



THE
IREDE
FOUNDATION



Prevention of Sexual Abuse, Harrassment and Exploitation

Purpose and Scope

The IREDE Foundation (TIF) is committed to a workplace that is free from sexual exploitation, sexual abuse and sexual harassment organization makes a commitment to and Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) at the highest levels and has zero tolerance for sexual exploitation , abuse and harassment .

We all have a responsibility to act in an ethical and transparent way to build a respectful working culture that rejects inappropriate behaviour, where staff, partners and suppliers feel protected and valued.

This policy applies to all representatives of TIF including the Board Of Trustees, Advisory Council Members , Staff , Volunteers/, Consultants, Suppliers, Partners, Beneficiaries and any other organisations or people acting for or on behalf of TIF.

This policy applies at all times when such persons are working for, travelling or representing TIF, both during and outside normal working hours. TIF program partners are also required to comply with the requirements of this policy as set out in Annex 1 & 2.

Responsibilities

Accountable	Activity
Board Members	Ensure the creation, adoption and deployment of this policy.
Executive Director	Ensure that this policy protects all personnels of the foundation. Review and approve the Policy. Hold Employees, Partners and Suppliers accountable to this Policy and promote Policy principles, as appropriate.
Head Of Operations	Ensure TIF policies and practices protect all personnel and that training is provided to all staff. Ensure there are periodic monitoring and tracking of compliance and implementation of the Policy. Promote awareness and understanding of the Policy among TIF personnel, Suppliers and Partner Ensure personnel are held accountable to the Policy Incorporate consideration of this policy in planning, budgeting and resource allocation.
All Personnel	Understand, advocate and apply the Policy to your work

Examples of Sexual Exploitation, Sexual Abuse and Sexual Harassment

Examples of acts of sexual exploitation sexual abuse and sexual harassment include but are not limited to: Sexual assault (any unwanted or forced sexual act committed without consent) or threat thereof. Sexual assault can occur either against a person's will, by force or coercion, or when a person is incapable of giving consent, such as when they are under duress, under the influence of drugs or alcohol. Force includes:

1. Actual physical aggression, including but not limited to rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (unwanted kissing or touching)
2. Threats of physical aggression or emotional coercion
3. Psychological blackmailing
4. Forcing someone to have sex with anyone
5. Forcing a person to engage in prostitution or pornography or videotaping or photographing sexual acts and posting it without permission
6. Refusing to use safe sex practices
7. Alleging or threatening to allege that anyone already has a history of prostitution on legal papers
8. Name-calling with sexual epithets Insisting on anything sexual, including jokes that may be uncomfortable, frightening or hurtful
9. Demanding sex in any context or telling someone that they or anyone else is obliged to have sex as a condition for anything.

Examples of behaviour that could be considered sexual harassment include, but are not limited to;

1. Unwanted physical contact, sexual suggestions, or demands
2. Making obscene or sexually suggestive remarks, insults or jokes that may cause offense
3. Sending explicit or sexually suggestive emails
4. Intrusive enquiries into a worker's private life.

TIF does not condone sexual exploitation, sexual abuse or sexual harassment of any kind. TIF will take all reasonable steps to PSEAH, and to promote the Rights of people and communities with whom we work. The principles that underpin TIF's Policy are:

Principle 1: Zero tolerance of inaction

Sexual exploitation, abuse and harassment are never acceptable. Zero tolerance is not the same as zero incidents. TIF defines zero tolerance as acting on every allegation in a fair and reasonable way with due regard for procedural fairness.

Principle 2: Survivor needs are prioritised

Action to address sexual exploitation, abuse and harassment should be underpinned by a “do no harm” approach prioritising the rights, needs, and wishes of the survivor, while ensuring procedural fairness to all parties.

This approach treats the survivor with dignity and respect, involves them in decision making and provides them with comprehensive information. It also protects privacy and confidentiality, does not discriminate based on gender, age, race/ethnicity, ability, sexual orientation, or other characteristics and considers the need for counselling and health services to assist the victim/survivor with their recovery.

Principle 3: Gender inequality and other power imbalances are addressed

Available data indicates that the majority of survivors are female and the majority of perpetrators are male. However, there are also other power imbalances at play.

Inequalities based on the distinctions of worker/beneficiary; ability/disability; ethnic and Indigenous status; religion; gender identity and sexual orientation; age; health and poverty, can also result in sexual exploitation, abuse and harassment.

The intersection of gender with other forms of inequality can further increase the likelihood of SEAH occurring.

Risk Management

While we acknowledge that it is not possible to eliminate all risks of sexual misconduct, TIF has adopted a risk management process by which risks are identified, monitored and reasonably mitigated against in the assessment of all our activities.

