



# **Effective Date:**

This document has become effective by the Board Decision No. 2020/13 dated **29/09/2020**; it was updated for the first time by the Board Decision No. 2022/16 dated **30/09/2022** and for the second time by the Board Decision No. 2025/17 dated **3/11/2025**.

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# POLICY and PROCEDURE DOCUMENT for STRUGGLE AGAINST SEXUAL VIOLENCE

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# Association for Struggle Against Sexual Violence Policy and Procedure Document for Struggle Against Sexual Violence

# INTRODUCTION

Sexual violence is merely an act of violence, not sexuality, about power and authority. There is no environment immune to these power dynamics, nor has the Association for Struggle Against Sexual Violence (CŞMD) ever been. To foster social change and transformation, each person must confront the brutal facts that they may be either the perpetrator or the survivor of violence someday and should take responsibility for their actions. Sexual violence can occur in any relationship, regardless of gender, sexual orientation, or gender identity.

# PURPOSE AND SCOPE

## The purpose of this document is;

- a) To present the institutional political approach of the Association for Struggle Against Sexual Violence against violence and harassment,
- b) To provide a clear cut and updatable policy to be applied with an equal and fair approach in case of sexual harassment and violence cases that may occur within the Association,
- c) To determine the responsibilities of the Association and the persons during and after the reporting of sexual violence and/or harassment cases,
- d) Dernek mensupları (çalışanlar, üyeler, gönüllüler ve stajyerler) için güvenli alan oluşturmak ve tarafların haklarını bilmesini sağlamak,
- e) To create a safe space for the members of the Association (staff, members, volunteers, and interns) and to ensure that the parties know their rights,

The principles and practices provided in this document cover all staff, the bodies of the Association (members and the alternate members of Board of Directors, Supervisory Board, Association's members), volunteers, and interns working actively in the Association.

This policy is applicable in those cases of actions that take place or occur;

- within both the Association's office and fields of activity,
- among the members of the Association (staff, members, volunteers, and interns),
- outside the Association's premises but influence the Association's environment or have an impact on the activities and working environment of the Association.

# PRINCIPLES

In line with the principles adopted during the preparation, operation and updating of this document The Association is;

- 1. Requiring no onus of proof in testimonies: No one is obliged to prove and document the violence they are exposed to. The process based on the survivor's testimony that carries an evidentiary weight is started immediately without seeking proof. The zero-tolerance policy is adopted in case of sexual violence. The Association acts without establishing any kind of hierarchy between the testimonies.
- **2. Encouraging and Supportive:** During the process, due care and attention are paid to avoiding any action that may cause the applicants to be victimized or discouraged, lose their motivation, and which may damage the dignity and confidence of the parties. The Association is attentive to preventing such actions. It acts to operate mechanisms that empower the survivors of violence and support their recovery. In the support process, the Association refrains from questioning and accusing statements, behaviors, attitudes, and allusions that would increase the victimization.
- **3.** Impartial/Having Fair Approach: People are treated equally, fairly, and impartially. The process is carried out by respecting the rights of the parties. The focus is on behavior, not persons, considering the fact that anyone can be the perpetrator or the survivor of sexual violence.
- **4. Protecting Confidentiality:** The process is carried out in a manner that protects the privacy of the private lives of individuals who apply and are given a statement, at all stages. Persons involved in the reporting and review process of the notification are obliged to protect confidentiality and to deal with the process by respecting the psycho-social status and reputation of all persons, especially those who report the issue. The parties are not declared right or wrong until the process is completed. In the process, triggering, judgmental and accusatory words, behaviors, attitudes and allusions that will increase victimization are avoided.
- **5. Inclusive:** In line with the vision and mission of the Association, its approach to sexual violence and harassment cases is also inclusive and intersectional. Possible power relations (ethnicity, gender, position, status, etc.) between the parties are taken into account, regardless of gender identity and sexual orientation.
- **6. Intervenes on time:** Notifications are responded within the timelines defined in the directive. It is ensured that all parties are informed about the process and its duration.

