Policy on Protection from Sexual Exploitation, Abuse and Harassment

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Always by the side of children, Green Umbrella

PART. 01

Understanding the policy and its principles

Purpose of the policy

ChorogUsan for Children (hereinafter "ChorogUsan") works in cooperation with children, families, and communities to ensure that the rights of all program participants involved in its projects are realized, respected, and protected.

The purpose of this Policy on Protection from Sexual Exploitation, Abuse and Harassment (hereinafter "the Policy") is to place program participants' rights at the forefront of all activities of the foundation and to protect them from sexual exploitation and abuse. ChorogUsan shall faithfully implement this Policy and fulfill its social responsibility and obligation to safeguard program participants from such harm.

Principles of policy implementation

This Policy is guided by the following principles:

1) Respect for the rights of program participants

ChorogUsan places participants' rights at the center of all its activities, ensuring they are realized, respected, and protected, regardless of gender, age, religion, place of origin, disability, or any other status.

2) Open forum for discussion

ChorogUsan creates an environment where the Policy is shared and where issues concerning its content and implementation can be raised and discussed openly.

3) Timeliness

Because sexual violence against program participants may recur, ChorogUsan promptly reports and responds to any suspected cases.

4) Confidentiality

When investigating suspected violations of the Policy, ChorogUsan handles only information strictly necessary and ensures that all records and proceedings remain confidential.

5) Partnership

When working with associates, ChorogUsan ensures that they are made aware of the Policy and act in compliance with it.

6) Victim-centred approach

ChorogUsan applies a victim-centred approach to all cases of sexual exploitation and abuse.

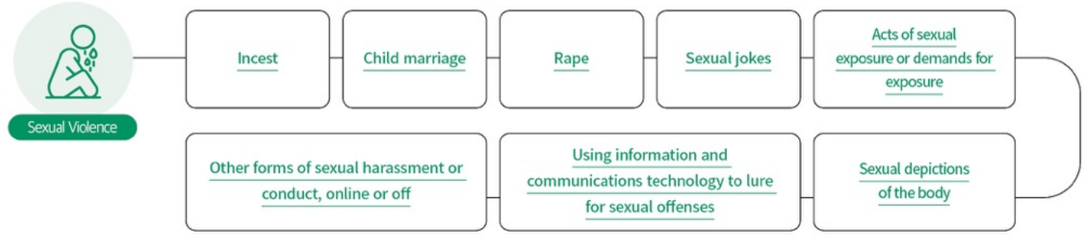
Definitions

For the purposes of this Policy, the terms below are defined as follows:

❶ A "program participant" refers to any person participating in a project directly carried out by ChorogUsan or implemented by a partner organization with ChorogUsan's support.

❷ In addition to those specifically listed under the Scope of the Policy, an "associate" may refer to anyone affiliated with ChorogUsan who handles information on program participants or engages with them directly or indirectly, in person or remotely, online or off.

❸ "Sexual violence" refers to any sexual act directed at a program participant, regardless of national, ethnic, or regional laws or social customs. This includes, but is not limited to:



❹ "Sexual exploitation" refers to abuse or attempted abuse by someone in a position of power who exploits the inequality of position and/or gender power relations for sexual purposes, including acts carried out for financial, social, or political gain.

❺ "Sexual abuse" refers to acts involving physical intrusion or threats under coercive or unfair conditions.

❻ "Sexual harassment" refers to unwanted sexual remarks or behavior that cause humiliation or shame.

❼ A "partner" is any organization or person working with ChorogUsan to implement projects for program participants.

❽ A "victim" is any person who has suffered sexual violence, including sexual exploitation, abuse, or harassment. Victims include both survivors and deceased individuals.

