



Document No: RISK_POL_11	
Original Issue: 08/2019	Authorised By: Executive
Last Review: 08/2019	Next Review: 06/2021
Controlled copy: Any photocopies or prints are uncontrolled	
Title: Safeguarding: Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy	

Safeguarding: Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy

Background

Fundamental to Burnet's operations is respect for the dignity and basic human rights of people within Australia and throughout the world. Every person who represents Burnet is expected to reflect these values in their professional conduct, regardless of who they are dealing with, or where they are working. Sexual exploitation, abuse and harassment (SEAH) is a violation of basic human rights.

Burnet works with a range of partners from government through to community levels, both in Australia and overseas. Engagement with intended beneficiaries and community members should have a basis of respect for diversity, promotion of gender equality and social inclusion, accountability, and a strong "do no harm" focus.

Purpose

This policy outlines Burnet's commitment to safeguard from Sexual Exploitation, Abuse and Harassment (SEAH) the beneficiaries and members of the community that employees and Burnet representatives come into contact with through their work.

Related to this policy:

- Child Protection Policy which covers safeguarding of children;
- Equal Opportunity, Anti-Discrimination and Harassment Policy which covers Burnet's expectations regarding appropriate behaviour between Burnet employees;
- Safeguarding Code of Conduct which details expected and prohibited behaviours; and

Safeguarding Procedures which provides information on the application of the PSEAH and the Child Protection policies, including steps for reporting and investigating breaches of policy and supporting and assisting survivors

Scope

The policy covers all Burnet employees in the course of their work and persons representing Burnet, which includes:

- Members of the Burnet Board;
- All Burnet employees, including: managers and supervisors; full-time, part-time or casual, temporary or permanent staff; job candidates; student placements
- Contractors, sub-contractors; suppliers and volunteers;
- Burnet honorary staff and associates;
- Supporters, donors and other participants on field visits organised by Burnet;
- Overseas partner organisations (where Burnet staff are placed);
- Partner organisations (engaged in overseas activities with Burnet programs); and
- Any person representing the organisation at Burnet's request.

This Policy applies to:

- On-site, off-site or after hours work; work-related social functions; conferences – wherever and whenever employees may be as a result of their Burnet related duties; and
- Employee treatment of beneficiaries and other members of the community encountered in the course of their Burnet related duties.

Definitions

Beneficiary: any person who, either directly or by association, derives a benefit from a Burnet or Burnet-affiliated activity.

Contractor: Includes principal consultants, contractors, their sub-contractors, and suppliers who may be engaged by Burnet for a variety of purposes.

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Employee: Any person employed under a contract of employment or contract of training, whether the contract is express or implied, oral or written. The definition includes, but is not limited to:

- persons employed by Burnet in Melbourne or overseas (full-time, part-time or casual);
- persons employed on research grants; and
- Post-graduate students and post-doctoral fellows (when they are employed part-time to perform work such as teaching or research assistant).

Sexual Exploitation - 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 or politically from the sexual exploitation of another. This includes exploitation through transactional sex^[1] (applewebdata://199CBD17-DA24-4E13-9EBC-441ADAC68C05#_ftn1).

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

Sexual Harassment - means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances.

Survivor - A person who has SEAH perpetrated against them or an attempt to perpetrate SEAH against them.

[1] (applewebdata://199CBD17-DA24-4E13-9EBC-441ADAC68C05#_ftnref1) Burnet's Code of Conduct strictly prohibits the exchange of sex for money. Burnet does not make judgment against individuals who participate in selling sex in exchange for money or something else such as gifts or material support ("transactional sex"). However, Burnet has prohibited buying sex while on a work related assignment in high risk settings – as defined through the PSEAH Risk Assessment Guidance Note