# CONCEPTS AND DEFINITIONS

# **Sexual Harassment:**

is disturbing attitudes, words, and/or behaviors that are not based on consent having a sexual nature in a visual, verbal, and behavioral sense without physical contact directly or implicitly. It can also occur among those having equal status. It may cause the survivors to suffer from confusion, perplexity, and inability to make sense. Therefore, even if the persons who think that they have been subjected to sexual harassment are not sure about the nature of the event, they can request support by reporting this situation to the relvant unit. Perpetuity is not necessary; it is sufficient that the action occurs once.

# - Sexual Harassment as Petty Crime:

includes acts that do not contain threats, blackmail, or insults but lead to disturbing and undesirable environments. For example, catcalling, making sexual jokes and compliments, or using slang words.

# - Sexual Harassment as Major Crime:

includes acts caused by threats, blackmail or insults, etc aiming at controlling the behavior of the person. For example, asking questions or mongering rumors about the person's sexual life and/or gender identity, having discriminatory statements and actions regarding gender or sexual orientation or gender identity.

# - Sexual Harassment with Perpetual Cycle:

While a single act is enough to be evaluated as sexual harassment, situations, where the offensive acts are continuous, is defined as a perpetual cycle of harassment. It occurs when Sexual Harassment as Petty Crime continues despite all the warnings. For example, being persistent to flirt, coercion by emotional pressure by not accepting no for an answer, stalking, to harass frequently on the phone or via electronic tools.

The behaviors in question disturb the person; challenge their existence in the environment. It is not the perpetrator's intention that determines the sexual harassment but the impact on the survivor. The only responsible person for the harassment is who is behind these behaviors.

# **Sexual Assault:**

is an act not based on consent, where consent is not sought or is built. It is any physical act having sexual nature or violating bodily integrity. Regarding the extent of the acts, provided that it does not establish a hierarchy within the scope of approach and evaluation, different sanctions may be enforced.

# - Sexual Assault as Petty Crime:

It occurs in the form of a simple violation of a person's bodily integrity. For example, hugging, touching, and fondling, depending on the characteristics of the situation.

# Sexual Assault as Major Crime:

It occurs in the form of a serious violation of a person's bodily integrity For example, unconsented penetration and/or an attempt in that regard, oral rape, stealthing.

# **Retaliation:**

is making the life of the person exposed to this situation difficult, either implicitly or openly, for the purpose of revenge/reprisal, due to the rejection of sexual or romantic proposals and/or the way they want to complain about being harassed. Retaliation can occur in private life or in public areas. Promising privileges such as rewards, promotions, etc in case of acceptance of sexual or emotional offers can also be considered a form of consent-building. Retaliation covers the acts against anyone who seeks or has taken action to report sexual harassment and/or assault. Actions against witnesses/bystanders who want to report a case are also considered retaliation. Retaliation is considered a form of sexual harassment, and necessary safeguards are in place for those who choose to file a formal complaint against retaliation.

# Visible and Implicit Forms of Hierarchy:

are the forms of emotional violence that can occur when the dynamics in between that can lead to power differences (cisgender/transgender, experience and knowledge, age, salary/status, social power within and outside the Association, dominant/responsive characters, etc.) turn into the tools of covert or explicit punishment, intimidation, humiliation, degrading, exclusion and silencing. Behaviors of sexual violence drawing its strength from Implicit or visible hierarchical positions or situations are taken into account within the scope of complaints notified to the Association or when evaluating the testimony process.

**Note:** The other policy documents complementary to this document herein have been entered into force to be used as internal documents.



# RESTORATIVE JUSTICE AND RESTORATIVE ACTION APPROACH

The restorative justice approach does not aim to punish or acquit individuals involved in violations. Instead, it seeks to expose institutional responsibilities and shortcomings, and to create an environment that enables healing for the person subjected to the violation. It is transformative rather than punitive.

In restorative action, the autonomy of the person subjected to the violation is prioritized. Their demands and needs are taken into account. The Association is responsible for providing a safe space where the person reporting the incident can express themselves. Restorative action is structured based on the person's participation in the process and the definition of their needs for reparation.

At the end of the process, if the violation is confirmed, actions taken as preventive measures (e.g., suspension from a position) may be made permanent or time-bound.

