

## Investigation workshop Complaints referral form – Module 5

HO28

### Model complaints referral form (sexual exploitation and abuse)

Name of Complainant: Rubina Akhtar	Ethnic origin/Nationality: Bangladeshi
Address/Contact details: Shanty 68 Kuril Slum, Dhaka	Identity no: _____
Age: not known	Sex: Female

Name of Victim (if different from Complainant): Sunita Akhtar	Ethnic origin/Nationality: Bangladeshi
Address/Contact details: Shanty 68 Kuril Slum, Dhaka	Identity no: _____
Age: 13 years	Sex: Female
Name(s) and address of Parents, if under 18: Mother above	
Has the Victim give consent to the completion of this form? <input type="checkbox"/> YES <input type="checkbox"/> NO don't know	

Date of Incident(s): 28 July 2004    Time of Incident(s): 12:30    Location of Incident(s): Korean Church	
Physical & Emotional State of Victim (Describe any cuts, bruises, lacerations, behavior, and mood): No known physical injuries. Very frightened for self & family	
Witnesses' names and Contact Information: Rubina Akhtar (above) Mohammed Akhtar (brother) but working away probably for few months, Karim Hussein, neighbor	
Brief Description of Incident(s) (Attach extra pages if necessary): see attached sheet	

Name of accused person(s): Adrian Smith Abdul Jabber	Job Title of Accused persons(s): engineer aid worker
Organisation accused person(s) Works for: Hollywood Aid	
Address of accused person(s) (if known): Project office, Main Street, Dhaka	
Age: Adrian 29 years Abdul 54 years	Sex: male male
Physical description of accused person(s): Adrian- white British, blond, short hair, green eyes, small beard. Abdul- Bangladeshi national, black hair, brown eyes, moustache, walks with limp.	

Have the police been contacted by the victim? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If yes, what happened? _____ _____
If no, does the victim want police assistance, and if not, why? Fear of repercussions and loss of family honor

Has the victim been informed about available medical treatment?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If Yes, has the victim sought medical treatment for the incident?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If Yes, who provided treatment? What is diagnosis and prognosis?		

What immediate security measures have been undertaken for victim?	None identified
Who is responsible for ensuring safety plan (Name, Title, Organisation): Hollywood Aid	

Report completed by: Sister Mary Name	Project Manager, Hollywood Aid Position/ Organisation	day after alleged incident, Office Date/ Time/ Location
Has the Complainant been informed about the Organisation's procedure for dealing with complaints?		
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Signature/thumb print of Complainant signaling consent for form to be shared with relevant mgt structure* and SRSG/RC/HC: _____		
Complainant's consent for data to be shared with other entities (check any that apply): _____		
Police <input type="checkbox"/>	Camp leader (name) <input type="checkbox"/> _____	Community Service agency <input type="checkbox"/> _____
Health Centre (name) <input type="checkbox"/> _____		Other (Specify) _____

Date Report forwarded relevant management structure\*: \_\_\_\_\_

Received by relevant management structure\*: \_\_\_\_\_

Name	Position	Signature
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(\*Relevant management structure is the official (s) responsible for sexual exploitation and abuse issues in the Headquarters of the Organisation where the Accused person works)

**All information must be held securely and handled strictly in line with applicable reporting and investigation procedures.**

### Brief description of incident- reported by mother

Nasima (sister age 10) is in Dhaka Community Hospital being treated for dysentery. Sunita has been visiting daily to care for her. After the last Wednesday of last month, she has refused to go to visit her sister anymore. Eventually Sunita told Mohammed (brother) that on her last visit to the hospital 2 aid workers aid if she let them take photos of her she would get extra food for Nasima. The aid worker had told Rubina (mother) that they were going to be "portrait" pictures. She and her mother had agreed not to tell Mohammed as they knew he would disapprove.

Sunita was distraught telling her brother this and begged him not to tell anyone. Rubina and Mohammed did discuss it and are very worried about Sunita. She has been withdrawn and depressed, often found crying. She refuses to go outside of the shanty unless with her mother or brother. She has not been eating and has said she is worried about Nasima being in the hospital. Mohammed has managed to get work in another city and he will be away for some time. This also means the family will not receive any income from him for some months.

Rubina talked to Sunita who broke down begging not to get more photos taken. She then said the white man had "touched" her. They agreed to complain about the 2 aid workers. Rubina complained to the project manager.