Preventing Sexual Exploitation, Abuse and Harassment Standard

Contents

Overview

Overarching Policy	This document supports implementation and must be read in conjunction with the Service Delivery Policy (MD_OM_POL_TCSS).
Purpose	This standard outlines The Salvation Army's (TSA) commitment to the prevention of sexual exploitation, abuse and harassment and the expected standard of behaviours required in delivering that commitment. This commitment aligns with TSA's Vision, Mission and Values.
Who does this apply to?	This standard applies to all people engaged, in international development activities or other mission delivery supported by the Australia Territory overseas.
Effective date	01/04/2020

Definitions

Definitions are located in the [Glossary of Terms and Definitions](#) (GO_LR_GUI-03_TPMP).

Term	Definition
Australian Council for International Development (ACFID)	The Australian Council for International Development is the peak body for Australian non-government organisations (NGOs) involved in international development and humanitarian action.
Focal person	A TSA person situated in the Quality and Safeguarding Department who provides a key role in raising awareness throughout TSA and in coordinating, supporting and advising on the development of PSEAH policy documents. This person is a requirement under the ACFID Code of Conduct.
Non-national personnel	TSA personnel who are not a citizen of the country in which the international development activity is being implemented.
Sexual Abuse	The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It covers sexual offences including but not limited to: attempted rape (which includes attempts to force someone to perform oral sex); and sexual assault (which includes non-consensual kissing and touching).

All sexual activity with children (under the age of 18) is considered to be sexual abuse. Sexual abuse can also include the engagement of a child in sexual activity by another child who by the nature or their age of development has increased power. |

Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

Principles

Zero tolerance	TSA is committed to the safety and wellbeing of all Personnel, those we are engaged with and program and project beneficiaries. Sexual exploitation, abuse and harassment (SEAH) are never acceptable and are not tolerated by TSA. Zero tolerance also applies to inaction in reporting and preventing SEAH.
Prevention is a shared responsibility	The prevention of SEAH is the responsibility of all TSA Personnel. TSA Personnel must: • Respond immediately to any complaints, allegations or incidents of abuse, misconduct or breach of TSA's Code of Conduct Policy (GO_LR_POL_TCOC) and Code of Conduct Standard (GO_LR_PRO_TCOC) • TSA Personnel are required to report and manage such matters in accordance to TSA's Incident Management Policy (GO_QA_POL_TCIM) • Report concerns, disclosures and allegations of abuse and harm to relevant external authorities as required under legislative and/or contractual obligations
Prioritising the needs of victims/survivors	TSA commits to prioritising the rights, needs and wishes of the victim/survivor by: • Treating the victim/survivor with dignity and respect • Involving the victim/survivor in decision-making • Providing the victim/survivor with comprehensive information • Protecting privacy and confidentiality • Not discriminating based on gender identity, age, race/ethnicity, ability, sexual orientation, or other characteristics • Considering the need for counselling and health services to assist the victim/survivor with their recovery
Gender equality	TSA is committed to achieving gender equality, inclusivity and safety for all people impacted by its operations and mission activity, as outlined in the Gender Equality Policy (GO_LR_POL_TGEP). Refer to the Code of Conduct Standard (GO_LR_PRO_TCOC) regarding the need to ensure behaviour recognises and minimises the power imbalance that is inherent in the role and position of personnel.

Expected Behaviours

TSA Code of Conduct

All Personnel are expected to comply with the conduct and behaviours specified within the Code of Conduct Standard (GO_LR_PRO_TCOC).

The Code of Conduct Standard (GO_LR_PRO_TCOC) sets out behaviours that are not condoned by TSA for any personnel towards any child, vulnerable person or other individual, including the following:

- That all interactions with people must not violate their physical, psychological and sexual boundary limits
- That under no circumstances is any form of sexual behaviour to occur between, with or in the presence of children or vulnerable people, irrespective of the age of the child or vulnerable person

All Personnel must report all concerns, complaints and allegations, and actual or perceived breaches of TSA's policies relating to the safety and wellbeing of any individual.

