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Responsible Person	The Board

PREVENTION OF SEXUAL EXPLOITATION, ABUSE AND HARASSMENT POLICY

For the purpose of this policy, 'CRSF' means the Cambodia Rural Students Foundation

1. PURPOSE

The CRSF firmly believes in respect for the dignity and basic human rights of all people, and requires all CRSF Board members, team members, volunteers and others representing CRSF to reflect these values in their professional conduct.

Sexual exploitation, abuse and harassment ("SEAH") is a violation of basic human rights, and CRSF aims to provide a safe, trusted environment that protects everyone from SEAH including workers, volunteers, beneficiaries (students) and their communities, and partner organisations.

CRSF recognises that the nature of our operations involves our workers and volunteers being in positions of authority and trust in the communities in which we operate, particularly in relation to vulnerable children. As such, all CRSF staff, volunteers and others representing CRSF must uphold high standards of personal and professional conduct at all times and not seek to take advantage of their position in order to exploit or abuse another person.

CRSF will actively work to prevent and address issues relating to SEAH and will promote an organisational culture that prioritises safeguarding against SEAH so that it is safe for anyone affected by SEAH to come forward and report incidents and concerns with the assurance that they will be dealt with sensitively and appropriately.

2. SCOPE AND RESPONSIBILITY

This policy applies to all CRSF Board members, team members and volunteers working with CRSF, along with contractors, consultants, interns, visitors and external organisations with whom CRSF interacts.

CRSF also requires all partner organisations and providers to uphold these principles and urges them to adopt similar policies within their own businesses.

This policy is overseen by the CRSF Board.

3. DEFINITIONS

Beneficiary means any person who, directly or indirectly, derives a benefit from any of CRSF's activities. Examples include, but are not limited to, children being educated within CRSF's educational programs, their family members and the communities in which CRSF projects take place.

Sexual exploitation, abuse and harassment ("SEAH") can occur against a child or an adult and can occur between people of the same or different genders. It includes:

- (a) sexual exploitation and abuse;
- (b) sexual harassment;
- (c) child sexual exploitation, abuse or harassment;

- (d) women and men being sexually exploited through sex work; and
- (e) possessing, controlling, producing, distributing, obtaining or transmitting any material of a sexually exploitative nature.

Child means any person under the age of 18 years irrespective of local country definitions of when a child reaches adulthood.

Child Exploitation means one or more of the following:

- (a) committing or coercing another person to commit and act or acts of abuse against a child;
- (b) possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material;
- (c) committing or coercing another person to commit and act or acts of grooming or online grooming; and
- (d) using a minor for profit, labour, sexual gratification, or some other personal or financial advantage.

Child Sexual Abuse means the use of a child for sexual gratification by an adult or significantly older child or adolescent.

CRSF Representatives are all employees, volunteers, contractors, consultants, interns, visitors, Board members and anyone else active in CRSF's operations from time to time.

Online Child Sexual Exploitation (or child pornography) means any representation by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.

Sexual Abuse means any actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual Exploitation means 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, politically or otherwise from the sexual exploitation of another.

Sexual Harassment includes all conduct of a sexual or gender-determined nature at the workplace or connected to the workplace that is intended to violate the dignity of a person, or which has this effect. For the purposes of this policy, sexual harassment is understood as behaviour that is unwanted in the position of the persons directly or indirectly affected, and includes, but is not limited to:

- (a) physical approaches or physical contact of a sexual nature, or sexual assault;
- (b) comments of a sexual nature about individuals and / or their body, conduct, sex life or sexual identity;
- (c) gestures or other non-verbal behaviours or communications with sexual undertones;
- (d) requests to perform sexual activities;
- (e) sexually discriminatory language or humiliating remarks, including sexually explicit jokes;
- (f) showing, displaying or distributing pornographic or sexist imagery;
- (g) repetitive questions or prying into an individual's relationship status or details of their relationship;
- (h) invitations to inappropriate locations for meetings;

- (i) offers to, or the sending of gifts that are unwelcome, out of context or embarrassing to an individual;
- (j) suggestive logistics or questions round work trips, including offers to share hotel rooms and unwelcome social invitations; and
- (k) stalking.

Serious or Significant Nature means, in relation to incidents, an incident that would reasonably be considered as serious or significant to CRSF's operations, reputation or primary stakeholders, taking into account the individual circumstances of each case.

Survivor means a person who has SEAH perpetrated against him/her or an attempt to perpetrate SEAH against him/her.

Vulnerable adults means persons aged over 18 years and who identify themselves as unable to take care of themselves / protect themselves from harm or exploitation; or who, due to their gender, mental or physical health, disability, ethnicity, religious identity, sexual orientation, economic or social status, or as a result of disasters or conflicts, are deemed to be at risk.

4. POLICY PRINCIPLES

CRSF's commitment to the prevention of sexual exploitation, abuse and harassment is guided by the following principles:

- (a) Child rights and women's rights as core values within CRSF and CRSF promotes the right of children and adults to be protected from all forms of violence including SEAH.
- (b) Safeguarding vulnerable adults and children. Issues of SEAH are fundamentally about abuses of power. Situations of poverty, vulnerability and discrimination as well as power inequities between genders, between aid workers/volunteers and beneficiary communities, between teachers and students and otherwise within organisations, create unequal power dynamics resulting in environments where SEAH can exist. CRSF acknowledges the impact of SEAH on an individual's health and wellbeing, and in particular that negative physical, mental health and social outcomes are likely to be compounded when perpetrated by a person in authority.
- (c) Expected behaviours of those representing CRSF. Given differing local contexts, CRSF Representatives may be faced with a range of unfamiliar social, cultural, financial or personal settings when working or volunteering overseas.
- (d) Communities trust that the people representing CRSF will conduct themselves in a professional manner at all times and not engage in behaviour contrary to the safety or wellbeing of the children and adults they come into contact with.
- (e) Zero tolerance of SEAH. Behaviour by CRSF Representatives that results in the sexual exploitation, abuse or harassment of a child or adult, helps facilitate SEAH or where allegations of SEAH are ignored by CRSF or partner organisation personnel, will not be tolerated and CRSF will immediately respond and take seriously any concerns raised.
- (f) Take action to prevent SEAH. CRSF aims to prevent SEAH through implementation of this Policy, communication, training and working collaboratively with all personnel, country offices and partner organisations to safeguard everyone against SEAH.

5. POLICY

CRSF Representatives must, at all times in their professional and personal lives:

- (a) maintain a duty to act at all times in a manner which upholds the values and reputation of CRSF;

- (b) undertake to create and maintain a safe and trusted environment that promotes the implementation of this Policy and safeguards everyone from SEAH;
- (c) comply with all relevant Australian and local laws of the country to which he or she is placed, or in which he or she is travelling;
- (d) be aware that sexual behaviour is an area of particular sensitivity, where conduct may more easily be seen as offensive or be misinterpreted;
- (e) ensure personal conduct towards a co-worker is not exploitative or such that it reasonably leads to a perception of exploitation; and
- (f) immediately report to CRSF any concern, suspicion or allegation of SEAH or breach of this policy.

It is strictly prohibited for CRSF Representatives to:

- (g) sexually exploit or abuse or sexually harass a child or adult;
- (h) use their position of trust and authority to request any service or sexual favour from beneficiaries of CRSF programs, adults, children or others in the communities in which CRSF operates, in return for protection or assistance, or coerce a person to engage in sexual intercourse or any sexual activity;
- (i) exchange or withhold from beneficiaries of CRSF programs - adults, children or others in the communities in which CRSF works - money, food, employment, goods, assistance or services for sex or sexual favours or other forms of humiliating, degrading or exploitative behaviour;
- (j) engage in sexual activity with a child under any circumstance. Even in a country where the age of majority or the age of consent is lower than 18 years, CRSF Representatives are forbidden to have sexual activity with anyone under the age of 18 years. A mistaken belief that the child is over 18 is no defence;
- (k) use computers, mobile phones, video cameras, cameras or other technology inappropriately, or to exploit or harass children, or access or disseminate child exploitative material through any medium, including social media; or
- (l) procure sex for others or use a third party to do so.

6. BREACH OF POLICY

Sexual exploitation, abuse and harassment by CRSF Representatives constitute acts of gross misconduct and are therefore grounds for immediate termination.

Disciplinary actions/possible outcomes for breach of this policy include:

- (a) referral to local law enforcement authorities (as per national and any mandatory reporting laws), where appropriate;
- (b) referral to Australian Federal Police, where appropriate;
- (c) CRSF internal investigation;
- (d) suspension pending investigation; and
- (e) termination of engagement and/or volunteer assignment.

7. RESPONSIBILITY TO PREVENT AND RESPOND TO SEAH

All CRSF Representatives are responsible for championing good practice and maintaining an organisational culture that prioritises safeguarding against SEAH.

Managers at all levels have particular responsibilities to support and develop systems that maintain an environment that facilitates implementation of this policy and which prevents SEAH. They must ensure that CRSF Representatives understand and comply with this policy.

Program activities shall be designed to always consider protection and safeguarding measures within all risk assessments. Program approaches must be used that assess and address risk from a protection and safeguarding perspective, including the use of risk frameworks, risk management plans or other approaches that assess and address risks. Due diligence and assessment of partners shall include an assessment of their implementation of key policies, including this policy.

Managers must create a safe environment at CRSF for anyone to come forward and raise allegations or concerns of SEAH and take action to immediately respond to any reports.

8. RECRUITMENT AND PERFORMANCE MANAGEMENT

CRSF will apply robust recruitment and screening procedures for all potential CRSF Representatives to reduce the risk of engaging a person with a background of unacceptable risks to children or adults, particularly vulnerable children and adults.

9. REPORTING AND INVESTIGATION OF SEAH

9.1 Reporting Procedures

CRSF provides a safe, supportive and secure environment to report SEAH. CRSF will take all concerns seriously and respond immediately. 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.

CRSF Representatives must immediately report any concerns, suspicions or allegations of SEAH or breach of this policy. A report should be made to one of the CRSF directors or senior manager as appropriate.

All incidents of a serious or significant nature must be reported to the CRSF Board.

Any person reporting a case of SEAH, in good faith, or any person who has cooperated with an investigation into a report of SEAH, will be protected by this policy. Malicious reporting of SEAH with the intention of harming another person's integrity or reputation amounts to misconduct and is subject to disciplinary action.

This is distinct from reports made in good faith based on the judgment and information available at the time of the report, which may not be confirmed by an investigation.

9.2 Investigations

Investigations of alleged SEAH will be carried out in a manner that is timely, fair, objective and as far as is practicable, confidential. This includes the use of appropriate interviewing practice with complainants and witnesses. All information and documented evidence will be held securely and in the strictest confidence as far as is appropriate. The name of the complainant will not be revealed to the person(s) potentially implicated in the allegation or to any other person unless the individual personally authorises the disclosure of their identity. This may become a requirement in subsequent investigative processes.

Sensitive information related to reports of SEAH whether involving CRSF Representatives or others in the communities in which CRSF operates shall be shared only with Australian or local law enforcement authorities, when a notification to police or appropriate authorities must be made or on a 'need to know'

basis.

9.3 Survivor support and assistance

CRSF will adopt a survivor-centred approach in preventing and responding to SEAH.

CRSF will ensure that 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. Furthermore, all actions taken should be guided by respect for choices, wishes, rights and dignity of the survivor.

CRSF will ensure survivors of SEAH are offered support and assistance such as referral to safe health/medical, psychosocial and legal/justice response where appropriate and where required to specialised children's or women's services.

Children have the right to participate in decisions that will affect them. If a decision is taken on behalf of a child, the best interests of the child shall be the overriding guide.

Referrals should be done in consultation with child focused agencies specialising in the special needs of child survivors of sexual abuse, and who are familiar with local procedures relating to the protection of children.

Survivors will be provided with information on the progression of an investigation and final outcomes.