

# **Standard Operating Procedure**

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## **Clear Check Screening Tool**

**SECOND EDITION**

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[Prepared by ALD/OHR/DMSPC - United Nations]

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**STANDARD OPERATING PROCEDURE**  
**Clear Check Screening Tool**

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**A. PURPOSE**

1. This Standard Operating Procedure (SOP) offers direction on procedures to be followed in operating the Clear Check Screening Tool (Clear Check).
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**B. SCOPE**

2. This SOP shall apply to all United Nations Secretariat entities participating in Clear Check. Compliance with this SOP is mandatory.
  3. This SOP must be read in conjunction with the CEB Task Force on addressing sexual harassment in the organizations of the UN system, Guidelines on Sexual Harassment Screening Database and the Guidelines on SEA Screening Database (forthcoming).
  4. The SOP and Guidelines must also be read subject to each participating entity's specific policies on SEA and sexual harassment.
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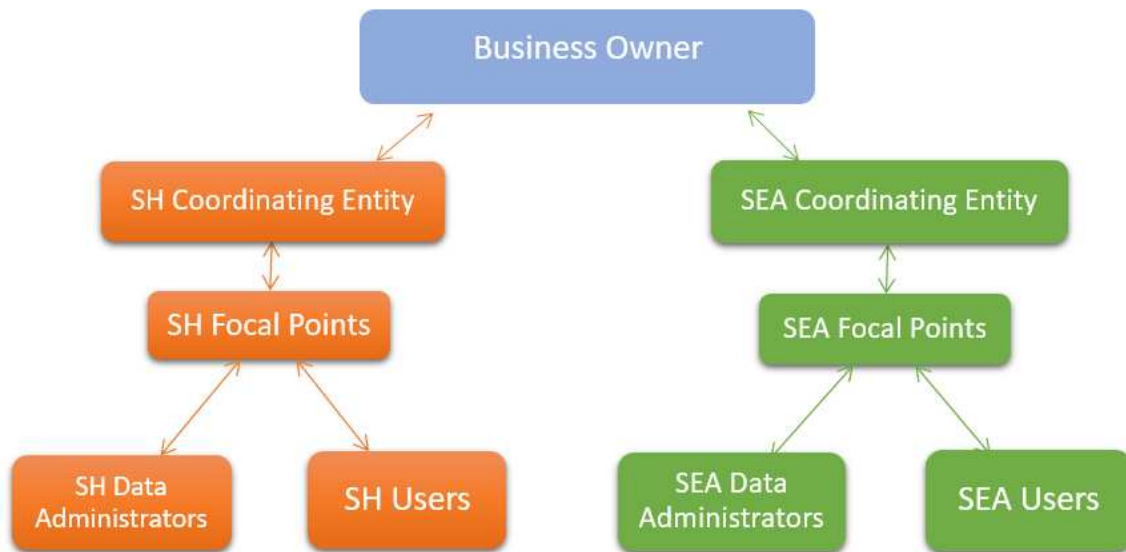
**C. RATIONALE**

5. The Secretary-General, in his reports of the Secretary General on special measures for protection from sexual exploitation and abuse (A/69/779, A/71/818 and A/72/751), motivates a set of initiatives to approach cases of Sexual Exploitation and Abuse (SEA) within the United Nations. Some of these initiatives include: Victims' Assistance Tracking System, TCC/PCC, a series of Data Collection exercises and reports on SEA cases, and a screening tool project to avoid the rehire of individuals with a record of SEA.
6. At its 2016 session, the United Nations System Chief Executives Board for Coordination (CEB) established a CEB Task Force on Addressing Sexual Harassment within the organizations of the United Nations System (Task Force), chaired by the Chair of the High Level Committee on Management (HLCM). Over the following months, the Task Force

focused on how the system could scale up prevention and response efforts to protect and support victims, to strengthen investigative capacity and to create an enabling working environment. As one of its priority areas, the Task Force sought to establish a UN system-wide screening database to avoid rehire of individuals whose working relationship with the organization ended because of a determination that they had perpetrated sexual harassment

7. To facilitate and streamline the screening process, one application was created to house both SEA and sexual harassment data.

#### D. ROLES AND RESPONSIBILITIES



8. The Office of Human Resources (OHR) in the Department of Management Strategy, Policy and Compliance (DMSPC) is the **Business Owner** of the Clear Check tool. The business owner shall designate technical administrators to grant and monitor administrative rights.
9. The Office of Information Technology (OICT) is responsible for technical design and maintenance of the Clear Check tool from a technology perspective.
10. The **Coordinating Entities** for the database are the Office of the Special Coordinator on improving UN response to sexual exploitation and abuse (OSC), which works on the subject of SEA, while the CEB Secretariat coordinates on sexual harassment. Each Coordinating Entity shall communicate directly with designated Subject Matter Focal Points (see ¶ 11).
11. Each entity that participates in the database shall designate **Subject Matter Focal Points** for SEA as well as for sexual harassment. The Focal Points shall be responsible for maintaining contact with the Coordinating Entities. They shall provide the necessary information and contact details of people within their entities that will be assigned to specific roles in the Clear Check application (see ¶ 12). They shall further work to ensure that any errors or changes in database administration and data entry are timely addressed in accordance with the Guidelines on Sexual Harassment and SEA. It is preferable to have more than one Focal Point for SEA and sexual harassment in case one focal point goes on leave or separates from the entity.
12. The respective Subject Matter Focal Points within each entity shall provide the Coordinating Entities with the names and relevant information for colleagues (see ¶ 15) identified to fill the following roles:

- a. **Data Administrator (data entry):** The purpose of this role is to input data into the database.
  - b. **User (search capacity):** Users will be able to search the database in order to vet candidates.
13. All Data Administrators and Users shall sign the Confidentiality Undertaking as a prerequisite to accessing the database (see Annex A).
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## E. PROCEDURES

### Joining the Database

14. A new entity seeking to join the database must nominate Focal Points to liaise with the Coordinating Entities.
15. The Focal Points shall send the request to the Coordinating Entity, identifying Data Administrators and Users as well as providing their signed Confidentiality Undertaking and the information to set up a Unite ID, if needed:
  - First name
  - Last Name
  - Index #
  - Birthdate
  - Email address
  - Organization
16. The Coordinating Entity shall forward the Confidentiality Undertaking and relevant information to the Business Owner, who shall proceed with relevant access procedures.

### Data Entry

17. Clear Check serves as a centralized database, accessible by certain staff and consultants from participating UN entities across the Organization, containing records of:
  - a. Former UN personnel against whom allegations of SEA were substantiated following an investigation and/or disciplinary process;
  - b. Former UN personnel who were the subject of a pending investigation and/or disciplinary process for SEA and resigned before the investigation was completed; and,
  - c. Former UN personnel against whom allegations of sexual harassment, while in service of an UN entity, were substantiated by a final determination of sexual harassment and whose working relationship was terminated by that entity as a result.
18. Data Administrators shall enter their entity's records in compliance with the respective Guidelines, User's Guide, this SOP, and after having first signed the Confidentiality Undertaking (see ¶ 13). They shall timely enter this information.
19. When the status of a case changes, or where an error or omission has occurred, Data Administrators shall timely amend the information in Clear Check.
20. Subject Matter Focal Points will work with Data Administrators to ensure that any delays, omissions or errors with data entry and processing are timely addressed and corrected.

### Data Search

21. When a search returns a possible subject matter match, Users shall validate the hit by contacting the relevant Data Administrator from the entity that provided the data - - via the bilateral communication module of Clear Check (verification request).
22. It is at the discretion of participating entities to determine the minimum percentage match required for the User to initiate the “hit” validation process. For the UN Secretariat Entities, the minimum percentage match [threshold] to initiate such validation is 80 percent; i.e. all the matches with an average of 80 percent (and above) of “comparativity” will be further investigated with a verification request. The validation process should be completed within 15 calendar days of receiving the request to avoid causing delays to the recruitment process.
23. Candidates who are matched to an individual in the Clear Check database shall be excluded from further consideration for selection.

#### Granting and Removal of Access

24. When an entity wishes to replace, remove or add a Data Administrator or User, the entity’s Focal Point shall provide the Coordinating Entity with the signed Confidentiality Undertaking of the new Data Administrator or User as well as the relevant information for a Unite ID, if needed (see ¶ 15). The Coordinating Entity shall forward both to the Business Owner, who will request the Unite ID.

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## **F. REFERENCES**

- The United Nations Charter;
- The Staff Regulations and Rules of the United Nations [ST/SGB/2018/1];
- The Standards of Conduct for the International Civil Service [A/67/30];
- CEB Task Force on addressing sexual harassment in the organizations of the UN system, Guidelines on Sexual Harassment Screening Database
- Guidelines on SEA Database (forthcoming)
- User Handbook (forthcoming)

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## **G. MONITORING AND COMPLIANCE**

25. Each entity’s Focal Point is responsible for informing staff in their entity who wish to access Clear Check on the contents of this SOP and the related guidelines, as well as for ensuring their implementation.

**ANNEX A**

**Confidentiality Undertaking**

I, [NAME], make the following confidentiality undertaking:

1. For the purpose of vetting candidates for positions with the [ENTITY], I am required to access the Clear Check Database.
2. I understand that:
  - a. All information contained in the Clear Check Database is strictly confidential; and
  - b. Except for the purpose of vetting candidates, I have no authority to access the Clear Check Database.
3. Upon identifying that a candidate for a position is named in the Clear Check Database, I will communicate this information, on a confidential basis, to the Hiring Manager of the recruitment exercise.
4. Except for the limited exception in paragraph 3 above, I undertake to maintain the strictest confidentiality of all information I obtain from the Clear Check Database.

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Signed

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Dated