Policy statement/overview

1. **Zero tolerance of SEAH:** Behaviour by Burnet employees that results in the sexual exploitation, abuse or harassment of a beneficiary or member of the community or helps facilitate SEAH is not tolerated under any circumstances. All Burnet employees and Burnet representatives are required to comply with the Safeguarding Code of Conduct as a condition of their engagement with the Institute.
2. **Zero tolerance of inaction:** Burnet will take action to both prevent SEAH and to ensure its reporting. Burnet will actively provide information to beneficiaries and the community on its expected employee and contractor behaviours and promote reporting mechanisms. Increased reporting of incidents and responses can be an indicator that Burnet is managing the risk of SEAH appropriately, with victims/survivors feeling more willing to report and the Burnet more likely to take action.
3. **Victim/survivor needs are prioritised:** Burnet's approach to PSEAH prioritises the rights, needs, and wishes of the victim/survivor, while ensuring procedural fairness to all parties. Burnet treats the victim/survivor of SEAH with dignity and respect; involves them in decision making where appropriate; provides them with comprehensive information; protects their privacy and confidentiality; and considers their need for counselling and health services to assist with recovery.
4. **Gender inequality and other power imbalances are recognised:** The Burnet acknowledges that available data indicates that the majority of SEAH victims/survivors are female and the majority of perpetrators are male. Burnet also recognises that other inequalities can result in SEAH, such as those based on the distinctions of worker/beneficiary; ability/disability; ethnic and Indigenous status; religion; gender identity and sexual orientation; age; health and poverty.
5. **Shared responsibility for PSEAH:** In managing SEAH risks to beneficiaries and members of the community, Burnet requires the commitment of its employees, representatives and contractors who must be accountable for complying with the terms of this policy, the Safeguarding Procedure and Safeguarding Code of Conduct. Burnet is obliged to promote PSEAH to its employees and representatives through regular training and clear procedures.
6. **Risk management approach:** Careful management can reduce the risks to beneficiaries and members of the community that may be associated with Burnet's activities. SEAH risks must be identified and mitigated through Burnet's risk assessment processes.
7. **Procedural fairness:** Burnet uses fair procedures when responding to concerns or allegations of SEAH.

Responsibility for implementation

1. **All Burnet employees & representatives** are required to report any suspicions or incidences of SEAH of others. Failure to report to a relevant person suspicion of SEAH relating to someone else is a breach of Burnet's policy, and could lead to disciplinary action being taken against employees and the termination of Burnet's relationship with non-employees. There is no obligation for an individual to report any incident that has happened to them.
2. **Members of the Board:** hold overall accountability for this policy and its implementation.
3. **The Executive:** is responsible for the application of this policy and will ensure that a standing agenda item on Safeguarding is considered at every meeting

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4. **The Head of Human Resources (Melbourne Office)** has institute-wide responsibility for PSEAH policy implementation and compliance. They ensure that all Melbourne-based employees are informed of their responsibilities and obligations under the PSEAH Policy, sign the Safeguarding Code of Conduct and receive appropriate training. They also ensure that Australian based employees obtain an Australian National Police Check. The Head of Human Resources will submit all SEAH reports to the Executive and to the Governance Audit & Risk Committee every six months
5. **The Head, Occupational, Health, Security & Compliance** is responsible for conducting an internal annual audit to monitor compliance against this policy.
6. **Human Resources Managers (for PNG & Myanmar offices)** ensure that all locally based employees are informed of their responsibilities and obligations under the PSEAH Policy and Safeguarding Code of Conduct and receive appropriate training. They ensure that locally based employees sign the Safeguarding Code of Conduct. They also ensure that locally based employees obtain a National Police Check or location specific equivalent.
7. **The Safeguarding and Inclusion focal point** promotes and contributes to program/activity compliance in relation PSEAH (as well as child protection and disability inclusion). They ensure that all research, program and activity proposals include a SEAH risk assessment before the research, program or activity commences. They ensure research, program and activity reporting routinely advises on compliance with the PSEAH policy and procedures. They monitor PSEAH compliance with Working Group Heads and Activity Leaders.
8. **Country Representatives/Country Program Managers** are responsible for in-country PSEAH compliance. They ensure that all in-country Human Resources Managers are informed of their responsibilities and obligations under the PSEAH Policy and Safeguarding Code of Conduct.
9. **Working Group Heads/Activity Leads** are responsible for promoting awareness of this policy with people they manage and with project partners. They also are responsible for actively providing information to beneficiaries and the community on expected employee and contractor behaviours and promote project specific reporting mechanisms. Working Group Heads should prioritise PSEAH awareness-raising for themselves and their groups and provide budget lines for some activities.

