

## Prevention of Sexual Exploitation and Sexual Abuse Policy

As part of our Business Conduct Guidelines, ICASO recognizes our obligation to operate in a manner that upholds the fundamental principles of human rights. We further recognize the global issues regarding sexual exploitation and sexual abuse of vulnerable individuals. As such, ICASO is committed to having appropriate policies and procedures to ensure the prevention, investigation and response to sexual exploitation and sexual abuse.

### SCOPE

This policy applies to all employees, visitors, volunteers, consultants, contractors and those in other capacities that may represent ICASO. This policy applies to our office and while travelling to other countries or with our global partner organizations.

### DEFINITIONS

**Sexual Abuse:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with a child is considered sexual abuse.

**Sexual Exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from another person's sexual exploitation.

**Protection from Sexual Exploitation and Abuse (PSEA):** The term used by the United Nations and non-governmental organizations to refer to measures taken to protect vulnerable people from sexual exploitation and abuse by their own staff and associated personnel.

### POLICY

ICASO will not tolerate sexual exploitation or sexual acts being committed by our employees, visitors, volunteers, consultants, contractors and those in other capacities that may represent ICASO. Employees and managers will be bound to uphold this policy and report individuals who may be in breach without fear of reprisal. Senior leadership is also bound to ensure that the policy is proactively communicated to all relevant stakeholders and that the processes for prevention and investigation are implemented and maintained effectively. Any allegations concerning sexual exploitation and sexual abuse will be addressed promptly by senior leadership. ICASO's policy of prevention and investigation is outlined below.

#### Prevention

All employees (including contractors and volunteers) will be advised of this policy and receive training, as applicable, as to their roles and responsibilities in preventing and reporting potential situations of sexual exploitation and sexual abuse. It is a requirement that they understand and agree in writing to this policy and applicable procedures. Partner organizations and other relevant stakeholders will be advised, as required, of this policy and their duty to prevent and report. If a comparable internal policy does not bind partner organizations and other stakeholders, they must agree to the terms outlined in this policy.

## **Reporting**

It is the responsibility of all employees and managers to report potential sexual exploitation or sexual abuse incidents. Managers must create an environment in which employees, volunteers and contractors are comfortable to bring issues of this nature forward and that they should be discussed respectfully and confidentially without fear of reprisal.

## **Complaints and Investigations**

Anyone has a right to bring forth a complaint concerning the inappropriate behaviour of an ICASO employee, contractor, volunteer or other relevant stakeholder representing ICASO. Although a complaint can be brought to anyone on the management team, the Executive Director is ultimately responsible for managing the complaint.

### ***To make a complaint***

The individual bringing forth the complaint should, as best as possible, provide the following:

- Details about the alleged incident(s) including dates, times and locations
- Individuals involved
- Potential relevant documentation or other evidence
- Potential witnesses
- Although complaints can be made anonymously, it may be difficult for the investigator to grasp all the facts without speaking to the complainant entirely. As such, and where comfortable, the complainant should provide their name and contact information in confidence to be contacted as part of the investigation process.

If the complaint is brought to another employee or member of the management team, that individual should immediately advise the Executive Director. The Executive Director will acknowledge receipt of the complaint with the complainant and move forward to conduct an investigation. Where appropriate, the Executive Director may conduct the investigation themselves or, at their discretion, assign it to a third-party investigator or law enforcement as applicable. Anyone involved in the investigation must maintain strict confidentiality of the facts to protect the parties involved.

Investigations should move forward on a timely basis and, if delayed because of exceptional circumstances, the complainant should be advised as to the status.

## **Resolutions**

A summary report of the complaint will be kept in a confidential file by the Executive Director, and appropriate parties are advised about the outcome. As appropriate, training may be implemented for individuals who are in breach of this policy. However, serious violations can result in disciplinary action, including dismissal for cause or criminal charges laid by appropriate law enforcement agencies.

## **Reprisals**

Retaliation against any individual for reporting alleged acts of discrimination, violence or harassment is not tolerated. Equally, because false accusations can severely affect innocent persons, the willful misuse of this policy or making false accusations will not be tolerated and may be grounds for discipline.