# **Examples of Restorative Actions**

- The respondent offers an apology,
- The respondent engages in self-criticism,
- The institution publicly acknowledges the mistake, failure, or shortcoming,
- The institution changes conditions that enabled the violation,
- The institution implements transformative improvements to prevent future violations,
- Support for team solidarity is strengthened,
- The institution provides psychosocial support when needed,
- The working environment is improved,
- The institution gives assurance and takes measures to prevent repetition of the violation,
- The respondent is required to attend relevant trainings and their behavior is monitored for a specified period.

# Association for Struggle Against Sexual Violence Sexual Violence Reporting Procedure Guideline

# **Effective Date:**

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# RESPONSIBILITIES AND ROLES IN THE REPORTING PROCESS

Within the scope of this guideline, two different groups have been defined to fulfill various responsibilities.

1.1. Ethics Committee: The Ethics Committee consists of six members, including principal and alternate members. Three suitable members are selected from within the committee to handle each case. Members may be civil society workers/activists working in the field of women's and LGBTI+ rights and/or those who are specialized in the field of sexual violence. Names are collected based on recommendations from the Association's Board of Directors and staff. Candidates nominated for the Ethics Committee are expected to have experience and expertise in rights-based work. The collected names are voted on in a joint meeting, and the top six candidates receiving the highest number of votes are contacted. The committee consists of six members, and depending on the case and need, three members are selected among them to operate the process. The Board of Directors is responsible for contacting the members.

The Ethics Committee is renewed every two years. If a report is made before the committee is formed or during its formation or renewal, a temporary and independent Ethics Committee may be established to handle the process, if needed. This temporary committee will be dissolved after the process is completed. If a member of the Ethics Committee has a relationship that may present a conflict of interest with C\$MD staff or Board members, they are excluded from the process. If the conflict of interest is discovered later, the member must still withdraw from the process. The names of committee members are known by the Association. If any of the parties (complainant, respondent, or witnesses) object to the committee or any of its members, the members may be replaced by alternate members under the principles of transparency and participation.

The Ethics Committee operates independently and impartially. It conducts its work in line with the principles defined in the policy document, such as transparency, integrity, accountability, and prioritizing the best interests of the survivor.

# **Responsibilities of the Ethics Committee:**

- Receiving reports of sexual violence,
- Communicating with the parties and related individuals, and conducting necessary meetings within the framework of the principles and guidelines in the Policy Document,
- Implementing the guideline properly and promptly under the Sexual Harassment and Violence Policy Document,
- Managing, finalizing, and reporting the post-reporting process,
- Making advisory decisions on transformative and restorative justice practices and submitting them to the Board of Directors,
- Presenting recommendations and an action plan after completing the interviews,
- Replacing any committee member who is found to have violated the principles of impartiality, confidentiality, or non-maleficence.
- The committee is never responsible for mediation.

1.2. The Association: CŞMD Technical Team, Coordination Team, and Board of Directors

# 1.2.1. Responsibilities of the CŞMD Technical Team and Coordination Team

- To appoint the Ethics Committee,
- To forward applications received via social media and other channels to the Ethics Committee,
- To implement transformative and restorative justice measures recommended by the Ethics Committee when necessary,
- To apply measures and decisions communicated by the Ethics Committee through the Board of Directors in relevant cases,
- To ensure that all stakeholders within the scope of the Policy Document possess equal institutional knowledge regarding the prevention of sexual harassment and violence in the workplace (through orientation programs, training sessions, workshops, etc.).

# 1.2.2. Responsibilities of the Board of Directors

- To appoint the Ethics Committee,
- To establish the Ethics Committee,
- To provide necessary expert support and other required resources from external sources upon the request of the Ethics Committee,
- To communicate decisions and measures issued by the Ethics Committee to the Technical Team,
- To take the necessary decisions for the implementation of transformative and restorative justice practices recommended by the Ethics Committee when needed,
- To implement and monitor the decisions and measures submitted by the Ethics Committee.

# IMPLEMENTATION AND MONITORING

- The Coordination Team is responsible for ensuring that all stakeholders defined within the scope of the Policy Document have read, understood, and signed both the Policy Document and the Guideline, and that regular internalization efforts are carried out.
- The Board of Directors convenes within three business days following a decision by the Ethics Committee. Depending on the nature of the decision, it is shared with the Coordination Team and, if necessary, the entire staff within three business days after the meeting.
- The Coordination Team is responsible for ensuring the implementation of the decisions communicated by the Board of Directors by the Association's staff, and for assigning relevant tasks under job descriptions related to the decisions.
- Once a decision by the Ethics Committee is announced, the parties are granted the right to request a review. Within fifteen business days, parties may appeal the process and outcome based on the following criteria:
  - The nature and adequacy of the measures,
  - Insufficient application of the stated principles,
  - A request for an alternative expert opinion.