Prohibited behaviours

In addition to prohibited behaviours defined in the Code of Conduct Standard (GO_LR_PRO_TCOC), TSA also prohibits any form of SEAH, including transactional sex and or fraternisation (by non-national personnel), against any persons, whether they be child or adult.

TSA takes prompt action to address any concerns or allegations of such behaviour.

Prevention

Risk management

A risk assessment must be undertaken in the design phase of any program or project considering the risk of SEAH. Risk must be re-assessed on an annual basis or where there is a significant change to the context, environment or other factors impacting on the level of risk.

SEAH risk will be recorded in local risk registers and risks will be escalated as outlined in the [Enterprise Risk Management Policy](GO_LR_POL_TERM).

TSA is committed to preventing any incident or repeat occurrence of SEAH.

Training programs

TSA is committed to:

- Providing induction and training on the identification and prevention of SEAH
- Development of materials pertaining to personnel behaviours and complaints processes for communities

Recruitment and screening

Personnel being engaged in management and service, program and project delivery roles must be recruited in accordance with the [Recruitment and Onboarding Policy](BS_HR_POL_TROB), [Recruitment Procedure](BS_HR_PRO-05_TROB), [Induction and Onboarding Procedure](BS_HR_PRO-06_TROB) and [Pre-employment Procedure](BS_HR_PRO-04_TROB).

⚠️ Pre-employment checks must include screening and reference checking for former misconduct.

Refer to the [Disciplinary Procedure](BS_HR_PRO-04_TWPR) for the range of interventions that can be implemented for improvement of performance or conduct, and the disciplinary consequences for failing to make the necessary improvements.

Refer to the [Grievance Resolution Procedure](BS_HR_PRO-03_TWPR) for how to raise a grievance in relation to the [Code of Conduct Standard](GO_LR_PRO_TCOC).

Reporting of SEAH Incidents

TSA Reporting requirement	All allegations of SEAH will be reported internally as per the [Incident Management Policy](#) (GO_QA_POL_TCIM) and reporting requirements.
	The PSEAH Focal Person must be informed of any PSEAH related incidents by email to safeguarding@salvationarmy.org.au.
	The Salvation Army International Development Department (SAID) monitors compliance with the [Preventing Sexual Exploitation Abuse and Harassment Standard](#) (MD_OM_STA01_TCSS) in their operations and provides compliance reports to the SAID Practice Advisory Group.
	High risk non-compliance and the actions taken to address that risk must be reported to the Quality and Safety Committee of the TSA Board by the Head of SAID.
International Partner Territory Reporting	Partner Territories must report all alleged and suspected incidents of sexual exploitation, abuse or harassment in relation to the activities of projects funded by SAID. ⚠️ All reports of alleged and suspected SEAH incidents must be emailed to saidsafeguarding@salvationarmy.org.au.
Criminal activities	Where it is assessed as safe to do so based on local laws, culture and service structures and in accordance with the wishes of the victim/survivors and/or whistleblowers, all alleged SEAH incidents that involve a criminal aspect must be reported through the appropriate local law enforcement channels, in addition to mandatory TSA and DFAT reporting requirements.
DFAT Funded Programs	In addition to the above reporting requirements, Department of Foreign Affairs and Trade (DFAT) funded programs, services or projects must report as follows: ▪ Mandatory and immediate reporting ▪ Mandatory reporting All reports to DFAT of alleged SEAH incidents will be made by the Head of Salvation Army International Development and must be made using the DFAT SEAH Incident Notification Form (www.dfat.gov.au/pseah) and emailed to seah.reports@dfat.gov.au.

Mandatory and Immediate Reporting

Mandatory and immediate (within two working days of becoming aware of an alleged incident) reporting of any alleged incident of SEAH related to the delivery of DFAT business.

Mandatory Reporting

Mandatory reporting (within five working days) of any alleged Policy non-compliance. For example, failure to adhere to the DFAT PSEAH Policy Minimum Standards or principles.

