
Crawford Fund Limited Prevention from Sexual Exploitation Abuse and Harassment (PSEAH) Policy

PREVENTION OF SEXUAL EXPLOITATION, ABUSE AND HARASSMENT (PSEAH) POLICY

Approved by Board : 1 SEP 2019
Next Review Date : 30 AUG 2020
Accountability : Chief Executive Officer

1. Policy Statement

Crawford Fund believes all people regardless of age have the right to live their lives free from sexual violence, exploitation, abuse and harassment

We recognise that, at times there are unequal power dynamics across the organisation and in relation to those we support across the Asia Pacific region, and there is an inherent risk of some personnel exploiting their position of power for personal gain.

Crawford Fund adopts a zero-tolerance approach¹ to the sexual exploitation and/or sexual abuse of individuals.

This includes:

- Sexual exploitation or abuse by Crawford Fund personnel² constitute acts of gross misconduct and are therefore grounds for immediate dismissal
- Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited
- Crawford Fund personnel are prohibited from sexual relationships with direct beneficiaries³.

For any issues relating to individuals under 18 years of age, the Child Protection Policy, and subsequent guidelines become the primary policy document.

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1. Zero Tolerance means every allegation will be acted upon in a fair and transparent manner, in accordance with procedural fairness
 2. Crawford Fund personnel include; Crawford Fund staff members, consultants and contractors, volunteers, Board of Directors and Committee and Working Group members; and observers/visitors accompanying a Crawford Fund activity.
 3. Direct beneficiaries are the women and men, girls and boys who participate in and directly benefit from Crawford Fund activities. Beneficiaries typically include local medical staff working with a Crawford Fund team or participating in training, and people with disabilities who have received consultation and/or surgery as a result of a Crawford Fund activity.

Where Crawford Fund personnel develop concerns or suspicions regarding sexual exploitation and/or abuse by fellow personnel, he or she must report such concerns to the Chief Executive Officer as soon as practicable.

Any employee, volunteer⁴, consultant, local partner or any other representative associated with the delivery of our work found to be engaging in exploitative and/or abusive acts will be immediately barred from continuing to work or volunteer with Crawford Fund.

Furthermore, individuals may be referred to relevant authorities for the consideration of criminal proceedings.

2. Policy Purpose

The *Prevention from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy* outlines Crawford Fund's approach to preventing sexual exploitation and abuse. The policy describes:

- The principles upon which Crawford Fund will base our decision making and actions
- Crawford Fund expectations of individuals who represent the organisation
- A commitment to ensure effective action is taken when issues arise.

All staff, volunteers, consultants, local partners and any other representative associated with Crawford Fund will be made aware of this policy and its implementation across all levels of the organisation.

3. Policy Scope

The *Prevention from Sexual Exploitation and Abuse (PSEA) Policy* applies to the following people:

- Crawford Fund staff members and volunteers
- Contractors and consultants
- Directors of Crawford Fund Australia
- Committee Members of Board Committees and/or Working Groups
- Observers and visitors accompanying an Crawford Fund activity

This policy is also applicable to local partners in the countries in which Crawford Fund works and is being progressively referenced in all partnership agreements.

Local partner organisations are expected to act in accordance with the principles and reporting requirements outlined in this policy. They must also abide by their own relevant policies international declarations, conventions, agreements and domestic legal frameworks that relate to preventing sexual exploitation, abuse and harassment. Crawford Fund works to ensure that those partners are aware of the policy and understand both their and Crawford Fund obligations relating to it.

4. Volunteers include medical volunteers (surgeons, anaesthetists, nurses and allied therapists) undertaking an activity overseas or participating in professional development in their own country or overseas and non-medical volunteers, such as those in administrative, promotional, governance or fundraising roles.

The above cohort of individuals are collectively referred to as Crawford Fund personnel for the purposes of this policy.

4. Legislative Framework and Standards

- Crawford Fund is committed to the human rights and safety of its employees and volunteers by protecting, valuing and supporting them and enabling them to conduct themselves professionally and according to our stated values. Crawford Fund enables them to report wrongdoing through fair, transparent and accessible procedures (Quality Principle 9 People and Culture; Commitment 9.2 and 9.4). Furthermore, Crawford Fund respects and responds to the needs of those who are affected by marginalisation and exclusion (Quality Principle 1, Rights Protection and Inclusion).
- Crawford Fund is also required to comply with DFAT standards relating to safeguarding of vulnerable people and protection of whistle-blowers, specifically, DFAT Accreditation Criteria A2.3, A2.4, and A3, together with DFAT's own *Preventing Sexual Exploitation, Abuse and Harassment Policy*.

