

Prevention of Sexual Exploitation, Abuse and Harassment Policy



1. Purpose

AFAO has zero tolerance for sexual exploitation, abuse and harassment. This policy sets out AFAO's unambiguous position on these issues and the policy context for AFAO's response to these issues.

2. Definitions

Sexual harassment includes all forms of sexual exploitation and abuse. It means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances.

Examples of sexual exploitation, abuse and harassment include:

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against someone or unwelcome touching
- suggestive comments or jokes
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- displaying posters, magazines or screen savers of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites without a work purpose
- requests for sex or repeated unwanted requests to go out on dates
- engaging in transactional sex (sexual activity in exchange for goods or services, money, employment or preferential treatment) or fraternisation with other staff, volunteers, contractors or personnel of grantees, suppliers or primary stakeholders)
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

3. Responsibilities

All staff, volunteers, contractors (including consultants) and grantees are required to comply with this policy.. This includes at all times during work, when representing or acting on behalf of AFAO and at work related events and social functions.

Policy number: 039

Approved: 4 May 2020

Review date: May 2022

Approved by: AFAO Chief Executive Officer

All AFAO staff are responsible for championing good practice and maintaining an organisational culture that prioritises safeguarding against sexual exploitation, abuse and harassment.

All staff, volunteers, contractors and grantees must additionally:

- a) monitor their working environment to ensure that acceptable standards of conduct are observed at all times
- b) model appropriate behaviour
- c) ensure that all employment, advancement and training decisions are consistent with this policy
- d) seek appropriate advice and assistance when dealing with formal or informal complaints
- e) when appropriate, deal with sensitive information in a confidential manner
- f) create and maintain a safe and trusted environment that promotes the implementation of this policy and safeguards everyone from sexual exploitation, abuse and harassment
- g) comply with Australian and local laws of the country to which they are placed or in which they are travelling.

Behaviour that is inconsistent with this policy will not be tolerated.

AFAO's managers are responsible for supporting and developing systems that maintain an environment that facilitates implementation of this policy and prevents sexual exploitation, abuse and harassment. They must ensure that AFAO staff, grantees and program participants understand and comply with this policy.

Managers must create a safe environment at AFAO for anyone to come forward and raise allegations or concerns of sexual exploitation, abuse and harassment and take action to immediately respond to any reports.

4. Application of policy

This policy applies fully to all of AFAO's operations, including its international activities and the AFAO Foundation. References in this policy to AFAO include the AFAO Foundation.

Where this policy is contradicted by contractual obligations to funders, the contractual obligations must be adhered to. Exceptions to such obligations should be sought from funders prior to entering into contracts and any substantive areas of difference must be drawn to the attention of the Chief Executive Officer.

All AFAO staff and volunteers abide by AFAO's Code of Conduct.

Orientation to this policy will be provided to all AFAO staff during their induction by their manager and regularly during the course of their employment through all-staff training.

AFAO will extend this policy to grantees through its contracts and require that grantees adopt the commitments of this policy. AFAO incorporates the requirements of this policy in its capacity assessment processes with grantees and provides training and support to grantees to support their upholding of these policy commitments.

This policy will be made available on the AFAO website.

5. Policy

AFAO upholds the right of every staff member, volunteer and stakeholder with whom it works to be able to engage with AFAO without being subjected to any form of sexual exploitation, abuse or harassment.

AFAO is fully committed to its obligation to eliminate sexual exploitation, abuse and harassment in the workplace.

AFAO will not tolerate sexual exploitation, abuse or harassment under any circumstances. AFAO exercises its commitment to the prevention of sexual exploitation, abuse and harassment through a survivor-centred approach.

AFAO strongly encourages any representative, employee or volunteer who feels they have been sexually harassed to take immediate action.

Any reports of sexual exploitation, abuse or harassment will be treated seriously and promptly with sensitivity.

Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual exploitation, abuse or harassment, or against any representative, employee or volunteer who has been alleged to be a harasser or has made a false accusation of sexual exploitation, abuse or harassment.

AFAO is committed to providing appropriate assistance and referrals to survivors of sexual exploitation, abuse and harassment, such as referrals to medical, social, legal, and financial assistance.

6. Related policies

AFAO has issued this policy to underscore the seriousness of sexual exploitation, abuse or harassment.

AFAO's approach to these issues occurs through:

- AFAO's Code of Conduct, which sets out the behaviours required of staff, volunteers, contractors and grantees
- AFAO's Feedback and Complaints policy, which explains how people can raise issues with AFAO, including allegations of sexual exploitation, abuse or harassment, and be assured of fair and respectful consideration of the matters raised
- AFAO's Equal Employment Opportunity, Discrimination, Bullying and Harassment Policy, which outlines expected behaviours of staff and volunteers and procedures that staff and volunteers can use to raise concerns about other staff and volunteers
- AFAO's Grievance Policy, which outlines procedures that staff and volunteers can use to raise specific and more general concerns about other staff and volunteers.

7. Reporting and investigation procedures

AFAO provides a safe, supportive and secure environment to report sexual exploitation, abuse and harassment and will adopt a survivor-centred approach in preventing and responding to this behaviour. AFAO's actions will be guided by respect for the choices, wishes, rights and dignity of the survivor.

AFAO will take all concerns seriously and respond immediately. All responses are developed in a manner that balances respect for due process with a survivor-centred approach in which the survivor's wishes, safety and wellbeing remain a priority in all matters and procedures. All reports of SEAH will be recorded, regardless of whether substantiated or full investigation required. The principles of natural justice will apply to all investigations.

AFAO staff, volunteers and grantees must immediately report any concerns, suspicions or allegations of SEAH or breach of this policy. A report should be made to:

<i>AFAO's international programs</i>	Inga Olesky, SKPA Program Manager Email: [FIRST NAME].[SURNAME]@afao.org.au Phone: +66 (0)2 023 0966
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<i>AFAO's Australian programs</i>	Heath Paynter, Deputy Chief Executive Officer
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Email: [FIRST NAME].[SURNAME]@afao.org.au
Phone: 02 9557 9399

Any concerns about sexual exploitation, abuse and harassment relating to the Chief Executive Officer must be reported to the AFAO National President, Robert Griew, at president@afao.org.au or on 02 9557 9399.

All concerns will be handled in accordance with AFAO's Feedback and Complaints Policy.

Information received will be held in accordance with AFAO's Privacy Policy.

Where a breach of this policy involves possible criminal involvement, AFAO's Deputy Chief Executive Officer will be responsible for ensuring AFAO meets all legal obligations to report offences.

8. Breach of this policy

Any staff member, volunteer, contractor or grantees who is found to have breached this policy may be subject to disciplinary action, up to and including termination of employment, volunteer engagement, enforcement of penalties available to AFAO under its contracts and referral to local or federal law enforcement authorities.