Reporting and investigation processes	TSA Personnel must comply with the reporting and investigation processes outlined in the [Incident Management Policy](#) (GO_QA_PRO-01_TCIM) and the [Feedback and Complaints Procedure](#) (GO_QA_PRO-01_TBFK).
Complainant support	As per the Incident Management Procedure (GO_LR_PRO-01_TCIM), the [Feedback and Complaints Procedure](#) (GO_QA_PRO-01_TBFK) and as required by ACFID/DFAT, complainants must:

- Be able to make anonymous complaints
- Be assured that complaints will be de-identified at the request of the complainant or victim/survivor
- Be provided with appropriate support and referrals, including but not limited to:
    - Medical assistance
    - Legal assistance
    - Financial assistance

Any complaints relating to other organisations will be referred to the relevant organisation, where it is safe to do so and following consultation with the PSEAH Focal Person.

Roles and Responsibilities

The roles associated with execution of this policy are indicated in the table below.

Line Managers	Ensure Personnel comply with this Standard.
Focal Person	Provide a key role in raising awareness throughout TSA and in coordinating, supporting and advising on the development of PSEAH policy documents.
	Ensure all incidents that require assistance, to be addressed in accordance with the Incident Management Policy (GO_QA_POL_TCIM) and this Standard.
Head of Salvation Army International Development	Make reports to DFAT as per regulatory requirements.

Accountability

Obligation	All Personnel under the terms of their service, employment, engagement or contract must comply with all TSA policies, procedures and supporting documents.
Consequences of non-compliance	Failure to comply with this standard may result in disciplinary action and, in serious cases, termination of employment or engagement with TSA.

Location

Repository	[Territorial Policy Application](#)

Feedback

Feedback is encouraged	Feedback is used to improve and enhance the impact of this standard. It will be considered when reviewing and updating the document.
Who is feedback provided to?	All feedback is to be forwarded to the Head of Department SAID via email to policy@salvationarmy.org.au.

*** This document is not controlled once it has been printed ***

Related Documents and References

Policy Documents	Service Delivery Policy (MD_OM_POL_TCSS)
	Preventing Sexual Exploitation Abuse and Harassment Standard (MD_OM_STA-01_TCSS)
	Service Charter (MD_OM_FOR-01_TCSS)
Related Policy Documents	Approved Authorities Policy (GO_LR_POL_TAAP)
	Approved Authorities Matrix (GO_LR_PRO_TAAP)
	Code of Conduct Policy (GO_LR_POL_TCOC)
	Code of Conduct Standard (GO_LR_PRO_TCOC)
	Disciplinary Procedure (BS_HR_PRO-04_TWPR)
	Enterprise Risk Management Policy (GO_LR_POL_TERM)
	Feedback and Complaints Policy (GO_QA_POL_TFBK)
	Feedback and Complaints Procedure (GO_QA_PRO-01_TBFK)
	Gender Equality Policy (GO_LR_POL_TGEP)
	Grievance Resolution Procedure (BS_HR_PRO-03_TWPR)
	Incident Management Policy (GO_QA_POL_TCIM)
	Induction and Onboarding Procedure (BS_HR_PRO-06_TROB)
	Pre-employment Procedure (BS_HR_PRO-04_TROB)
	Recruitment and Onboarding Policy (BS_HR_POL_TROB)
	Recruitment Procedure (BS_HR_PRO-05_TROB)
	Safety and Wellbeing of Children and Young People Policy (GO_LR_POL_TSWC)
	Whistleblower Protections Policy (GO_LR_POL_TWBP)
Related Legislation	N/A
Funding Agreement Requirements	N/A
Governance/ Accreditation/ Certification Standards	Code of Conduct (2019) Australian Council for International Development (ACFID)
	Conduct and Ethics Manual (2019) Department of Foreign Affairs and Trade, Australian Government
	External Conduct Standards, Australian Charities and Not-for-profits Commission
	Preventing Sexual Exploitation, Abuse and Harassment Policy (2019) Department of Foreign Affairs and Trade, Australian Government
Audit Report Findings	N/A
Other Relevant Documents /Resources	N/A

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