# PROCESS STEPS

The processes in this guideline are categorized into three steps:

- 3.1. Reporting Process
- 3.2. Evaluation Process
- 3.3. Decision Process

## 3.1. Reporting Process

### 3.1.1. Who Can Report and How?

The procedures and practices described in this document apply to all C\$MD employees, the Association's bodies (Board of Directors, Supervisory Board members and their alternates, and Association members), and active volunteers and interns within the Association. Anyone who believes they have been directly or indirectly exposed to any form of sexual violence (including Association staff, board members, members, volunteers, interns, stakeholders, beneficiaries, or third parties in contact with the Association) may file a report.

Reports may be submitted regarding incidents that occur within the Association's office (including remote work platforms) and fields of activity, as well as incidents between Association members (staff, members, volunteers, and interns) that occur outside the Association but are brought into or affect the Association's environment or working space.

#### 3.1.2. Reporting Channeland How?

- Reports must be submitted in writing via email to: bildirim@cinselsiddetlemucadele.org
- Reports received through other communication channels (such as social media or other platforms, if applicable) must be forwarded by the relevant staff member to the same email address.
- Only Ethics Committee members have access to this email account. Committee members monitor this email account regularly on a rotational basis.

## 3.1.3. Who Receives the Report and How?

The responsibility for receiving the report belongs to the Ethics Committee. Once the written report is received via email, the process is considered to have officially started. The reporting individual is informed that their personal data and privacy will be protected.

The reporting person is requested to complete the **Reporting Form** (See Annex 1), which will be sent via email. They may ask for assistance in filling out the form. In such cases, the Ethics Committee provides the necessary support either in person or remotely.

In urgent cases as defined by the Ethics Committee within the scope of this guideline, and to ensure a safe working environment, the identity of the person reported may be disclosed to Association staff by the Ethics Committee, **only when necessary and without sharing any details of the report.** 

- Each report is assigned a unique reference number by the Ethics Committee, and all following steps are conducted using this number.
- The Ethics Committee is obligated to maintain the confidentiality of all information provided in the Reporting Form during both the application and evaluation process.

#### 3.1.4. How Does the Reporting Process Work?

1) The Ethics Committee receives the report in writing and sends a confirmation to the reporter acknowledging receipt. They also explain the upcoming steps of the process.

2) The Ethics Committee then sends the Reporting Form to the individual and, if requested, provides support for completing the form.

#### 3.2. Evaluation Process

While listening to the parties, the Ethics Committee does not adopt a purely exonerative or punitive approach, but rather aims to understand systemic issues, shortcomings, and non-functioning mechanisms as well.

The Ethics Committee must fully inform the respondent (the person about whom the report has been made) of the complaints and provide them with an opportunity to respond.

If deemed necessary, after meeting with the respondent and/or witnesses, the Ethics Committee may conduct follow-up meetings with the reporting person.

The Ethics Committee may seek expert or specialist support when needed. Evaluations provided by experts are considered by the Committee.

If necessary, the Committee may take precautionary measures to prevent further harm to any party. These measures are determined through consultation with the parties and under the "Principles" outlined in the Policy Document. Upon receiving a report, the Ethics Committee communicates to the Board of Directors in writing that the process has been initiated and outlines any urgent protective/preventive actions (that do not involve direct communication with the respondent) that must be taken if necessary.

These measures may include:

- Offering remote work arrangements,
- Suspension of communication between the parties,
- Temporary suspension of one or both parties,
- Reassignment of workspaces,
- Relocation of the work environment.

The Ethics Committee may propose additional measures.

The Board of Directors must inform the Association staff of the urgent protective measures proposed by the Ethics Committee within **five business days** and ensure that they are implemented within a maximum of **15 business days**. The Coordination Team coordinates the implementation and oversees the process. The Financial Affairs and HR Specialist is responsible for carrying out the necessary administrative procedures related to the measures.