This includes a process by which activities are assessed to determine the level of risk for Sexual Misconduct and the application of the Standards where applicable. This policy and the TIF Code of Conduct will be included in inductions, as well as communicated through internal communications, contracts and via TIF’s website.

TIF will undertake a risk assessment for all partners or other organisations acting for or on behalf of TIF to identify risks, classify any high-risk activities and document steps being taken to reduce Sexual Misconduct risks.

The risk assessments will be undertaken at the program design and proposal stage, form part of regular monitoring and be reviewed at regular reporting intervals.

REPORTING

Where any person has reasonable grounds to suspect that TIF or any persons within the scope of this Policy have engaged in sexual exploitation, sexual abuse or sexual harassment, have the obligation to report it as soon as possible to the relevant authority (Head Of Operations or the Executive Director).

The Person reporting shall not suffer any sanctions from TIF on account of their actions in this regard provided that their actions: are in good faith based on reasonable grounds, and conform to the designated procedures outlined below.

All reports and concerns raised by both personnel and individuals in the Foundation will be properly considered, documented, and treated seriously, with care, discretion and in a timely manner. TIF will take all necessary steps against any form of retaliation suffered by personnel or other persons reporting possible breaches of this Policy.

Reports of SEAH committed by individuals who are not TIF personnel and that are not committed in the context of TIF activities should be reported to the police authorities: personnel doing so should be aware of the potential consequences of doing so; with the Head Of Operations and /or Executive Director.

How to report

Anyone wishing to report under this policy can notify TIF using any of the following mechanisms: 1.

Inform the HOO or ED at any time in person or via phone, text, email or other communication; or

2. As a formal whistleblowing report under TIF's Whistleblower Policy.

3. Reports of Sexual Misconduct for people under the age of 18 should be made under TIF Child Protection Policy.

4. When making a disclosure, the reporting person may do so anonymously.

People are encouraged to share their identity when making a disclosure, as it will make it easier for TIF to address the disclosure, but they are not required to do so.

If they do not share their identity, TIF will assess the disclosure in the same way as if they had revealed their identity.

However, there may be some practical limitations in conducting the investigation.

Codes of Conduct

This code of Conduct shall be enforced on TIF's Board Of Trustees, Advisory Council, staff, volunteers, Suppliers, Consultants, partners and beneficiaries;

- I will treat all people in the workplace with courtesy and respect and demonstrate my commitment to the prevention of and response to prohibited conduct.
- I will treat all individuals with respect regardless of race, color, sex, sexual orientation, gender identity, language, age, religion, political or other opinion, national, ethnic or social origin, disability, or other status.
- I will not use language or behavior towards any individual that is harassing, abusive, sexually provocative, or demeaning.
- I will refrain from any form of sexual misconduct, including bullying.
- I will undertake mandatory training and attend other training opportunities to the extent possible.
- I will familiarize myself with this policy and other related policies.
- I will report all formal allegations and policy violations immediately, as appropriate, to the appropriate channels, as detailed in this policy.
- I will report all allegations or incidents to TIF within two (2) days of occurrence. Reports to the foundation should be sent to Info@theiredefoundation.org

Definitions

Concept	Meaning
Sexual misconduct	Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.
Sexual Exploitation	Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially, or politically from the sexual exploitation of another.
Sexual abuse	<p>The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.</p> <p>It covers sexual offences including but not limited to: attempted rape (which includes attempts to force someone to perform oral sex); and sexual assault (which includes non-consensual kissing and touching). All sexual activity with someone under the age of consent is considered to be sexual abuse.</p>
Sexual harassment	<p>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.</p> <p>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 beneficiaries, community members, citizens, as well as staff and personnel.</p>
Bullying	Bullying is the use of force, coercion, or threat, to abuse, aggressively dominate or intimidate.

Annex 1 – Commitment by Suppliers and Partners

The Supplier/ Partner Thereby:

Formally acknowledges and complies with the key principles described in this Policy;

- Commits to take immediate action, should the supplier have reason to believe that an employee or any of their activities might be in breach of the above-mentioned key principles;
- Accepts that any contract or agreement between TIF and the suppliers/partner might be terminated, should there be a serious or repeated breach(es) of the above mentioned key principles, or a failure to take appropriate action when a breach of these key principles is discovered;
- Ensures best efforts to promote and enhance protection amongst its personnel.

Name:

Signature & Date:

Annex 2 – Statutory Declaration By Personnel

I, *undersigned*, hereby confirm that to the best of my knowledge I have not been convicted of, am not currently suspected of, or am not being prosecuted for any offense involving any type of harm.

I declare that there is no element which could affect my suitability to work with the foundation and that I am aware of the seriousness of this declaration and that any erroneous declaration may be considered as gross misconduct.

Name:

Signature & Date:

