



Partner Housing Australasia (Building) Incorporated  
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 Web: [www.partnerhousing.org](http://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.

## Sexual Exploitation, Abuse, Harassment and Misconduct Policies and Procedures



**Declaration** – These policies and procedures have been approved by the Partner Housing Australasia (Building) Incorporated Annual General Meeting of 4 December 2023. They set out the means of complying with the “Constitution & Code of Conduct”, and the requirements of the Australian Department of Foreign Affairs and Trade (DFAT) and the Australian Council for International Development (ACFID).

**Signed**

Rod Johnston, President, Partner Housing Australasia (Building) Incorporated

### Adoption of Document Revisions

Reference	Revision	Date of Adoption	Principal Amendments
P23040316	1	3 April 2023	Revision to align with Vision, Mission, Values & DFAT requirements
P24010116	1	1 January 2024	General review and update

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## Vision

Partner Housing Australasia is an entirely voluntary organisation, which aims to transform the lives of people living in Asia-Pacific villages by improving the cyclone, earthquake, and tsunami resistance of their houses, clinics, schools and community buildings; and by providing clean water supplies and hygienic sanitation.

## Commitment

Consistent with the vision, Partner Housing Australasia and its Partner Organisations are committed to detecting and eliminating bullying, sexual exploitation, abuse, harassment, and other sexual misconduct.

## Code of Conduct

Partner Housing Australasia 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. The following policies and procedures have been developed to reflect the vision, and to simultaneously ensure consistency with the ACFID Code of Conduct.

## Scope

These Policies and Procedures apply to Partner Housing Australasia, its Partner Organisations, Representatives, and any guests who might accompany these people to the locations where the programs are implemented. The “Policy” expands the organisation’s vision, mission, and values; together with satisfying the DFAT and ACFID requirements, and the “Procedures” set out the means of implementing policy. An associated “Training” document provides additional material and background, and “Compliance and Audit Record” documents provide the relevant records of compliance and verification.

## Definitions

A comprehensive set of definitions is set out in “Constitution & Code of Conduct”. Definitions specific to this policy are set out below.

Partner Organisations are those bodies working with Partner Housing Australasia to implement the programs. For purposes of this document, they include (but are not limited to) Vision for Homes [PNG] and South Ranongga Community Association [SRCA]).

Representatives is the term used to describe collectively the Board Directors, Managers, Volunteers, Staff (if so engaged), Contractors and Consultants who administer the programs and projects.

Volunteer means a person who carries out executive, management, administrative, operations, design, project management and/or similar functions (whether executed in Australia or overseas) on a pro bono basis, under the direction of the Chief Executive Officer (on behalf of the Board). A Volunteer may also be a Member or a Director. Partner Housing Australasia is an entirely voluntary organisation. Volunteer does not include “Contractors” or “Consultants”, who provide goods or services on a pro bono or commercial basis, or people who provide minor assistance on a casual and infrequent basis.

Risk Analysis is a systematic use of available information to determine how often specified events may occur and the magnitude of their likely consequence. For purposes of this policy, Risk Analysis, and associated terms (including those listed herein) are as defined in ISO 31000 and AS/NZS 4360.

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

PSEAH is the acronym for Prevention of Sexual, Exploitation, Abuse and Harassment.

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.

Sexual Exploitation is 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 sexual exploitation of another.

Zero Tolerance is defined as acting on every allegation in a fair and reasonable way with due regard for procedural fairness.

## Policy

### *A2.3 Sexual exploitation, abuse, harassment and misconduct*

Partner Housing Australasia and its Partner Organisations are committed to the Prevention of Sexual, Exploitation, Abuse and Harassment (PSEAH) by providing a workplace 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.

Partner Housing Australasia and its Partner Organisations adopt a “do no harm” approach prioritising the rights, needs, and wishes of the victim/survivor, while ensuring procedural fairness to all parties. This approach:

- treats the victim/survivor with dignity and respect
  - involves the victim/survivor in decision making
  - provides the victim/survivor with comprehensive information
  - protects privacy and confidentiality
  - does not discriminate based on gender, age, race/ethnicity, ability, sexual orientation, or other characteristics
  - considers the need for counselling and health services to assist the victim/survivor with their recovery.
- a) 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.
  - b) Partner Housing Australasia has zero tolerance of bullying, sexual exploitation, abuse, harassment, and other sexual misconduct. When an allegation of bullying, sexual harassment or other sexual misconduct is made, Partner Housing Australasia will take prompt and appropriate corrective action as outlined in the procedures.
  - c) Directors, Managers, Members and Volunteers of Partner Housing shall not participate in any sexual activity, exploitation, or inappropriate behaviour with any individual who is a participant of a Partner Housing program, or who is a resident of a location where a Partner Housing program is operating.
  - d) Directors, Managers, Members and Volunteers of Partner Housing shall not participate in bullying, sexual harassment, or other sexual misconduct of any kind.
  - e) Partner Housing Australasia and its Partner Organisations commit to the prevention of sexual, exploitation, abuse and harassment is demonstrated through adherence to strict procedures related to recruitment, screening and employment contracts, as defined in “HR Policies, Integrity, Code of Conduct Policies & Procedures”.

