

OM2.4 PREVENTION OF SEXUAL EXPLOITATION, ABUSE AND HARASSMENT POLICY

1. Purpose

This policy outlines the Archbishop of Sydney's Anglican Aid commitment to *Safeguarding* and protection from sexual exploitation, abuse and harassment (*SEAH*) of any Anglican Aid staff, and those with whom Anglican Aid works, both in Australia and overseas, specifically in ORAF Projects.

The purpose is also to prevent *SEAH* being perpetrated by any Anglican Aid staff or related parties, and to outline what processes are to be followed in the event of a complaint being made to Anglican Aid about *PSEAH*.

Anglican Aid's policy takes an approach which sees total prevention of *SEAH* as the ideal, but which also includes the protective mechanism of a *Victim/Survivor-centred approach* to ensure all complaints and reports about breaches of this policy will be dealt with by Anglican Aid in a timely and effective way.

2. Scope

This policy applies to all Anglican Aid staff and volunteers working in Australia and while undertaking duties on behalf of Anglican Aid overseas for all funds (ORAF, Anglican Aid and OMF). This policy applies to Anglican Aid's Overseas Relief and Aid Fund's interactions with its in-country partners with respect to activities funded by Anglican Aid, as well as Anglican Aid paid contractors.

ORAF's work takes place in a context of partnership. Anglican Aid will make efforts to ensure that its Partners are sensitised to the issues of *Safeguarding* in all its forms, including against *SEAH*. For ORAF Partners who do not have their own *PSEAH* Policy, they are covered under this policy.

3. Definitions

Term	Description
Anglican Aid	Means the Archbishop of Sydney's Anglican Aid, a body corporate which administers the Anglican Aid Fund, the Overseas Ministry Fund and the Overseas Relief and Aid Fund. ORAF is the fund which has ACFID accreditation.
Anglican Aid Staff	Includes full-time, part time, casual, and also those engaged on short term contracts such as: consultancies, researchers, interns, photographers, volunteers, etc. Anglican Aid is the employer of all staff working across the three funds.
Complaint	An expression of dissatisfaction, grievance or concern, however it is made, relating to standard of service, action or absence thereof by Anglican Aid staff or related parties.
Faithfulness in Service	A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers (A Sydney Anglican Diocese publication, 2017)

Focal Point	A person designated to receive complaints of cases of sexual exploitation, abuse and harassment.
Gender Equality	Equal treatment of women and men in laws and policies, and equal access to resources and services within families, communities and society; sometimes referred to as formal equality.
Gender Equity	Involves fairness and justice in the distribution of resources and responsibilities between men and women; sometimes referred to as substantive equality. It often requires women-specific programs and policies to end existing inequalities.
PSEAH	Acronym for <i>Prevention of Sexual Exploitation, Abuse and Harassment</i> .
Report	An account of events given to someone, or a piece of information which describes something. A <i>Report</i> differs from a <i>Complaint</i> in that there is an obligation on Anglican Aid staff to report on any perceived, alleged or actual instances of <i>SEAH</i> , but a <i>Victim/Survivor</i> of <i>SEAH</i> may not wish to and is not obliged to make a <i>Complaint</i> .
Safeguarding	The actions, policies and procedures that create and maintain a culture of safe and protective environments for all, particularly those that are most vulnerable. Safeguarding includes prevention, mitigation, response and feedback and complaints handling mechanisms.
SEAH	Acronym for <i>Sexual Exploitation, Abuse and Harassment</i> .
Sexual Abuse	An actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. When someone is used by another person for his or her own sexual stimulation or gratification.
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 the sexual exploitation of another.
Sexual Harassment	A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours, or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated. Sexual harassment can take various forms. It can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender. Sexual harassment can be perpetrated against project beneficiaries, community members, citizens, as well as staff and personnel. (From DFAT's <i>PSEAH</i> policy, 2019).
Transactional sex	The exchange of money, employment, goods or services for sex, including sexual favours other forms of humiliating, degrading or exploitative behaviour.
Victim/Survivor	A person who is, or has been, sexually exploited or abused.

