To: All UNICEF Staff

From: Carol Bellamy
       Executive Director

SUBJECT: Secretary-General’s Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse

I have previously informed staff about UNICEF’s commitment to a zero tolerance policy toward the sexual abuse and exploitation of children, or any other form of child abuse or exploitation by its staff or those affiliated with UNICEF.

As referred to in the previously issued Executive Directives, “Sexual Abuse and Exploitation of Children by Humanitarian Personnel”, (CF/EXD/IC/2002-001), dated 28 February 2002, and “Policy Statement of the IASC Task Force on the Prevention of Sexual Abuse and Exploitation in Humanitarian Crises,” (CF/EXD/MEM/2002-014), dated 29 April 2002, UNICEF supported the IASC policy statement which endorsed a strong commitment by the humanitarian community to take all measures necessary to prevent and effectively respond to allegations and incidents of sexual abuse and exploitation by humanitarian workers and peacekeepers worldwide.

On 9 October 2003, in consultation with Executive Heads of separately administered organs and programmes of the United Nations, the Secretary-General promulgated a Bulletin which shall apply to all UNICEF staff (please see attached). UNICEF expects that all staff will adhere to and uphold the principles and commitments as outlined in the Secretary-General’s Bulletin.

The Secretary-General's Bulletin promulgates specific standards which support existing general obligations under the United Nations Staff Regulations and Rules. These standards
are not intended to be exhaustive and other types of sexually exploitive or sexually abusive behaviour may lead to disciplinary action pursuant to the United Nations Regulations and Rules.

I would like to stress that if a UNICEF staff member has a concern or suspicion regarding sexual exploitation or sexual abuse by a fellow worker, whether in the same agency or not, and whether or not within the United Nations system, the staff member must report such concerns. As part of the reporting mechanisms, the Head of the Office shall appoint a high level official as a focal point who will receive reports on cases of sexual exploitation and sexual abuse. Further guidance on the complaints mechanisms and investigative procedures related to sexual abuse and sexual exploitation will be forthcoming.

Additionally, the Head of Office shall be responsible for creating and maintaining an environment that prevents sexual exploitation and sexual abuse and shall take appropriate measures to maintain such environment. As part of these duties, the Head of Office shall be responsible for taking appropriate action in cases where any of the standards have been violated.

I am confident that all UNICEF staff will uphold the highest standards of integrity in our conduct with children.