Working with partners

Burnet will ensure that, when engaging in partnerships, sub-grant or sub-recipient agreements, these agreements:

- (i) incorporate this Policy as an attachment;
- (ii) include the appropriate language requiring such contracting entities and individuals, and their employees and volunteers to abide by a Code of Conduct that is pursuant to the standards of this Policy; and
- (iii) expressly state that the failure of those entities or individuals, as appropriate, to take preventive measures against sexual exploitation and abuse and sexual harassment, to investigate and report allegations thereof, or to take corrective actions when SEAH has occurred, shall constitute grounds for Burnet to terminate such agreements.

Reporting

It is the obligation and responsibility of every Burnet employee, contractor or representative to report any suspected or alleged cases of SEAH perpetrated by anyone within scope of the Policy in connection with official duties or business.

Refer to the Safeguarding Procedures for details on how to report SEAH cases.

If in doubt, an alleged incident should be reported. Individuals and organisations found not reporting alleged incidents will be viewed as in breach of this policy.

Recruitment

Burnet takes all reasonable precautions to ensure that Burnet Personnel and representatives have passed screening procedures and do not pose an unacceptable risk to beneficiaries and members of the community.

Burnet consistently applies robust recruitment procedures including behavioural questions at interview, criminal records checks and verbal referee checks. This includes all employees and representatives visiting Burnet projects or activities overseas.

Confidentiality

Burnet ensures that any SEAH concerns raised are handled with procedural fairness, timeliness and impartiality. All concerns and the names of people involved are handled confidentially. Details will only be disclosed if required as part of an investigation.

Consequences

Any breach of the institute's PSEAH Policy and/or PSEAH Code of Conduct may lead to disciplinary action that may include termination of employment for staff or termination of association and/or contract with Burnet for other Burnet representatives.

There will be no action taken against those who report, in good faith, concerns involving a breach of the PSEAH Policy and/or Code of Conduct. If a person knowingly and willfully reports false or malicious information regarding other Burnet employees or representatives relating to SEAH, Burnet may take disciplinary action.
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Related legislation

- International Bill of Human Rights
- The UN Convention on the Elimination of all Forms of Discrimination Against Women
- The UN Convention on the Rights of the Child
- UNSC Resolution 1325: Women, peace and security (WPS)
- Commonwealth Criminal Code Act 1995 - It is a crime for Australian citizens, permanent residents or bodies corporate to engage in, facilitate or benefit from sexual activity with children (under 16 years of age) or vulnerable adults while overseas. These offences carry penalties of up to 25 years imprisonment for individuals and up to \$500,000 in fines for companies (extra territorial legislation).

Related Policies/ Procedures/Guidance

Burnet Institute

- Safeguarding Code of Conduct
- Safeguarding Procedures
- Equal Employment Opportunities (/policies/workplace-conduct-and-responsibility/equal-opportunity-anti-discrimination-harassment-policy/), Anti-Bullying & Anti-Harassment Policy
- Personal Relationships Policy (/policies/workplace-conduct-and-responsibility/personal-relationships-policy/)
- Child Protection Policy (/policies/risk-management-and-governance/child-protection-policy/)
- Whistle-blower Policy (/policies/risk-management-and-governance/whistleblower-policy/)
- External Complaints Handling Policy (/policies/risk-management-and-governance/external-stakeholders-complaints-handling-policy/)
- Social Media Policy (/policies/workplace-conduct-and-responsibility/social-media-policy/)

Department of Foreign Affairs and Trade

- Prevention of Sexual Exploitation, Abuse and Harassment Policy (<https://dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Documents/pseah-policy.pdf>)
- Prevention of Sexual Exploitation, Abuse and Harassment Risk Guidance Note (<https://dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Documents/guidance-on-assessing-the-risk-of-seah.pdf>)

Australian Council for International Development

- Guidance for the Development of a Prevention of Sexual Exploitation, Abuse and Harassment Policy 2019 (https://acfid.asn.au/sites/site.acfid/files/resource_document/Guidance%20for%20the%20development%20of%20a%20PSEAH%20Policy.pdf)