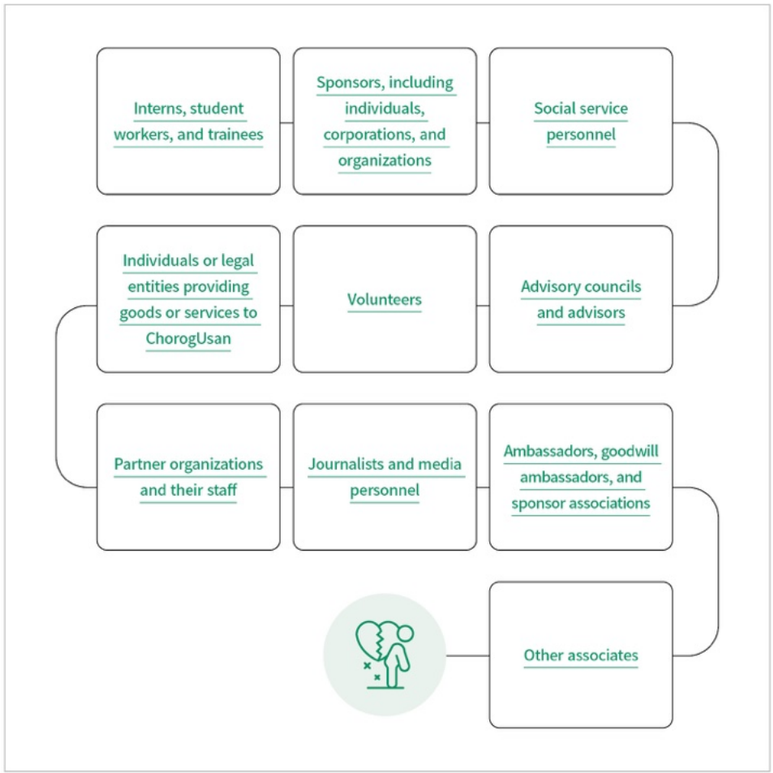
❾ A "victim-centered approach" is one that prioritizes the (alleged) victim's perspective, giving weight to their testimony and viewpoint in cases of sexual violence arising from power imbalances.

Scope of the Policy

This Policy applies to employees, members of the Board, and associates, and extends to all persons affiliated with ChorogUsan, both in South Korea and abroad.

1) Policy beneficiaries: Protection from sexual exploitation and abuse

- Employees and members of the Board
- A "partner" is any organi



This Policy shall be translated into the relevant languages to ensure that all employees and associates, in Korea and abroad alike, fully understand and effectively implement it. Where local laws, traditions, or customs conflict with the Policy, the Policy shall take precedence.



Roles and responsibilities

ChorogUsan shall ensure that all employees and associates, in Korea and abroad, understand and comply with this Policy.

1) The CEO and management are responsible for creating the conditions necessary for all officers and employees of ChorogUsan to understand and comply with this Policy.

2) The CEO and management shall apply this Policy across all aspects of ChorogUsan's operations.

3) All employees, both domestic and overseas, must understand and comply with this Policy and ensure that associates also do so.

4) All those subject to this Policy shall:
   1. Be thoroughly familiar with ChorogUsan's procedures for reporting and responding to violations.
   2. Report any suspected violations immediately to ChorogUsan or, where appropriate, to relevant authorities such as the police.
   3. Address all violations in accordance with a victim-centred approach.
   4. Maintain strict confidentiality when reporting or investigating violations.
   5. Comply faithfully with this Policy both during and outside of working hours.

Relationship with other regulations and guidelines

This Policy takes precedence over all other guidelines and manuals of ChorogUsan. However, in cases involving harm to children under the age of 18 involving sexual exploitation, abuse, or any other form of sexual violence, ChorogUsan's Child Safeguarding Policy shall prevail.

Policy on Protection from Sexual Exploitation, Abuse and Harassment



PART. 02

Prevention and implementation

Recruitment and hiring

ChorogUsan hires staff who are suitable to work with program participants, in line with the values and principles of this Policy.

1) Before hiring, ChorogUsan conducts criminal background checks on all successful candidates. Any candidate with a record of sexual offenses shall have their offer of employment revoked.

2) All newly hired staff must agree to this Policy and comply with it.

Education and training

ChorogUsan provides training and guidance on this Policy and the Code of Conduct to all persons subject to the Policy, as follows:

1) For employees, ChorogUsan delivers regular online and offline training on:

❶ The concept of protection from sexual exploitation and abuse, and relevant international standards;

❷ The contents of this Policy and the Code of Conduct; and

❸ Practical methods for applying and implementing this Policy.

2) Prior to handling program participant information or engaging with program participants directly, all associates must receive training and sign a compliance pledge committing to protect program participants from sexual exploitation and abuse, which includes:

❶ Understanding the contents of this Policy and the Code of Conduct, and pledging to comply with them.

Welfare programs (Korean and global)

ChorogUsan establishes procedures to protect program participants and guarantee their rights throughout the design, implementation, monitoring, and evaluation of welfare programs in Korea and abroad, in full compliance with this Policy.

