



Bangladesh Red Crescent Society
National Headquarters
684-686, Red Crescent Sharak, Bara Moghbazar, Dhaka 1217

Sexual Exploitation and Abuse related Complaint Form

1. Information about Complainant

- Name of Complainant:
- Contact details (including address, phone and email):
- Age:..... Sex or gender identity:..... Nationality:.....

2. Incident of SEA or retaliation

- Date and time of incident (start/most recent dates):
- Location of incident:
- Detailed description of incident:
- Witnesses (names and contact details) and facts witnessed:
- Has the Complainant been interviewed?
- If so, provide details; including date, time and by whom and whether other persons were present during the interview (provide a copy of the interview report or transcript if available)

3. Information about alleged offender

- Name:
- Employer and job title: National or international staff:.....
- Contact details (including address, phone and email):
- Age:Sex or gender identity:..... Nationality:.....
- Physical description:
- Is the alleged offender's employer aware of the allegations?
- If so, has the alleged offender's employer opened an investigation?
- If so, has the alleged perpetrator been suspended from duty?
- Has the alleged offender been provided with information on their rights and obligations?

4. Information about the Reporter, if different to the Complainant (Survivor)

- Name:
- Employer and job title:
- Contact details (including address, phone and email):
- Age:..... Sex or gender identity:..... Nationality:.....

5. Complainant assistance

- Ensure survivor-centred approach, which has the following guiding principles for the care of survivors of sexual and gender-based violence: 1. Consent 2. Confidentiality 3. Safety 4. Respect 5. Non-discrimination.
- If the Complainant is a child, ensure appropriate child protection measures and referrals are in place.

- Does the Complainant need and want medical assistance or has s/he sought treatment and, if so, where and from whom?
- Which other services has the Complainant already received assistance from or would need help accessing?
- Who is responsible for ensuring a safety plan for the Complainant?
- Describe any security measures put in place for the Complainant
- Describe any referrals and advice about assistance, provided to the Complainant, including health, psychosocial, police and safe house.
- Ensure the Complainant has access to appropriate and timely forensic services, where relevant.

6. Reporter assistance if different to the Complainant (Victim/Survivor)

- If the Reporter is an employee of an organization, does she/he have access to adequate whistleblower protections within their organization?
- Describe any protection and security measures put in place for the Reporter

7. Protection of witnesses

- Provide details of any witnesses, their protection needs and any security measures put in place for witnesses.

8. Risk of the alleged offender repeating the alleged offense

- Outline the risks of the alleged offender repeating the alleged offense
- Is there are risk for other members of the affected population/community?
- What measures have been put in place to prevent further alleged offenses?
- Outline any protection concerns for the alleged offender.

9. Additional information

- Date complaint/report first received and by whom:
- Does the Complainant/Reporter know about BDRCS’s process for handling complaints?
- Has the Complainant consented to sharing the complaint with the alleged offender?
- Any information should be shared with the involved parties as part of a formal investigation.
- SEA Report completed by:

10. Provide any other relevant information

- Only as needed and appropriate

Name, date and location: