

Prevention of Sexual Exploitation, Abuse and Harassment Policy (2021)

1. Purpose

Integra Foundation (“Integra”) firmly believes in respect for the dignity and basic human rights of all people, and requires all staff, volunteers and others representing Integra to reflect these values in their professional conduct.

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

Integra 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 Integra staff, volunteers and others representing Integra 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.

Integra 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 employees and volunteers working with Integra, along with contractors, consultants, interns, visitors and Board members (“Integra Representatives”) and partner organisations with whom Integra interacts.

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

The PSEAH Policy is overseen and administered by the CEO.

3. Definitions

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

Beneficiary means any person who, directly or indirectly, derives a benefit from any of Integra's activities.

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:

- Sexual exploitation and abuse;
- Sexual harassment;
- Child sexual exploitation, abuse or harassment;
- Women and men being sexually exploited through sex work; and
- Possessing, controlling, producing, distributing, obtaining or transmitting any material of a sexually exploitative nature.

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

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:

- Physical approaches or physical contact of a sexual nature, or sexual assault;
- Comments of a sexual nature about individuals and / or their body, conduct, sex life or sexual identity;
- Gestures or other non-verbal behaviours or communications with sexual undertones; requests to perform sexual activities;
- Sexually discriminatory language or humiliating remarks, including sexually explicit jokes;
- Showing, displaying or distributing pornographic or sexist imagery;
- Repetitive questions or prying into an individual's relationship status or details of their relationship;
- Invitations to inappropriate locations outside the workplace for work-related meetings;
- Offers to, or the sending of gifts that are unwelcome, out of context or embarrassing to an individual;
- Suggestive logistics or questions round work trips, including offers to share hotel rooms and unwelcome social invitations;
- Sexually motivated stalking.

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

older child or adolescent.

Child Exploitation means one or more of the following:

- Committing or coercing another person to commit and act or acts of abuse against a child;
- Possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material;
- Committing or coercing another person to commit and act or acts of grooming or online grooming;
- Using a minor for profit, labour, sexual gratification, or some other personal or financial advantage.

Online Child Sexual Exploitation (or child pornography) means, in accordance with the Optional Protocol to the Convention on the Rights of the Child, 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.

Child means any person under the age of eighteen (18) years as defined by the Convention on the Rights of the Child, irrespective of local country definitions of when a child reaches adulthood.

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.

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

4. Policy Principles

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

- **Child rights and women's rights as core values within Integra.** Integra upholds the rights articulated in The UN Convention on the Rights of the Child, the International Bill of Human Rights and The UN Convention on the Elimination of all Forms of Discrimination Against Women and promotes the right of children and adults to be protected from all forms of violence including SEAH.
- **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. Integra acknowledges the impact of SEAH on an individual's health and wellbeing, and in particular that negative physical, mental health and social outcomes that are likely to be compounded when perpetrated by a person in authority.

- **Expected behaviours of those representing Integra.** Given differing local contexts, Integra Representatives may be faced with a range of unfamiliar social, cultural, financial or personal settings when working or volunteering overseas. Communities trust that the people representing Integra 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.

- **Zero tolerance of SEAH.** Behaviour by Integra 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 Integra or partner organisation personnel, will not be tolerated and Integra will immediately respond and take seriously any concerns raised.

- **Take action to prevent SEAH.** Integra 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

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

- Maintain a duty to act at all times in a manner which upholds the values and reputation of Integra;
- Undertake to create and maintain a safe and trusted environment that promotes the implementation of this Policy and safeguards everyone from SEAH;
- Comply with all relevant Slovak and local laws of the country to which he or she is placed, or in which he or she is travelling;
- Be aware that sexual behaviour is an area of particular sensitivity, where conduct may more easily be seen as offensive or be misinterpreted;
- Ensure personal conduct towards a co-worker is not exploitative or such that it reasonably leads to a perception of exploitation;
- Read and agree to abide by the expected behaviours outlined in the relevant code of conduct; and
- Immediately report to Integra any concern, suspicion or allegation of SEAH or breach of the AVI Prevention of Sexual Exploitation and Abuse Policy. Reporting procedures are outlined in section 5.4 below.

It is strictly prohibited for Integra Representatives to:

- Sexually exploit or abuse or sexually harass a child or adult;
- Use their position of trust and authority to request any service or sexual favour from Beneficiaries of Integra programs, adults, children or others in the communities in which Integra operates, in return for protection or assistance, or coerce a person to engage in sexual intercourse or any sexual activity;
- Exchange or withhold from beneficiaries of Integra programs - adults, children or others in the communities in which Integra works - money, food, employment, goods, assistance or services for sex or sexual favours or other forms of humiliating, degrading or exploitative behaviour;
- 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, Integra 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;
- 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
- Procure sex for others, or use a third party to do so.

5.1 Breach of Policy

Sexual exploitation, abuse and harassment by Integra Representatives constitute acts of gross misconduct and are therefore grounds for termination of employment or volunteer assignment.

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

- Referral to local law enforcement authorities (as per national and any mandatory reporting laws), where appropriate;
- Referral to Slovak Police, where appropriate
- Integra internal investigation;
- Suspension pending investigation;
- Performance management;
- Formal warning and monitoring;
- Termination of employment or volunteer assignment.

5.2 Responsibility to prevent and respond to SEAH

All Integra 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 Integra Representatives understand and comply with this Policy.

Managers must create a safe environment at Integra for anyone to come forward and raise

allegations or concerns of SEAH and take action to immediately respond to any reports.

5.3 Recruitment and Performance Management

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

- Verbal referee checks from an applicant's last place of employment/volunteer/program placement including when working in overseas locations and will include a question regarding any concerns of sexual misconduct;
- HR records to include performance or conduct issues regarding concerns or allegations of SEAH; and
- All employment/assignment contracts must contain provisions for potential disciplinary action including termination of employment/assignment following breach of this Policy.

5.4 Reporting and Investigation of SEAH

Reporting Procedures

Integra provides a safe, supportive and secure environment to report SEAH. Integra 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.

Integra 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 following people as applicable:

- Their Manager, if the worker feels comfortable doing so, and if he/she is not directly or indirectly implicated in the alleged report;
- The Chief Executive Officer

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.

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 Integra Representatives or others in the communities in which Integra operates shall be shared only with Slovak or local law enforcement authorities, when a notification to police or appropriate authorities must be made or on a 'need to know' basis.

5.5 Survivor support and assistance

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

Integra 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.