Crawford Fund is obliged to adhere to relevant safeguarding legislation which prohibit the abuse and exploitation of individuals, both in Australia and overseas. These include legislation in countries where Crawford Fund programs are implemented, and international laws and conventions in relation to all forms of abuse and exploitation.

5. Related Policies and Other Documents

Crawford Fund PSEA Policy forms part of Crawford Fund broader suite of safeguarding policies and other documents. This includes:

- Crawford Fund Child Protection
- Crawford Fund Complaints Handling Policy
- Crawford Fund Grievance and Dispute Resolution Policy
- Crawford Fund Incident Management Framework
- Crawford Fund Whistleblower Policy
- Crawford Fund Security Awareness and Acceptable Use Policy
- Crawford Fund Privacy Policy
- Case Study and Photography Policy
- Case Study and Photography Guidelines
- Codes of Conduct for all personnel, including staff, program activity participants, consultants and office volunteers.
- ACNC External Standards Policy

6. Risk Assessment

This policy takes a risk-based, proportional approach to PSEAH. Crawford Fund personnel will assess the level of risk of SEAH occurring and apply the PSEAH Minimum Standards (Appendix A).

PSEAH Minimum Standards are applied commensurate with the level of risk identified.

7. Crawford PSEAH Principles

Crawford commits to the prevention from sexual exploitation, abuse and harassment by:

- Creating a safe working culture for all those whom Crawford Fund supports, and those working for and representing the organisation
- Ensuring that all concerns or allegations of sexual exploitation, abuse and/or harassment are responded to in a timely and appropriate manner, and that there are multiple channels through which personnel can raise concerns
- Ensuring zero tolerance of sexual exploitation, abuse and/or harassment in the organisation through robust prevention and response work, offering support to survivors and victims, and holding those responsible to account
- Consistently adopting a survivor-centric approach, that respects the confidentiality and decision-making rights of survivors where possible and appropriate to do so
- Building a culture where all those whom Crawford Fund supports and who work for Crawford Fund feel empowered to insist on non-discriminatory and respectful behaviour from each other
- Being transparent about PSEAH safeguarding issues occurring within Crawford Fund, sensitive in our communications about our practices and open to learning and improving.

8. Crawford Fund and Safeguarding Principles

Where a SEAH incident is reported, Crawford Fund commits to the following safeguarding principles:

- Survivor led – Crawford Fund is committed to listening to survivors and being led by the wishes of the survivor where possible and appropriate to do so.
- Non-directive – As an organisation, Crawford Fund aims to empower survivors and complainants by helping them explore their options in a safe manner, without imposing our personal views
- Non-judgemental – Crawford Fund never judges survivors or complainants for their actions or decisions
- Confidentiality – Crawford Fund is committed to confidentiality when carrying out our work within the Asia Pacific region. The organisation will not share information outside Crawford Fund unless there is a belief that someone is in danger or a child has been or may have been harmed
- Independent investigations – The organisation will ensure investigations are independent and discreet, recognising the rights and duty of care to all involved – including the complainant or survivor, witnesses and the individual accused.

9. Policy in Practice

A. Roles & Responsibilities

The creation of a safe working environment at Crawford Fund, and amongst our local partners is everyone's responsibility and failure to act on concerns or disclosures relating to sexual exploitation, abuse and/or harassment is a serious breach of individual and collective obligations

- I. The Crawford Fund Management Team, and ultimately the Chief Executive Officer hold overall accountability for this policy and its implementation
- II. The Program Manager is primarily responsible for ensuring local partners are compliant with the policy and its accompanying procedures
- III. Crawford Fund Board Directors are responsible for reviewing and updating this policy annually, and in line with legislative and regulatory developments
- IV. All Crawford Fund personnel are required to adhere to their respective Codes of Conduct which incorporate adherence to this policy
- V. Crawford Fund personnel are obliged to report any suspicions of sexual exploitation and/or abuse to their immediate Manager or directly to the Chief Executive Officer and a Female Officer of the Audit Committee
- VI. Anyone who is in imminent danger:
In Australia please telephone 000 and ask to talk to the Police.
Outside Australia - please phone or visit your local law enforcement office (if safe to do so) or another support service (e.g. a medical centre, hospital, sexual violence support centre, rape support centre, etc).

An individual victim or survivor is under no obligation to report any incident that has happened to them; however, Crawford Fund will ensure individuals who self-report will have access to timely and suitable assistance.

B. Support for Survivors and Victims

Support will be offered to survivors and victims, regardless of whether a formal response is carried out (such as an internal investigation). Support should be culturally appropriate, and may include specialist counselling, access to Crawford Fund Employee Assistance Program and/or access to other support as needed.

Survivors and victims can choose when or if they would like to take up the support options available to them.

C. Policy Guidance

Sexual Activity with Children:

Crawford Fund strictly prohibits personnel from having sexual relationships with children. Mistaken belief of age is no defence. For further information refer to Crawford Fund Child Protection Policy.

Sexual Activity with Service Beneficiaries:

Crawford Fund strictly prohibits personnel from engaging in any form of sexual activity with Crawford Fund beneficiaries.

Sexual Activity with Partners or Donors:

Crawford Fund is clear that any partnership, is based on mutual respect for values and beliefs. As such, Crawford Fund strictly prohibits engaging in sexual activity with personnel from its partners where there is a potential for an abuse of power.

Purchasing Sex or Sex-related Services:

The Crawford Fund Codes of Conduct prohibit personnel from purchasing sex and/or sex-related services while engaged in Crawford Fund activities. Although Crawford Fund does not make a judgement against individuals who participate in the sale of sex, the organisation has banned this activity in order to prevent sexual exploitation and/or abuse.

Sexual Activity with other Crawford Fund Personnel:

Crawford Fund prohibits staff and volunteers from having a sexual relationship with people who they line manage or supervise, and in the case of members of the Management Team or Board, any more junior personnel.

All Crawford Fund personnel engaged in relationships with partners of Crawford Fund or with other Crawford Fund personnel must:

- Declare their relationship as soon as possible to their immediate Manager, even if the relationship is at an early stage and may not continue
- Behave professionally and conduct their relationships in a way that does not impact on Crawford Fund business
- Ensure they do not make work decisions based on the relationship
- Ensure that their relationships do not lead to fraudulent or corrupt behaviours.

Failure to Act Upon Suspected or Reported Sexual Exploitation, Abuse and/or Harassment:

Crawford Fund Codes of Conduct state that it is the duty and the responsibility of all managers, employees and representatives to report in line with this policy any suspicions or incidences of inappropriate behaviour.

All Crawford Fund personnel are obliged to report any suspicions or incidents of inappropriate behaviour towards others. This can be done without sharing details of cases where information has been shared in confidence. Failure to report to a relevant person suspicion of abuse relating to someone else is a breach of Crawford Fund policy and could lead to disciplinary action being taken.

Creating an environment of prevention:

Managers have a responsibility to support and develop systems that maintain an environment in which beneficiaries, volunteers, staff, contractors and other representatives know how Crawford Fund expects them to behave, how they can raise complaints and concerns, and that Crawford Fund will act when they do.

D. Safe International Programming

Crawford Fund recognises that there is always a possibility of inflicting unintended harm, particularly in relation to vulnerable populations.

Responsibility for ensuring all program risks are identified and responded to lies with Crawford Fund Program Activity Coordinators, with compliance responsibility resting with the Program Manager.

