

Prevention of Sexual Exploitation, Abuse, Harassment and Misconduct

Training Package



This training package is provided by Partner Housing Australasia, for use by its Directors, Volunteers and Partner Organisations, including Vision for Homes (PNG) and the South Ranongga Community Association (Solomon Islands).

The training package may be read on a computer screen or as hard copy, or **may be listened to** by **engaging the computer “Read Aloud” PDF reader function**.

The purpose of this training package is to explain the background and the detail of the Partner Housing Australasia policies for preventing the **bullying, sexual exploitation, abuse harassment and other sexual misconduct** in those countries and regions where the organisation operates.

Bullying is threatening behaviour, aimed at intimidation one who is weaker or otherwise vulnerable, including women and children.

Sexual harassment and other sexual misconduct include (subject to local overseas laws and customs) any unwelcome intimidation, sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature, made in the context of a decision that affects the person who has been subjected to the harassment. A victim of bullying, sexual harassment or other sexual misconduct may be a man or a woman. The following unwelcome actions constitute bullying, sexual harassment or other sexual misconduct:

- (a) Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- (b) Verbal abuse of a sexual nature;
- (c) Touching or grabbing of a sexual nature;
- (d) Repeatedly standing too close to or brushing up against a person;
- (e) Repeatedly asking a person to socialize when the person has declined or has indicated he or she is not interested;
- (f) Giving gifts or leaving objects that are sexually suggestive;
- (g) Repeatedly making sexually suggestive gestures;
- (h) Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;

- (i) Unwelcome conduct of a sexual nature, committed outside the work environment, but which affects the work environment.
- (j) Verbal, written or physical intimidation that has the effect or potential to coerce another person into taking action against their will.

The following policies are set out in “Policy and Procedures” documents A2.3a.

- a) Partner Housing Australasia and its Partner Organisations (including Vision for Homes [PNG] and South Ranongga Community Association [Solomon Islands]) are committed to providing a work and service environment that is free from bullying, sexual exploitation, abuse harassment and other sexual misconduct. This includes the work environment in Australia and the overseas environments in which Partner Housing Australasia programs are delivered.
- b) Partner Housing Australasia shall take steps to ensure that none of the Partner Housing Australasia or Partner Organisations Directors, Members, Volunteers, Contractors, Primary Stakeholders and Community Members are subject to, or participate in, bullying, sexual exploitation, abuse harassment and other sexual misconduct.
- c) Bullying, sexual exploitation, abuse harassment and other sexual misconduct are not tolerated by Partner Housing Australasia and its Partner Organisations. When an allegation of bullying, sexual harassment or other sexual misconduct is found to be credible, Partner Housing will take prompt and appropriate corrective action and outlined in the procedures.

In particular –

- (a) Directors, Members and Volunteers of Partner Housing shall not participate in any sexual activity or inappropriate behaviour with any individual who is a beneficiary of a Partner Housing program, or who is a resident of a location where a Partner Housing program is operating.
- (b) Directors, Members and Volunteers of Partner Housing shall not participate in bullying, sexual harassment or other sexual misconduct of any kind.
- (c) Any person who believes he or she has been the target of bullying, sexual harassment or other sexual misconduct is encouraged to report the behaviour to the Chief Executive Officer; and either:
 - (i) inform the offending person orally or in writing that such conduct is unwelcome and offensive and must cease; or
 - (ii) if the person does not wish to communicate directly with the offending person, or if such communication has been ineffective, they may request the Chief Executive Officer to inform the offending person on their behalf.
- (d) Directors, Members and Volunteers who observe, are informed of, or reasonably suspect occurrence of sexual harassment or other sexual misconduct shall immediately report such incidents to the Chief Executive Officer.
- (e) If the Chief Executive Officer receives an allegation of bullying, sexual harassment or other sexual misconduct, or otherwise believes sexual harassment or other sexual misconduct is occurring, they shall ensure that the matter is promptly investigated and addressed. Action shall be taken even if the affected person does not wish to file a formal complaint.
- (f) Partner Housing shall protect the identities of the alleged victim and harasser, except as reasonably necessary for the successful investigation.
- (g) Partner Housing shall protect people who, in good faith, report incidents of potential bullying, sexual harassment or other sexual misconduct from retaliation.
- (h) Directors, Members and Volunteers who have been found to have subjected another person to bullying, sexual or other sexual misconduct harassment shall be subject to discipline or other appropriate management action as set out in the Constitution.

- (i) If an allegation is determined to be credible, the Responsible Personnel shall:
 - (i) Instruct the offending person to cease the behaviour and to not reoffend;
 - (ii) Instruct the offending person to relocate away from where the offending behaviour has taken place;
 - (iii) Explain why the behaviour is in breach of the policy;
 - (iv) Explain why the person must relocate away from where the offending behaviour has occurred; and
 - (v) Determine and record whether any civil laws have been breached.
 - (vi) If the bullying, sexual exploitation, abuse, harassment and other sexual misconduct is in breach of any laws, report the incident to the police who have jurisdiction where the breach has occurred.
 - (vii) Take other disciplinary action appropriate to the circumstances; and
 - (viii) Report the outcome of all action taken to the person who has suffered the harassment or other sexual misconduct and to the Board.

The procedures for implementing and managing these policies are set out in “Policy and Procedures” documents A2.3a, which should be consulted to determine what needs to be done.

The following illustrations provide context for this Training Package, and should be consulted for background and context.

Turn off the “Read Aloud” option for this part of the training package.



SRCA Members during training at Buri, Solomon Islands, September 2022

 PARTNER HOUSING AUSTRALASIA	Partner Housing Australasia (Building) Incorporated ABN 88 722 057 429 CFN: 15429 Web: www.partnerhousing.org Pro-bono professional services and funding for South Pacific village infrastructure, housing, water, sanitation and training.
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Partner Housing is a signatory to the ACFID Code of Conduct, which is a voluntary, self-regulatory sector code of good practice. As a signatory we are committed and fully adhere to the ACFID Code of Conduct, conducting our work with transparency, accountability and integrity.	

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Revisions

Q230101-A2.3 Training-1 Sexual Exploitation, Abuse, Harassment & Misconduct 1 January 2023

General revision to align with DFAT requirements