

Policy Title	Prevention of Sexual Exploitation, Abuse and Harassment Policy		
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Unit	CEO, Habitat for Humanity Australia		
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Introduction

Sexual Exploitation, Abuse and Harassment (SEAH) are violations of basic human rights. Habitat for Humanity Australia (HFHA) aims to provide a safe and trusted environment that safeguards everyone from SEAH including beneficiary communities, staff, volunteers, Board Members, consultants and partner organisations. HFHA is committed to safeguarding the people it helps and with whom it works.

The nature of HFHA development work places staff in positions of authority and trust in relation to the communities we serve, especially vulnerable adults and children and a wide range of volunteers. It is therefore essential that appropriate SEAH risk management practices are embedded into the organisation that are consistently applied and reinforced, as outlined in this policy.

Purpose

This policy sets out HFHA's approach to preventing sexual exploitation abuse and harassment associated with the work that it does. It sets out:

- Principles upon which HFHA will base SEAH decision-making and actions
- Expectations of conduct of all who represent HFHA, including recruitment, screening and employment process
- Specific prohibited practices for those who represent HFHA
- How HFHA will assess SEAH risk and ensure appropriate conduct at all times
- HFHA commitments to regular training for staff and partners
- HFHA commitments to reporting and investigation procedures that ensure SEAH issues are identified and effective action is taken.

Policy Statement

HFHA takes a zero-tolerance approach to all forms of SEAH and maintains an organisational culture that prioritises safeguarding against SEAH. HFHA will make it readily accessible for anyone affected to come forward and report incidents and concerns with the assurance they will be handled confidentially, sensitively and appropriately.

HFHA staff and stakeholders have an obligation to uphold high standards of personal and professional conduct at all times and must not breach positions of trust in order to impact another person through

sexual exploitation, abuse and harassment, sexual violence, bullying, fraternisation, or any other abuse of power.

HFHA prohibits transactional sex for all personnel while engaged in HFHA activities. Fraternisation is also prohibited for non-national personnel while engaged in delivery of DFAT business.

This Policy addresses the sexual exploitation, abuse and harassment of adults. It does not replace HFHA's Child Protection Policy.

HFHA staff, volunteers, Board Members and stakeholders must also be familiar with the complementary provisions of the HFHA Complaints Policy, the HFHA Anti-harassment and Non-discrimination Policy in the Employee Handbook, the HFHA Child Protection Policy and Code of Conduct, the HFHA Child Labour Policy and the HFHA Use of Photos and Stories Policy.

Policy in Practice

Prevention of Sexual Exploitation, Abuse and Harassment

Sexual exploitation, abuse and harassment (SEAH) occurs when people in power exploit or abuse vulnerable people for sexual purposes. HFHA representatives must conduct themselves professionally and appropriately at all times and never engage in conduct which could involve or be perceived as involving any form of sexual exploitation, abuse or harassment.

Definitions

- **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 abuse:** Any actual or threatened physical intrusion of a sexual nature, whether by force or under unequal power dynamics or otherwise coercive conditions.
- **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.

Application of Policy

This Policy applies to all staff (fulltime, part-time, casual), Board Directors, Committee Members, consultants, contractors, interns, volunteers, agents and partners including Habitat for Humanity National Offices (NOs) and HFH International Branch Offices.

Assessing Risk

HFHA maintains an organisational risk register (and separate International Program risk register and Australian Program risk register) which identifies potential SEAH risks to any stakeholder

associated with HFHA. Project level SEAH risks are captured in risk management planning and monitoring processes of projects undertaken by HFHA in collaboration with HFH implementing partner organisations. Mitigation and monitoring strategies are included as part of these ongoing risk management processes. Risk registers will be reviewed regularly as project initiatives change and updates to policies and procedures will be made at least every two years.

Recruitment and management of staff, volunteers and stakeholders

HFHA will ensure the protection, safety, security and well-being of staff and volunteers and all people with whom HFHA works and supports.

Policies and procedures regarding the recruitment and management of HFHA staff are contained in the HFHA Employee Handbook and in other relevant stand-alone HFHA policies.

Aligned with the HFHA Child Protection Policy and procedures, HFHA recruitment processes require background screening including criminal history record checks and reference checks, in line with the Habitat for Humanity International (HFHI) Safer Recruitment Toolkit. The HFHA Employee Handbook contains the following policies, which are relevant to the safety, security and well-being of staff members and stakeholders:

- Anti-harassment and Non-discrimination Policy
- Cyberbullying Policy
- Child Protection Policy and Procedures (and refer to stand-alone Policy and Code of Conduct)
- Sexual Harassment Policy
- Workplace Bullying Policy
- Victimisation Policy
- Complaints Policy
- Whistleblowing Policy
- Equal Opportunity Policy
- Gender Policy
- Staff Grievance/Dispute Resolution Process

All employees and office volunteers are oriented on these policies and are required to sign their commitment to upholding all the policies in the Employee Handbook as part of the induction process. Included in the Employee Handbook is a staff Code of Conduct which all employees and office volunteers are required to sign.

HFHA staff will be trained annually on the requirements regarding the prevention and reporting of sexual misconduct, harassment and child protection. Implementing partner organisations are also required by HFHA to conduct annual safeguarding training for staff and project teams.

HFHA will ensure there is a focal person appointed for managing PSEAH matters including policy reviews, staff training, and complaint handling and reporting.

HFHA's Global Village and Local Village volunteers receive HFHA manuals and verbal briefings outlining the safety, security and expected behaviours while on a Volunteering Program. These

include a Team Leader Manual, Pre-departure Briefing, Incident and Emergency Management Process, Team Member Guide and Team Member Manual. Complaint mechanisms will be explained to both volunteers and community members to ensure they know how to report alleged abuse and action can be taken quickly.

Partner Obligations

HFHA protects stakeholders from discrimination, violence, abuse, exploitation or neglect based on an analysis of the context in which they are working. HFHA contracted partners and affiliates must comply with this Policy. Staff, volunteers and contractors/subcontractors must also be familiar with the contents of this Policy.

Safeguarding risk management requirements are captured in HFHA Partnership Agreements and Activity level Agreements with implementing partner organisations in international programs. HFHA applies the HFHA Child Protection and Prevention of Sexual Exploitation, Abuse & Harassment - Safeguarding Assessment Checklist to assist partners to meet compliance requirements on an annual basis, as a minimum. These mechanisms address HFHA requirements for local safeguarding policies, safe local recruitment and training practices for staff and downstream partners, community based SEAH reporting mechanisms, safe use of stories and photos and the existence of a safeguarding focal point in partner organisations.

Reporting protocols for potential abuse

HFHA enables and requires stakeholders, including partners, to make alleged SEAH complaints to the organisation in a safe, transparent and confidential manner. Any person may report or make a complaint in relation to alleged Sexual Exploitation, Abuse and/or Harassment that they have experienced, observed or been made aware of in their role working with HFHA wherever it may occur. Any individual who receives a complaint must immediately inform their direct supervisor confidentially. If the individual has reason to believe that their direct supervisor may be involved in the misconduct, they must immediately notify the HFHA CEO, or use the Habitat Ethics and Accountability Line, Habitat's confidential, anonymous reporting hotline and central tracking repository for allegations of misconduct.

The process for submitting a complaint is described in the HFHA Complaints Policy, which outlines the processes for partners, beneficiaries, stakeholders, volunteers, donors and the public. The Complaints Policy, this Policy and links to the [Habitat Ethics and Accountability Line](#) are located on the HFHA website.

HFHA will immediately report to DFAT any alleged incident of sexual exploitation, abuse or harassment or any alleged Policy non-compliance related to the delivery of DFAT funded activities. All reports of alleged SEAH incidents should be made using the DFAT Sexual Exploitation, Abuse and Harassment Incident Notification Form (www.dfat.gov.au/pseah) and emailed to seah.reports@dfat.gov.au

All alleged SEAH incidents that involve a criminal aspect will be reported to local law enforcement channels.

Procedure for investigating alleged misconduct

Due to the potential seriousness and sensitivity of a complaint, the individual who receives a complaint should not start any investigations, but rather report the concern to the relevant direct supervisor or to the Habitat Ethics and Accountability Line reporting tool. Confidentiality and sensitivity for the wishes of the survivor must be maintained at all times. HFHA's investigation process is described in the HFHA Complaints Policy. As there may be circumstances where the performance of an investigation would increase the harm to the survivor, any such actions will be taken only after full consideration of the safety and the informed consent of the survivor.

HFHA will act on every allegation in a fair and reasonable way with due regard for procedural fairness, confidentiality and welfare of the survivor. The basis for all decisions related to investigation performance or non-performance will be documented.

HFHA recognises sexual exploitation and abuse as gross misconduct and perpetrators will face disciplinary action, including immediate termination of employment and referral for criminal prosecution in Australia and/or the relevant country, where appropriate.

Obligations to survivors

Support for potential victims of misconduct (or survivors) will be provided regardless of the status or outcome of an investigation. Upon receipt of an allegation of safeguarding misconduct, HFHA will, in partnership with HFHI and in accordance with HFHI Safeguarding Policy, consider providing various forms of survivor assistance, as appropriate depending on the nature of the allegations, the circumstances involved, and the informed consent of the survivor. This includes immediate material care, facilitating health and psychosocial support and legal/advocacy support.