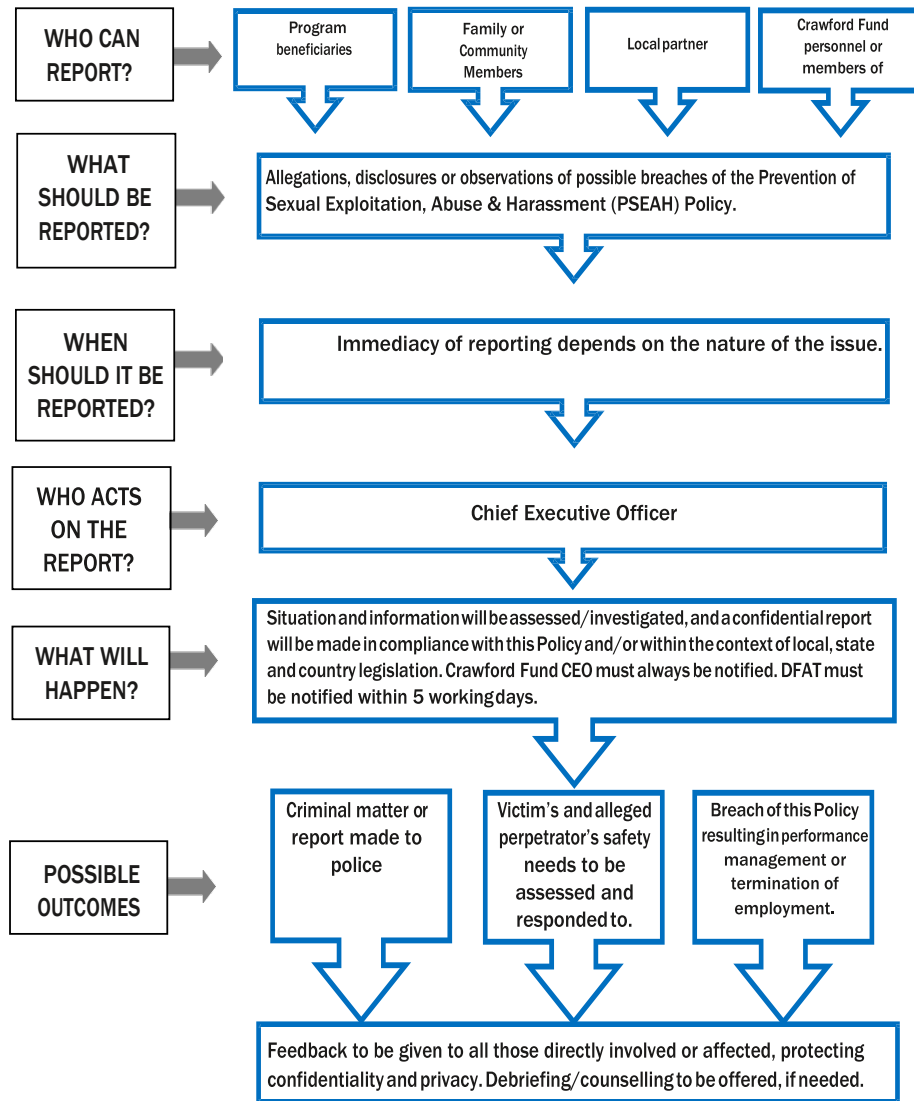
E. Raising Complaints or Concerns

Anyone can raise a concern or make a complaint to Crawford Fund about something they have experienced or witnessed.

This can be done verbally or in writing to any member of the Management Team or Board, who will escalate to the Chief Executive Officer. The matter will then be dealt with in accordance with the Crawford Fund.

If an allegation is made against an individual and they become aware of the complaint, the individual must immediately inform the Chief Executive Officer. Individuals accused will be treated with respect and all allegations are treated confidentially.

F. Complaint / Concern Handling Procedure



Reports of alleged SEAH incidents should be made to DFAT using the approved 'notification form' (www.dfat.gov.au/pseah) and emailed to seah.reports@dfat.gov.au

Reports of alleged abuse or exploitation of individuals under the age of 18 years must follow DFAT's Child Protection Policy (www.dfat.gov.au/childprotection)

Any SEAH allegations that may involve a criminal aspect should be reported through correct law enforcement channels;

G. Confidentiality During Complaint Process:

Confidentiality must be maintained throughout the complaints process by all personnel and witnesses. Personnel who breach confidentiality will be subject to disciplinary action up to and including termination of engagement with Crawford Fund. In some cases, such breaches constitute breaking the law.

H. Personal Retaliation

Crawford Fund will take action against any personnel or other representatives, whether they are the subject of a complaint or not, who seek or carry out retaliatory action against complainants, victims or other witnesses.

Personnel who are found to do this will be subject to disciplinary action, up to and including termination of employment or engagement.

I. Outcomes of Misconduct

Personnel who are found to contravene Crawford Fund clearly stated expectations of their sexual conduct will be subject to disciplinary action that may result in dismissal. Volunteers, contractors and other representatives will have their relationship with Crawford Fund terminated.

J. False Allegations

It is extremely rare that personnel or other stakeholders are found to have raised allegations which they knew to be false. If a member of personnel from Crawford Fund is found to have made an allegation, they knew to be false they will be subject to disciplinary action, up to and including termination of engagement.

K. Crawford Fund Local Partner Complaints

If Crawford Fund receives a complaint about a local partner, Crawford Fund will notify the partner organisation and expect a timely and appropriate response.

Crawford Fund should make all efforts to assist the partner to ascertain its obligations under local law. Where appropriate, Crawford Fund may work with the partner to address the issue through an appropriate independent investigation. If the outcome is that abuse has occurred, ongoing work with the partner cannot involve the individual(s) concerned. If there is reason to believe that an allegation of abuse has been dealt with inappropriately by a partner, then they risk withdrawal of funding or ending the relationship.

L. External Complaints

Complaints and concerns raised from outside the organisation must be referred to the Crawford Fund Chief Executive Officer as soon as practicable and must adhere to Crawford Fund policy and procedures as outlined in this document.

10. Policy Monitoring and Review

The *Prevention from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy* will be reviewed annually or following changes to relevant legislative or regulatory requirements that may impact the policy in practice.

Crawford Fund Monitoring and Evaluation Committee will undertake formal monitoring of Crawford Fund compliance against this policy annually and provide a report to the Board on how the policy is being implemented in practice, as well as any areas of concern which need to be addressed.

Crawford Fund will include compliance indicators in the Monitoring and Evaluation Framework, to ensure that all personnel meet their duty of care to 'do no harm' in the delivery of Crawford Fund programs, through ongoing assessment of its safeguarding measures.

The Chief Executive Officer will manage the review of the policy, with appropriate Crawford Fund personnel and external advisors consulted as part of the review process.
