by HA along with any other forms of humiliating, degrading or exploitative behaviour, including exchange of assistance that is due to rights holders.
<b>Bullying</b>	Bullying is any repeated offensive, abusive, intimidating, malicious or insulting behaviour which: <ul style="list-style-type: none"> <li>(i) makes the recipient feel upset, threatened, humiliated or vulnerable or undermines their self-confidence or causes them to suffer stress or feel upset; and</li> <li>(ii) a reasonable observer would identify as amounting to bullying behaviour.</li> </ul>
<b>Intimidation</b>	Intimidation is the unreasonable use of status or authority to require or coerce an individual to perform an action or task, which the individual knows to be inappropriate and/or disrespectful, illegal.
<b>Informed consent</b>	Voluntary agreement of an individual who has the capacity to take a decision, who understands what they are being asked to agree to, and who exercises free choice.
<b>Sex worker</b>	Any person over 18 years of age who receives money, goods or services in exchange for sexual or sexualized acts, and who define those activities as income-generating, even if they do not identify as sex workers or as exploited.
<b>Beneficiary of direct or</b>	Any person who receives any assistance (including all types of goods, services, opportunities, training) directly or indirectly (as the parent or caregiver of children

<b>indirect assistance</b>	involved in HA programmes and activities) or partner NGO, regardless of the length of time of their relationship with HA
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As a global organization where we operate across different cultures, there will be a wide range of understanding about what constitutes as offensive, humiliating, intimidating, hostile, or degrading conduct. What one worker – or even a majority of workers – might see as harmless fun or ‘banter’, another may find unacceptable. A worker complaining about conduct may be considered by others to be overly sensitive or prudish. However, it is important to understand that conduct can amount to **harassment or sexual harassment** even if that is not how it was intended or perceived. No form of harassment can ever be justified or tolerated. Staff should always abide by all the internal and international policies and laws on staff code of conduct and prevention from sexual exploitation, abuse and harassment.

#### 4. HA’s Commitment to Zero Tolerance Against SEAH

##### 4.1 Sexual Exploitation and Abuse

HA’s commitment to zero tolerance of sexual exploitation and abuse means all program design and planning must include a gender power analysis and safeguarding risk assessment. The analysis and assessment must include recognition of the intersections of gender with other vulnerabilities (e.g., disability, age, race, and belief). Program design and staffing must also reflect these assessments in line with the organization-wide commitment towards gender-sensitive programs.

All HA staff, consultants, contractors, suppliers, volunteers, and any other affiliates **must not engage** in any of the following activities at any time, whether in- or outside normal working hours or locations:

- Exchange money, employment, goods or services for sexual favors (transactional sex). As an organization, we believe that this is an abuse of power contrary to HA’s policies and values;
- Sexual exploitation and abuse by HA staff, partners, consultants, and volunteers constitute acts of gross misconduct and are, therefore, grounds for termination of employment or contract/agreement, as well as disciplinary actions up to and including dismissal;
- Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of the majority or age of consent locally. Mistaken belief about a child’s age is not a defense;
- Use the organization’s computer or other equipment to view, download, create or distribute inappropriate materials, such as pornography;

- Share or show pornographic images, videos with fellow staff, children or vulnerable communities;
- Engage in any form of sexual relationship with beneficiaries of assistance, since they are based on inherently unequal power dynamics;
- Engage in sexual activity with anyone under the age of 18 including grooming children;
- Sexually abuse or exploit children or vulnerable adults;
- Knowingly engage in any commercially exploitative activities with children or vulnerable adults, including child labour or trafficking;
- HA staff and other representatives must not use services provided by sex workers;
- HA staff must avoid/not visit any premises known for sexual activities;
- Drivers should never park HA cars in premises known for sexual activities.

#### **4.2 Harassment at Work Place - Building a safe and trusted working environment**

HA takes a zero-tolerance approach to any form of Harassment, Sexual Harassment, Intimidation and Bullying at workplace. This includes sexual exploitation and abuse and any conduct that is discriminatory or disrespectful toward others. All concerns that are reported to HA will be addressed quickly and effectively, with due regard to the confidentiality and protection of those raising a concern. Policy breaches will be investigated. Disciplinary actions, including dismissal, will be implemented as per HA Disciplinary Policy. Any member of HA workforce who persistently demonstrate misconduct of behaviour may face demotion, reprimand, detraction of benefits, suspension, or termination. Legal actions may be taken in cases of sexual harassment, exploitation and abuse and other unlawful actions.

#### **5. Why does SEAH happen?**

SEAH occur due to power imbalances linked to factors such as gender, age, disability, and minority status, which are often exacerbated in contexts of crisis, conflict, or forced displacement. Vulnerable individuals, including women, children, and people with disabilities, are at heightened risk. Humanitarian workers hold significant power and privilege over affected populations, creating conditions where SEAH can flourish. SEAH is a misuse of power and arises in environments where accountability lacks and professional standards are poorly communicated or inconsistently enforced.

#### **6. HA Approaches to SEAH**

##### **6.1 Awareness and Prevention**

All HA staff, consultants, volunteers, and representatives, and partners working in any position or capacity with HA will receive the policy handbook upon recruitment and sign the policies. They will be provided with copies of the relevant policies and expected to adhere to the values, standards, behaviors and procedures contained therein. Failure to comply with these standards and procedures may be gross misconduct and grounds for termination. These standards are applicable 24/7, in personal life as well as in work capacities.

All HA staff, consultants, contractors, suppliers, volunteer's donors and any other HA affiliates ensure Safer Programming throughout the implementation of activities by analyzing the potential impact of our presence and the ways in which we design and implement programmes. Please refer to Human Appeal's Safer Programming Guidelines for more information and guideline. Any poor safeguarding practice must be reported, responded to and corrected. Failure to do so may result in disciplinary actions. HA puts in place relevant pictorial PSEAH awareness materials translated into the local language, to communicate the message to the vulnerable communities.

## 6.2 Reporting

SEAH is by its nature a sensitive issue. HA has developed reporting channels that proactively enable reports about SEAH. Reporting channels for communities are developed in consultation with the communities to ensure that they feel comfortable in reporting SEAH incidents. HA reporting timeline remains to be within 24 hours. Reports are made through any of the internal reporting channels both in country or global channels outlined below.

HA reporting channels are divided into two:

### 1. *Global Safeguarding Reporting Mechanisms:*

These are global channels to report a concern directly to the Global Management.

- Email – [speakout@humanappeal.org.uk](mailto:speakout@humanappeal.org.uk)
  - Send an email directly to the Chief Executive Officer, International Programmes Director, Associated Director of People and Culture, Head of Quality and Accountability, and/or Global Safeguarding Lead.
2. There could be a number or exceptional reasons as to reporting directly to the Global Safeguarding Lead becomes necessary. This could include a situation whereby the subject of complaint is a senior

member of staff part of the reporting process, whereupon they should be bypassed in the reporting process immediately. *Country Office Reporting Mechanisms (adapted according to the country office):*

These are the channels designed for specific countries. All safeguarding concerns including SEAH received at this level, should be logged into the online case management system or submitted to the Global Safeguarding Lead by in-country safeguarding focal person.

- Country office toll free number
- Mailbox in all HA premises/offices
- Safeguarding focal persons
- Report to any trusted senior member

Any individual to whom this policy applies, who has been subjected to or witnessed Harassment, Sexual Harassment, Intimidation and/or Bullying, has the right to raise a complaint, and complaints will be treated seriously, swiftly, sensitively and confidentially. In all cases, individuals, to whom this policy applies, will be protected as far as is reasonably possible against victimization, retaliation or false accusations that may arise as result of reporting such behaviour.

There are two main ways that allegations or concerns may come to the attention of an organization;

- 1) Directly by survivors themselves, or by someone close to them, such as a family member or member of the community. A direct report of a concern or incident may also come from HA staff or representative, staff in another organization who have heard about it in their services, or from a staff member or volunteer who has witnessed it.
- 2) Indirectly through information collected from different sources and analysis, including research, focus group discussions, observations, and through the collection of reported concerns, leading to identifiable patterns of potential abuse.

The in country PSEAH Focal Point, who may also have the responsibilities as in-country Safeguarding Focal Point, must develop relationships and networks with international, national and local organizations so that those organizations know who in HA to report SEA concerns.

## **6.3 Responding**

### **Investigations**

HA is committed to ensuring a fair process for those under investigation and confidentiality for all parties. Breach of confidentiality in investigations and /or any attempt at intimidation, victimization or retaliation towards a complainant, witnesses or any other party involved in an investigation, may be treated as gross misconduct.

The investigation must be instigated by senior management in the country team, with the support of Global Safeguarding Lead and potential involvement of HR/PnC department. If the causes for concern involve senior management in the country programmes, support and investigation must be sought from the global level and potentially experienced senior members from other country offices.

Using a ***survivor-centred approach***, HA will ensure that survivors are supported with appropriate services including health, legal, psychosocial and economic support where possible. This service may be within HA, or an external referral may be made to help the survivor access those services.

### **Communications**

No identifying information – names, images, geographical location and so on – of survivors can be used in any communications, publicity, or fundraising materials. This includes information that may support the identification of a survivor through multiple small pieces of information. Consent to use a survivor’s words or story must not be confused with consent to use any aspect of their identity.