1) Program planning

❶ Programs must be evidence-based, designed to deliver maximum benefit to participants, and structured to ensure their active involvement.

❷ All programs, regardless of focus or target group, must prioritize participant safety and be designed to protect them from the risk of sexual violence that may arise directly or indirectly during implementation.

❸ Program institutions must assess local conditions and evaluate both intended and unintended impacts and risk factors, designing programs to minimize risks.

❹ Programs serving participants affected by sexual violence must include plans and actions for immediate intervention as well as long-term, concrete objectives aimed at addressing root causes and ensuring prevention.

2) Program implementation

❶ ChorogUsan carries out programs in a manner that upholds participants' rights and serves their best interests.

❷ Associates must be informed of this Policy and fully briefed on their rights and obligations before participating in program activities.

❸ Employees responsible for program delivery are accountable for protecting participants and must monitor associates for any risk of sexual violence during program activities.

❹ Participants' personal information must remain confidential, and if disclosure is necessary, prior written consent must be obtained.

3) Monitoring and evaluation

❶ In monitoring and evaluation, ChorogUsan ensures that participant rights are upheld and that this Policy has been followed. It also verifies that appropriate measures were taken in cases of violation and makes every effort to prevent recurrence.

PART. 03

Monitoring and reporting

Reporting and response

1) Reporting

Employees must report all confirmed or suspected violations of this Policy by completing a Policy Implementation Report on Protection from Sexual Exploitation, Abuse and Harassment and submitting it to the designated policy officer.

1. Reports must be submitted in writing immediately upon discovery. If immediate written reporting is not possible, an oral report must be made without delay, followed by a written report within 24 hours.
2. Where relevant legal provisions apply, legal procedures take precedence, but reporting must also follow the procedures set out in this Policy.
3. The same reporting principles and procedures apply to all persons subject to this Policy, including employees and associates.

2) Investigation and response

1. Investigation

When a violation is reported, the policy officer shall conduct an investigation as quickly as possible, adhering to the following principles:

- All information shall remain confidential and shared only with those strictly necessary.
- The safety of those involved shall be given the highest priority.
- Investigations shall be fair, impartial, and objective, and conducted within a reasonable timeframe.
- The best interests of program participants shall take precedence, with active measures taken in close cooperation with experts and relevant authorities.

If the reported case also constitutes a lega—l violation, the internal investigation proceeds in parallel with the official legal process, focusing on whether preventive measures were taken, whether participants were promptly safeguarded, and whether the Policy was upheld.

2. Response

Based on the results of the investigation, the Policy Officer must take the following actions within three weeks of receiving the report:

- If the incident involves an employee breaking the law, the case shall be referred to ChorogUsan's Disciplinary Committee, independently of any legal penalties awaiting said person, so that appropriate measures shall be taken by ChorogUsan.
- If the violation involves an employee or associate breaching this Policy, the policy officer shall implement corrective measures to ensure compliance with and enforcement of the Policy, both at the individual and institutional level.

Confidentiality and prevention of secondary harm

Employees must document the entire reporting and response process and keep all related records strictly confidential, ensuring the safety of everyone involved. Throughout the reporting and response process, ChorogUsan shall safeguard the physical and psychological wellbeing of (alleged) victims and witnesses and ensure their personal information remains confidential to prevent secondary harm.



Monitoring policy implementation

1) Regular internal audits

❶ The Office of Compliance conducts regular internal audits to ensure that this Policy is faithfully implemented across all organizational and program activities.

❷ Audit results are shared with affected departments.

2) Ad-hoc monitoring

❶ Each department at headquarters establishes training and management plans to enable employees to internalize this Policy, and monitors compliance by domestic and overseas program institutions on an ongoing basis.

❷ Results of such monitoring are shared with affected departments.

3) Policy review and revision

❶ The responsible department reviews monitoring results from all departments and program institutions, taking corrective actions as necessary.

❷ When this Policy is revised, the responsible department ensures that changes are incorporated into related regulations and operational guidelines.



Code of Conduct on Protection from Sexual Exploitation, Abuse and Harassment

All persons covered by ChorogUsan's Policy on Protection from Sexual Exploitation, Abuse and Harassment shall comply with the following Code of Conduct to safeguard the rights of program participants.