Victim/Survivor-Centred Approach	An approach to <i>Complaints</i> -handling that prioritises the needs and wishes of <i>Victims</i> or <i>Survivors</i> at all stages in the <i>Complaints</i> -handling.
Whistle-blower	Someone within an organisation who makes a <i>Complaint</i> about actual or suspected misconduct within the organisation
Witness	A person who gives testimony or evidence in the investigation, including the person who has experienced the sexual exploitation and/or abuse the complainant, a person of concern, a staff member of a Partner agency, the subject of the <i>Complaint</i> or another staff member, etc.

4. Policy Statement

Anglican Aid's theological conviction that every person is made in the image of God informs the seriousness with which Anglican Aid treats concerns of abuse and exploitation, and motivates our commitment to upholding the value, dignity and rights of every person. Sexual Exploitation, Abuse and Harassment of any person is unacceptable and will not be tolerated by Anglican Aid.

Anglican Aid understands that acts of SEAH are intrinsically linked to the sinfulness of humanity. This can be manifested through gender inequality, discrimination and power imbalance. Our aid and development work is among vulnerable people which can create a power differential and opportunities which increase the risk of SEAH. Anglican Aid promotes the safety and well-being of all persons accessing its services and programs funded through ORAF, as well as Anglican Aid's internal staff and other related parties, to safeguard against such misuse of power and minimise the risk of abuse.

Because instances of SEAH takes place most often in a context of gender inequality, Anglican Aid as an organisation is committed to *gender equality* and *gender equity*, both within our development projects and also within the organisation as a whole. See Anglican Aid's Aid and Development Guidelines, as well as the Anti-Discrimination Policy for further demonstration on how we promote gender equality and equity.

All people have a right to be safe at all times, and Anglican Aid has an obligation to provide safe and protective services and environments.

Effective risk mitigation and safeguarding measures are required to protect all related parties from SEAH. This is a shared responsibility between it, its in-country partners and individual contractors.

Anglican Aid takes proactive steps to consider the prevention of SEAH throughout its Project Management Cycle.

Anglican Aid is committed to educating its staff and other affiliates in this policy, to reduce the risks of SEAH, and to create safer environments both for staff, and for all people and communities it works with.

Adherence to this policy and the standards of behaviour Anglican Aid's Employee Code of Conduct is a mandatory requirement for all Anglican Aid staff and volunteers. Furthermore, as Anglican Aid is a Sydney Diocesan organisation, it is bound by the Diocese's policies and safe ministry requirements and guidelines against SEAH, notably in the national code of behaviour for the Anglican Church, *Faithfulness in Service (2017)*.

5. Procedures

Guiding Principles

- **Zero tolerance of inaction:** Every allegation must be acted upon and addressed in a fair and reasonable way with due regard for procedural fairness
- **Strong leadership:** Anglican Aid is committed to exercising leadership in ensuring its staff, partners, and their communities are protected against SEAH.
Senior staff of Anglican Aid will set clear expectations and model respectful behaviour in their interactions at work. This will support communities, victims/survivors and whistle-blowers to feel safe, report concerns and be assured their allegations are taken seriously.
- **Shared responsibility:** Anglican Aid will work with staff, partners and communities we work with to challenge attitudes which permit or excuse sexual misconduct both internally and within program activities. Anglican Aid requires the commitment, support and cooperation of all our personnel – board members, staff, volunteers, contractors, and implementing partners – to minimise opportunities for such behaviour, to not engage or condone activities of SEAH, and to report incidents. This will ensure the safeguarding and protection of vulnerable people from SEAH.
- **Victim/survivor-centred approach:** Anglican Aid will treat victims and survivors with dignity and respect. We recognise the right and need of victims/survivors to express their needs and wishes, and to access appropriate services including health care, psychological, spiritual and social support, security and legal services. Anglican Aid will employ its resources to care for and protect survivors of abuse.

(a) Employment of Anglican Aid Staff and Contractors and Recruitment of Volunteers

- All staff and volunteers will be provided a copy of this policy and its procedures upon commencing work with Anglican Aid and are required to abide by it. The policy will be included as part of induction into the organisation. The policy will be discussed annually at staff meetings with all staff.