## Responsible Personnel

The person with overall responsibility for implementing this policy is the Chief Executive Officer (CEO), with delegated responsibility to –

- All Managers and Volunteers, for the detection and reporting to the CEO of instances of bullying, sexual exploitation, abuse, harassment, and other sexual misconduct that they encounter during the execution of their work; and
- Regional Managers for monitoring, reporting to the CEO and implementing of agreed action (in accordance with the policies and procedures), of instances of bullying, sexual exploitation, abuse, harassment, and other sexual misconduct in respect of overseas programs and projects.

## Procedures

### Review of these Policies and Procedures

The policies and procedures set out in this “Policies and Procedures” document shall be reviewed at each Annual General Meeting, as part of the scheduled general policy review.

### Risk Analysis

The CEO shall implement the following:

- Ensure that the Partner Organisation Manager visits each current and proposed work site, conducts discussions with the village residents, and determines the factors that are likely to affect the risk of bullying, sexual exploitation, abuse, harassment, and other sexual misconduct, resulting from the proposed project. This determination shall be emailed to the Partner Housing Australasia CEO and to the Regional Manager.
- Carry out thorough desk research into the potential risk of bullying, sexual exploitation, abuse, harassment, and other sexual misconduct resulting from the proposed and current projects.
- Based on the determination and desk research and the input from the Partner Organisations, prepare a Risk Analysis for bullying, sexual exploitation, abuse, harassment, and other sexual misconduct, considering both the direct and indirect actions of Partner Housing Australasia and the implementing Partner Organisation.
- Assess and prioritize the risk of bullying, sexual exploitation, abuse, harassment, and other sexual misconduct associated with each program and its component projects, and determine the appropriate mitigation actions (risk treatment).
- Record the Risk Analyses and the mitigation actions in the Strategic Plans appropriate to each program.
- Summarize the Risk Analyses and the mitigation actions in a Risk Register.
- Implement the proposed mitigation actions (risk treatment).
- During regular reviews, consider the effectiveness of the mitigation actions (risk treatment) and report to the Board.

### Application

This Procedure applies to Directors, Members and Volunteers of Partner Housing, and to persons acting on behalf of the Organisation in Australia and overseas.

It also applies to Primary Stakeholders and Community Members who are involved in the Partner Housing Australasia programs

## **Procedures**

The CEO shall ensure that the following procedures shall be followed –

- (a) Any person who believes he or she has been a victim of bullying, sexual harassment or other sexual misconduct is encouraged to report the behaviour to the CEO. If the CEO is not available, or if the CEO is the subject of the complaint, the victim shall report the Professional Services Manager or Regional Manager (referred to herein as the “Alternate”).
- (b) The Chief Executive Officer shall inform the offending person in writing that a complaint has been received and such conduct must cease. Action shall be taken even if the affected person does not wish to file a formal complaint.
- (c) Directors, Managers, 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 (or alternate) in accordance with the requirements of the “Complaints Handling, Whistle Blowing and Incident Management Systems Policies and Procedures”.
- (d) Partner Housing shall protect the identities of the alleged victim and offender, except as reasonably necessary for the successful investigation.
- (e) Partner Housing shall offer counselling or other practical assistance to the victim.
- (f) Partner Housing shall protect people who, in good faith, report incidents of potential bullying, sexual harassment or other sexual misconduct from retaliation.
- (g) Directors, Managers, 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 & Code of Conduct”.
- (h) If an allegation is determined to be credible, the CEO (or alternate) shall:
  - (i) Instruct the offending person to cease the behaviour and to not reoffend, instruct the offending person to relocate away from where the offending behaviour has taken place, explain why the behaviour is in breach of the policy; and
  - (ii) Determine and record whether any civil laws have been breached.
  - (iii) 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.
  - (iv) Take other disciplinary action appropriate to the circumstances; and
  - (v) Record the complaint and the outcome of all action taken in the Complaints Register (part of the Incident Reporting / Conformance Reporting / Improvement Request process based on ISO 9001 principles) .
  - (vi) Report the outcome of all action taken to the person who has suffered the harassment or other sexual misconduct and to the Board.

## **Recruitment and Employment Practices**

The HR Manager shall apply strict procedures related to recruitment, screening and employment contracts, as defined in “HR Policies, Integrity, Code of Conduct Policies & Procedures”.

## **Compliance and Auditing**

The Responsible Personnel shall implement the following:

- Initiate the required monitoring, evaluation and learning functions associated with this “Policies and Procedures” document.
- Initiate both internal and external auditing, consistent with ISO 9001 principles of the policies and procedures herein.
- Ensure that the compliance with the policies and procedures herein, and the associated internal and external audits, are recorded in the associated “Compliance and Audit Records” documents.

## **Training**

The Responsible Personnel shall implement the following:

- Distribute a reference and link to this “Policies and Procedures” document to all Directors, Regional Managers and Partner Organisation Managers, and other personnel working on behalf of the organisation. (Partner Housing Australasia is a voluntary organisation and does not employ staff).
- Distribute a reference and link to the associated “Training” package. Request that all Directors, Regional Managers and Partner Organisation Managers use this to increase their awareness and understanding of these policies and procedures.
- Include a reference and link to this “Policies and Procedures” document in all Memoranda of Understanding with Partner Organisations.
- Table this “Policies and Procedures” document at the Annual General Meeting, for discussion and adoption.
- Review the training effectiveness at the February Board Meeting.