****

**Asia Pacific Forum of National Human Rights Institutions**

**Preventing Sexual Exploitation, Abuse and Harassment – Complaint Form**

This Complaint Form is also available on the [APF’s website](https://www.asiapacificforum.net/resources/apf-preventing-sexual-exploitation-abuse-and-harassment-policy/)

|  |  |
| --- | --- |
| **PART A – Complainant to complete**  Person making the complaint (can be anonymous):  Date: | |
| Who is the complaint about? |  |
| Who was the victim or the breach of conduct? *(name and contact details desirable but not essential)* |  |
| When did the breach of conduct occur? |  |
| What is the breach of conduct? (*sexual exploitation, sexual abuse, sexual harassment and/or policy non-compliance?)* |  |
| Who else was involved in this breach of conduct? |  |
| How did you come by this information about breach of conduct? |  |
| Any other details you would like to add? |  |
| **PART B – APF to complete**  Date received by APF safeguarding officer: | |
| When did breach of conduct occur? |  |
| Report origin (member NHRI, CSO, partner?) |  |
| Name of programme/location of programme? |  |
| Who is the report about? |  |
| Who was the victim of the breach of conduct (*name and contact details desirable but not essential)* |  |
| What was the breach of conduct? |  |
| Was this complaint investigated? |  |
| If no, why not? |  |
| Is there evidence or suspicion of a breach of conduct? |  |
| If no, what is the next step you will take? |  |
| If yes, what disciplinary action or further investigation will take place? |  |
| What is the final outcome of this complaint? |  |
| Report submitted to APF Chairperson? |  |
| Date of completion |  |

Any documentation associated with the complaints procedure and investigation should be filed together for future reference if required.

It is important to keep records as several unproven or minor breaches may indicate a pattern of negative behaviour that is forming in a person and more supervision should be implemented with such party.