After completing the interviews, the Ethics Committee presents its recommendations and an action plan.

All parties are informed of their right to request a review of the Committee's decision and may submit objections.

# The role of the Ethics Committee is never to mediate between parties.

The evaluation process is expected to be completed within **30 business days**. (Note: If the Ethics Committee requires additional time, the reason and the requested extension period must be communicated to the parties.)

# **Reporting Person**

- After receiving the report, the Ethics Committee invites the reporting person
  to a meeting, either in person or via an online platform, by email. Based on
  the reporter's availability, the format and date of the meeting are set by the
  Committee within the first five business days. The first interview must take
  place within 15 business days after receiving the report.
- 2. The statement and requests of **the reporting person** are documented in writing during the meeting and are confirmed by the individual.

### Respondent

- The Ethics Committee invites the respondent to a meeting, either in person or via an online platform, by email. Based on the respondent's availability, the format and date of the meeting are determined by the Committee. The first meeting must occur within 10 business days.
- 2. During this meeting, the respondent is informed of the content of the report and how the process will proceed. If an urgent removal decision is necessary, details regarding the duration and method of removal from duties are communicated at this time.
- 3. After this meeting, the respondent is requested to submit a written response regarding the allegations within 10 business days. This statement is recorded by the Ethics Committee and confirmed by the respondent.
- 4. If the respondent fails to provide a statement within this period, they are considered to have waived their right to defense.

#### 3.3. Decision Process

- The process is defined by the Ethics Committee. Based on the described behavior and taking into account the Association's principles, a decision is made within 10 business days after hearing all parties and gathering sufficient information.(NOTE: If the Ethics Committee requires additional time to make a decision, it must inform the parties of the requested extension and the reasons for it.)
- 2. The Ethics Committee communicates its decision—which includes the identified behavior, requests, and any sanctions—to the parties involved and to the Board of Directors. Additionally, the Committee submits recommendations for transformative and restorative justice practices to the Board of Directors. The Ethics Committee is responsible for communication with the parties; the Board of Directors monitors the implementation of the decision. The sanction determined by the Ethics Committee must be implemented within 15 business days by the Coordination Team and the Financial Affairs and HR Specialist. Depending on the nature of the sanction, the Ethics Committee may recommend a different timeframe.

- 3. Parties have the right to appeal the written decision within 10 business days after it has been communicated. If an appeal is submitted, the Ethics Committee must respond within 10 business days. Objections to the process or the outcome may be made on the following grounds:
  - The nature and adequacy of the measures,
  - Inadequate application of the principles,
  - A request for an alternative expert opinion.
- Association staff are responsible for implementing the transformative and restorative justice practices recommended by the Ethics Committee when necessary. The Board of Directors is responsible for overseeing the implementation of these recommendations.
- 5. The Ethics Committee must submit a written report on the completed process to the Board of Directors within 15 business days, provided that confidentiality is maintained.

If the process is postponed for any reason, all parties must be informed without delay and updated on when the process will resume. Any decisions made, as well as the reasons for actions not taken in certain cases, must be communicated to the parties.

### 3.3.1. Monitoring of Restorative and Transformative Decisions

The transformation/change of the person who caused harm and the institution is monitored by the Board of Directors for the duration specified in the report. The decision to lift time-bound sanctions is made by the Board of Directors after consulting with the Coordination Team and the Financial Affairs and HR Specialist. This decision is then communicated to the Ethics Committee, the parties involved, and relevant departments.

#### 3.3.2. Measures to Prevent Repetition of Violations

The following measures are reviewed by the Association, and action is taken where appropriate. **The Financial Affairs and HR Specialist is responsible** for organizing, implementing, and monitoring internal restorative justice practices.

- Identifying and addressing organizational shortcomings that contributed to the violation by making necessary adjustments,
- Disseminating the Policy Document or informational brochures in shared workspaces,
- Seeking support to improve communication within the team,

- Ensuring that Association staff urgently participate in training on sexual harassment and violence,
- Institutionalizing lessons learned through experience-sharing meetings,
- Providing psychosocial support for affected parties and/or staff when needed,
- Taking steps to manage and reduce stress.