1. Respect the dignity of program participants and place the protection of their rights at the center of all activities involving them.
2. Create an environment in which program participants can freely express their views, and listen attentively to their needs.
3. Ensure that all activities involving program participants are carried out with full consideration for their safety, minimizing any risks they may face.
4. Strictly protect the personal information of program participants and never disclose it externally without their consent.
5. Refrain from any form of sexual violence against program participants.
6. Do not demand actions that contravene this Policy, nor accept bribes or gifts from program participants as a condition of support.
7. Do not handle or distribute any material that violates this Policy.
8. Act responsibly as someone entrusted with the protection of program participant rights, avoiding any conduct that could damage the reputation of ChorogUsan, whether publicly or privately.
9. Report any violation of this Policy or the Code of Conduct through the established reporting procedures.

ChorogUsan

Form 1. Compliance pledge for employees

Pledge of Compliance with the Policy on Protection from Sexual Exploitation, Abuse and Harassment

As a person subject to ChorogUsan's Policy on Protection from Sexual Exploitation, Abuse and Harassment, I hereby agree to the Policy and the accompanying Code of Conduct and pledge to comply with them faithfully.

1. Respect the dignity of program participants and place the protection of their rights at the center of all activities involving them.
2. Create an environment in which program participants can freely express their views, and listen attentively to their needs.
3. Ensure that all activities involving program participants are carried out with full consideration for their safety, minimizing any risks they may face.
4. Strictly protect the personal information of program participants and never disclose it externally without their consent.
5. Refrain from any form of sexual violence against program participants.
6. Do not demand actions that contravene this Policy, nor accept bribes or gifts from program participants as a condition of support.
7. Do not handle or distribute any material that violates this Policy.
8. Act responsibly as someone entrusted with the protection of program participant rights, avoiding any conduct that could damage the reputation of ChorogUsan, whether publicly or privately.
9. Report any violation of this Policy or the Code of Conduct through the established reporting procedures.

Employee ID	
Name	(signature)

DATE : _____

RESPECTFULLY SUBMITTED TO THE CEO OF CHOROGUSAN.

Form 2. Compliance pledge for associates

Pledge of Compliance with the Policy on Protection from Sexual Exploitation, Abuse and Harassment

As an associate participating in ChorogUsan's projects—for example, as a volunteer—I have received and understood the explanation of the Code of Conduct from ChorogUsan staff. I pledge to comply with this Policy faithfully throughout my activities, ensuring that the rights of program participants are never infringed.

1. Respect the dignity of program participants and place the protection of their rights at the center of all activities.
2. Create an environment in which program participants can freely express their views, and listen attentively to their opinions.
3. Ensure that all activities involving program participants are carried out with full consideration for their safety, minimizing any risks they may face.
4. Strictly protect the personal information of program participants and never disclose it externally without their consent.
5. Refrain from any form of sexual violence against program participants.
6. Do not demand actions that contravene this Policy, nor accept bribes or gifts from program participants as a condition of support.
7. Do not handle or distribute any material that violates this Policy.
8. Report any violation of this Policy or the Code of Conduct through the established reporting procedures.

Affiliation	
Name	(signature)

DATE : _____

RESPECTFULLY SUBMITTED TO THE CEO OF CHOROGUSAN.

Form 3. Report on Protection from Sexual Exploitation, Abuse and Harassment

Policy Implementation Report on Protection from Sexual Exploitation, Abuse and Harassment

1. Reporter

Name		Position	
Affiliation			
Relationship to (alleged) victim			

2. Reporter

Name		Gender	
Age			
Address	(Indicate municipality (city, borough, or town) and province only.)		

3. Case summary (Provide as much detail as possible about the suspected incident.)

Description	Date and time (duration)		Location of incident	
	Alleged perpetrator		Relationship to child	
	Type of incident		How identified	(direct observation, report, surveillance footage, etc.)
	Incident history and key details			
Alleged victim's report	If the alleged victim reported directly, describe in detail the content of the report.			
Notification of guardian	Indicate whether the alleged victim's guardian or legal representative has been informed.			
Actions taken	Describe measures taken to date.			

Date of report	
Name	(signature)

초록우산

발 행 처 초록우산 컴플라이언스실
발 행 일 2025년 10월
발 행 인 황 영 기
편 집 인 심 형 래
주 소 서울시 중구 무교로 20
홈 페 이 지 www.chorogusan.or.kr
디 자 인 (주)디자인지

* 사전 승인없이 보고서 내용의 무단 전제 및 복제를 금함