(b) Capacity Building of In-Country Partners

- Anglican Aid will extend this need for organisational commitment to the prevention of sexual exploitation, abuse and harassment to Partners. Partners will be assessed on their ability to recognise SEAH and display a commitment to the prevention of such sexual misconduct. Anglican Aid will work with Partners to

help them deepen their understanding of the rights of individuals and their capacity to increase awareness about safeguarding measures against SEAH. Anglican Aid will not enter into a partnership agreement with persons or organisations with a known history or tolerance of SEAH.

(c) Processes in Reporting Sexual Abuse, Exploitation or Abuse

SEAH is unacceptable. Anglican Aid will take all concerns and reports of abuse seriously and act on these reports immediately.

It is mandatory for all Anglican Aid staff and others to report concerns or allegations of SEAH. These concerns may relate to a staff member involved in the organisation or a concern about a person within the overseas programs. If in doubt, staff and partners should report an alleged or suspected incident. Those found not reporting alleged incidents will be viewed as being non-compliant.

Our *victim/survivor-centred approach* means that the needs, safety and wellbeing of victims/survivors must be prioritised in reporting, and their information treated confidentially.

All reports of concerned or alleged SEAH incidents should normally be made to Anglican Aid's *PSEAH Focal Point* person, the CEO. If the incident relates to the CEO, staff members are encouraged to report it to the Chairman of the board, as well as the Professional Standards Unit, Diocese of Sydney via their Abuse Report Hotline. This follows the Diocesan complaints structure.

Reports of SEAH of individuals under the age of 18 must follow Anglican Aid's Child and Vulnerable Persons Safeguarding Policy.

See Anglican Aid's Whistleblowing Policy, and Complaints-Handling Policy.

At the conclusion of the investigation process, Anglican Aid will provide feedback on the results of the investigation to the Complainant (taking into account privacy considerations and needs of the Victim/Survivor).

Breaches of this PSEAH Policy will be treated in line with Anglican Aid's disciplinary procedures may result in serious sanctions.

When safe and in accordance with the wishes of the victims, survivors or whistleblowers, all alleged SEAH incidents that involve a criminal aspect should be reported through the correct local law enforcement channels.

Anglican Aid will ensure that the partners it works with possess or are developing reporting mechanisms to enable vulnerable persons and any other beneficiaries or project staff to report cases of SEAH.

This Policy will be published on Anglican Aid's website.

(d) Project Management Cycle

Anglican Aid is committed to considering Prevention of Sexual Exploitation, Abuse and Harassment Safeguarding Policies and Procedures when implementing the Project Management Cycle. Anglican Aid understands that the mitigation of risks require a joint effort between Anglican Aid and the Partner Organisation. Anglican Aid will ask our implementing partners to assess potential risks and put in place risk minimisation strategies and reporting frameworks.

(e) Consequences of Breaches

- It is expected that any suspected breach will result in an investigation.
- Any breach of this policy will be reported to the PSEAH Focal Point person (the CEO) or in the case of the CEO to the Chairman of the board, as well as the Professional Standards Unit, Diocese of Sydney. The CEO is required to notify the chairman of the board in the case of any investigations being undertaken.
- A range of penalties from warning and admonition, to counselling to dismissal may be imposed depending on the nature of any breach and the impact it has on others.
- Breaches involving criminal conduct must be reported by the appropriate management representative receiving the report to the police and the Professional Standards Unit, Diocese of Sydney.
- Disciplinary measures will vary between Anglican Aid's project partners, as each possesses its own procedures for addressing cases of abuse and exploitation.

6. Related documents

- Faithfulness in Service – A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers (A Sydney Anglican Diocese publication) <https://safeministry.org.au/faithfulness-in-service-code-of-conduct/>
- Anglican Aid's Aid and Development Guidelines
- Anglican Aid's Anti-Discrimination Policy
- Anglican Aid's Child and Vulnerable Persons Safeguarding Policy
- Anglican Aid's Employee Code of Conduct
- Anglican Aid's Complaints-Handling Policy
- Anglican Aid's Whistle-blower Policy

7. Review

In order to ensure that this policy continues to be effective and applicable, the procedure will be reviewed annually in light of legislative and other changes which may occur.

DATE	COMMENT
October 2020	Approved by Board