IF, AS A RESULT OF AN INVESTIGATION, IT IS DETERMINED THAT THE CRIME OF QUALIFIED SEXUAL ASSAULT HAS BEEN COMMITTED, any actions previously taken as precautionary measures —such as suspension from position—shall be made permanent or time-bound. The perpetrator(s)' affiliation with the Association will be terminated. These individuals shall not use the Association as a reference. THE EMPLOYMENT CONTRACT WILL BE TERMINATED WITHOUT SEVERANCE PAY.

Additionally, if deemed necessary, the Ethics Committee has the right to support the reporting person in bringing the case to a legal or judicial platform, either with the approval of the Board of Directors or independently of the Board's decisions and sanctions.

**IF, IN THE COURSE OF AN INVESTIGATION, IT IS DETERMINED THAT A WORKPLACE SEXUAL HARASSMENT OR VIOLENCE REPORT IS UNSUBSTANTIATED,** support may still be necessary to address unresolved issues. Possible resolution options may include mediation, counseling, or adjustments to work arrangements.

- Mediation is a voluntary process in which a neutral third party-preferably an experienced mediator-assists the parties. The Board of Directors is responsible for identifying and appointing the mediator.
- The role of the mediator is to help both parties understand each other's perspectives and to work toward finding an agreement that both are willing to accept.
- In cases where the report is not substantiated, the Ethics Committee may, depending on the nature of the incident, recommend counseling or disciplinary measures for the reporting person. Any measures taken must be consistent with the Association's policies on misconduct and disciplinary action.

While drafting this guideline, the C\$MD Technical Team and the Board of Directors met multiple times to hold in-depth discussions. Nonviolence Center provided valuable support to our association during the development of the policy document and contributed to the productivity of these discussions. These conversations' outcomes were considered when preparing the document.

Additionally, we consulted resources produced by institutions and organizations such as Hafıza Merkezi (Truth, Justice, and Memory Center), International Labour Organization (ILO), World Health Organization (WHO), Civil Society in the Penal System Association (CISST), European Parliament, UNHCR, CARE, and Safe Work Australia. Studies and publications from the field of human resources, as well as various academic articles, also informed the development of this document.

# ANNEXES

### **ANNEX 1. Sample Reporting Form**

This Sexual Harassment and Violence Reporting Form is designed for reporting incidents of sexual harassment/violence that you have experienced, witnessed, or believe may have occurred. If you believe that you or someone you know has been subjected to sexual harassment and/or violence, you are encouraged to fill out this form and send it to **bildirim@cinselsiddetlemucadele.org.** 

The reporting form you submit will be received directly by the Ethics Committee, which is responsible for receiving and evaluating such applications. The Ethics Committee will then investigate all allegations based on the Sexual Harassment and Violence Prevention Policy Document and by following the steps outlined in the Sexual Harassment and Violence Prevention Guideline. If you feel more comfortable providing your statement verbally or through another method, the report may be completed by a designated member of the Ethics Committee with your confirmation, and the process will proceed accordingly.

This form contains questions regarding the incident you have experienced or witnessed. The requested information and questions are prepared to ensure the process is handled in a way that does not cause you further harm. Your responses will only be accessible to the Ethics Committee members responsible for conducting the process. If expert consultation becomes necessary, only the essential information—with the approval of the parties involved—will be shared with the external expert. Even if sharing is deemed essential, no information will be disclosed outside the Ethics Committee without the parties' explicit consent.

The questions and information requested in this form may recall distressing or uncomfortable memories related to the incident you experienced or are still experiencing, potentially causing varying degrees of anxiety, discomfort, or fear. To provide some protection against this, we recommend reading through the questions once before beginning to answer, to help prepare yourself for the process. If at any point you feel overwhelmed, please remember that you can take as many breaks as needed, and you may seek support from someone you trust or from the Ethics Committee while filling out the form.

- Please email the completed form to: <u>bildirim@cinselsiddetlemucadele.org</u>

# **ANNEX 1. Notification Form Sample**

Your name (as you would like to be addressed)	
Can you explain your position in the association?	
When did the sexual harassment/ violence you reported occur? (If you cannot give a precise date, you can also give an approximate time frame)	
Where/where did the sexual harassment/violence you reported occur?	
Can you write who or by whom you were subjected to the sexual harassment/violence you reported?	
If known, can you specify the position of this person or persons in the Association or their relationship with the Association?	
Can you tell us as concretely as possible about the behaviors you were subjected to by this person or persons?	
Were there any other person(s) who witnessed or you think witnessed the incident you reported? If yes, who/who? If you know the relationship of these people with the association, can you write it down?	