### **Local Service Mapping**

Each country office will map local resources and develop a list of regularly updated contact details for the police, local authorities, courts, health service providers (physical and mental), legal assistance providers, social services and other relevant stakeholders for PSEAH. This should be printed and made visible in all HA premises. Community members should be enlightened on the available of the services in their community.

### **Compliance**

Any concern regarding PSEAH, or suspicion of SEA, or a breach of the HA PSEAH Policy, at any level is treated with the utmost seriousness by HA. The disciplinary actions are detailed in HA’s HR Manual and include investigation into gross misconduct and breach of Policies.

HA appreciates that cases of sexual abuse or exploitation can be exceptionally difficult to discover and/or prove. Survivors of sexual abuse and exploitation often face enormous social and cultural barriers to

reporting any abuse or exploitation. In many cases, alleged perpetrators may wield power or position over their victims, and/ or live in close proximity to them.

HA recognizes that these factors may interfere with any investigation into cases of sexual abuse or exploitation. HA also recognizes the significant damage that can be caused by malicious or unfounded accusations and will endeavor to provide protection for staff who may be wrongly accused.

### **Staff-to-staff relationship**

Staff dating should declare before HR/PnC office about their relationship. HA expects such staff to behave appropriately and observe the staff code of conduct.

Examples of unacceptable behavior for staff dating:

- Arguing in the workplace
- Kissing or touching inappropriately in front of colleagues or clients
- Exchanging an excessive number of instant messages or calls during working hours
- Boasting about or discussing your relationship in your colleagues' presence

***Any staff approached (any sex) who is not ready to begin a relationship, should straight away inform the colleagues approaching him or her that he/she is not interested. If this continues, the behaviour is regarded as sexual harassment and should be reported immediately.***

However, HA **PROHIBITS** Line Managers from dating their subordinates as it is always difficult to draw a line between affection and sexual exploitation and abuse (misuse of power).

## **7. Roles and Responsibilities**

### **All Staff**

- Adhere to the PSEAH policy and code of conduct
- Support communities to know the referral pathway.
- Report SEAH concerns through the internal mechanism, Reporting is strictly done within 24hours.

### **All Managers**

- Reinforce PSEAH implementation within their area of responsibility (presence of PSEAH awareness materials, trainings for all HA staff consultants, contractors, suppliers, volunteer's donors and any other affiliates).

### **People and Culture Department**

- Implement the necessary measures when recruiting new staff and volunteers e.g. job adverts includes PSEAH statement, relevant staff have SEAH awareness interview questions in place. PSEAH responsibilities reflected on relevant staff job descriptions.
- Ensure recruitment processes use thorough background checks and also vet potential employees' attitudes towards PSEAH.
- Ensure all new employees receive a policy handbook that includes copy of the PSEAH policy and code of conduct, prior to, or at the time of, issuing an employment contract. Signed copies must be place in their personnel file.
- Ensure all new employees receive the PSEAH policy induction prior to interacting with the program and training thereafter.
- Ensure relevant staff have developed a one annual objects in the set commitment how they are going to contribute to the prevention of SEAH.

### **Safeguarding/PSEAH/GBV focal person**

- Ensure that communities are aware of the PSEAH Policy and how to report concerns.
- Ensure reporting channels are displayed for staff and community members to use.
- Ensure all HA premises have PSEAH awareness materials.
- Ensure there is a well-known referral pathway in the area of implementation as part of survivor support.

### **Country Directors/HA Senior Leadership at Field Offices**

- As required by the UK law on prevention of sexual exploitation and abuse concerns, it is the duty of the employer to protect employees against sexual exploitation and abuse, and that all staff are treated equal, with dignity regardless of age, gender, sex orientation, race, religion, and disabilities.

- Country Directors must provide clear guidance and demonstrate how the organization, across its operations, will ensure that vulnerable adults and children are protected from sexual exploitation and abuse in the delivery of projects and programs in-country.
- Working with P&C department to address power imbalance such as bias in recruitment, development and promotion decisions by taking a transparent and structured approach to such processes. This includes assessing all candidates against a set of objective criteria and promoting diversity of representation on assessment panels.
- Country Directors must ensure that culturally appropriate community-based complaint mechanisms are developed, implemented, and monitored and reviewed for effectiveness. This includes awareness raising with program participants and HA Employees and Related Personnel about protection from sexual exploitation and abuse and child abuse and how to use the complaints mechanism.
- Country Directors will also ensure that complaints handling and investigation procedures are enacted, along with appropriate employee disciplinary procedures as necessary. Country Directors are responsible for the provision of appropriate survivor assistance.