Are there any other details about the behavior/incident you were subjected to that you think will contribute to the process and that you would like to share with us?	
Is there any written evidence of the behavior/incident that you would like to share, such as emails, messages, etc.?	
Is there a situation that requires additional measures to be taken to ensure your physical and/or emotional safety since the start of the Ethics Committee process regarding the behavior/incident you have been subjected to? If yes, could you please write what kind of measures you would like to take?	
Would you like to be referred for professional counseling and/or other forms of support for the negative feelings/emotions that the behavior/incident you have been subjected to may cause in you?	

- I understand that I can ask for help to complete this form.
- I understand that the information provided in this report will be disclosed to interested parties.
- I declare that the information provided in this form is correct.

Name:	
Date and Signature:	

# ANNEX 2. Sample Sexual Harassment and Violence Report

Date of establishment of the Ethics Committee	
Ethics Committee members	
Report date	
Did the members of the Ethics Committee need to be changed? If yes, explain why.	
Were extensions needed to the deadlines defined for evaluation and decision? If yes, explain the reason(s). Were the parties informed about the extension?	
Interview with the reporting person	
Write the interview notes made with the reporting person in this section.	
Interview summary - Is there a superior-subordinate relationship between the parties? - Duration and frequency of the complaint - Are there institutional/systemic deficiencies?	
The reporting person's demands/ expectations for repair	
Ethics Committee observations	

Interview with the person about whom a report has been made		
Write the interview notes made with the person about whom the report was made in this section.		
Responses to allegations: In this section, the allegations are communicated. Write the answers to the allegations in this section.		
Ethics Committee observations		
Evaluation of the Process and Decision		
Are there any person(s) who witnessed the incident? Were these person(s) interviewed? Write the interview notes and witness statements in this section.		
Was an expert opinion requested on the incident? If yes, please write the expert opinion in this section.		
Important events		
Write your observations on the interviews and the process.		
Please write suggestions for the parties and the Association in this section.		
Is additional action necessary? If necessary, what is it?		
Was urgent action needed? If yes, what was done?		

# ANNEX 3. KVKK Information Notice and Explicit Consent Form

This notice has been prepared to inform you, within the scope of Article 10 of Law No. 6698 on the Protection of Personal Data ("the Law"), about how the Association for Struggle Against Sexual Violence ("the Association"), acting as the data controller, processes your personal data.

The Association processes the personal data that you provide during registration, such as your name, surname, email address, occupation and institution. The Association also processes audio and video recordings during meetings, but only when necessary.

Your personal data is processed to enable your participation in meetings, conferences and similar events organised by the Association, and to maintain communication with you regarding these events. Additionally, your data may be processed in an anonymised form for statistical purposes.

Your personal data is collected in person or electronically via communication tools such as email, post, or telephone when you register for an event. This is done based on your request to attend such events and to enable your participation, under Articles 5(2)(c), (d) and (f) of the Law.

With your explicit consent, your personal data may be shared with viewers, authorised personnel and managers, and transferred abroad via an online meeting platform for broadcasting purposes.

Your personal data will be processed for as long as is necessary to fulfil the purposes stated in this notice.

# Under Article 11 of the Law, you have the following rights regarding your personal data:

- To learn whether your personal data has been processed,
- To request information if your personal data has been processed,
- To learn the purpose of processing and whether it is used under that purpose,
- To know the third parties to whom your personal data is transferred, domestically or abroad,
- To request correction of your personal data if it is incomplete or incorrect,
- To request the deletion or destruction of your personal data,
- To request that any correction or deletion be communicated to third parties to whom your data has been transferred,
- To object to any outcome that is to your detriment resulting from analysis exclusively through automated systems,
- To request compensation if you suffer damage due to the unlawful processing of your personal data.

To exercise the rights listed above, you may contact us at: info@cinselsiddetlemucadele.org.

- 0542 5853990
- info@cinselsiddetlemucadele.org
- www.cinselsiddetlemucadele.org
- <u> @cinselsiddetlemucadele</u>
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