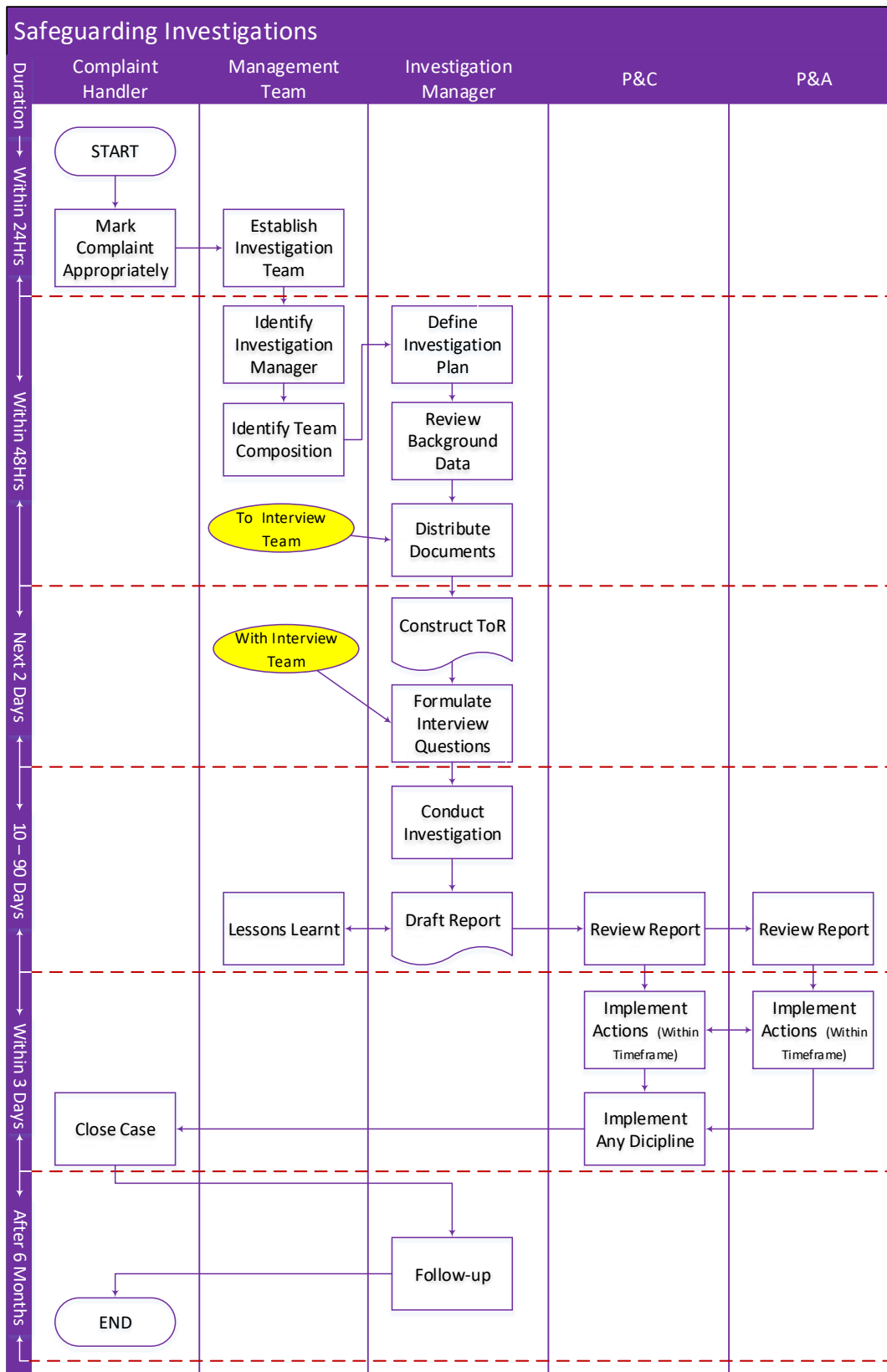
## 8. List of Related Policies

1. Staff Code of Conduct
2. Safeguarding Policy
3. Whistle blow Policy
4. Social Media Policy
5. UN secretary General Bulletin: Special measure for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13)
6. Child Protection Policy
7. Beneficiary Complaint and Response Policy
8. Serious Incident Reporting Policy
9. HA Standard Operating Procedure on handling SEA allegations
10. Bullying and Harassment Policy

## 9. Policy Review

The policy will be reviewed regularly to ensure continued appropriateness but as a minimum bi-annually.

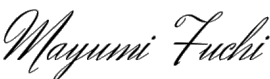
### Appendix1: Process Map.



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