

POLICY ON SEXUAL ABUSE, EXPLOITATION AND HARRASSMENT PREVENTION

I. Introduction

Sahanala is committed to provide a safe environment free from sexual abuse, exploitation and harassment. All employees have an obligation to uphold the highest standards of personal and professional conduct and must not use their position in order to exploit and abuse another person.

With this policy and its associated action plan, Sahanala actively seeks to prevent and respond to sexual exploitation, abuse and harassment to foster a culture of safety so that people reporting have confidence that any incident or concern raised will be handled with the utmost sensitivity.

This policy sets out Sahanala principles and objectives, and the expected behaviour required to Sahanala employees and others within the scope of the policy to prevent and respond to sexual exploitation, abuse and harassment. It builds policy on prevention and response to sexual exploitation and abuse and internationally recognised principles by the UN and other rules and guidance in areas including sexual and gender based violence, child protection, disability inclusion.

II. Definitions

Sexual exploitation: 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.

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 someone under the age of consent (in the law of the host country or underage, whichever is greater, is considered to be sexual abuse.

Sexual harassment: A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours, or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated. Sexual harassment can take various forms. It can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender. Sexual harassment can be perpetrated against beneficiaries, community members, citizens, as well as staff and personnel.

III. Policy statement

The aim of this policy is to ensure that Sahanala responds adequately to those incidents, ensuring the well-being and integrity of our engagement. Sahanala ensures its responsibility to protect the safety and wellbeing of people working or have interaction with its activities :

- Not committing any act of sexual exploitation, abuse or harassment
- Not engaging a child in any form of sexual activity or acts, including paying for sexual services or acts
- Not exchanging money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behavior with anyone who looks to benefit or already benefit from Sahanala activity.

- Maintaining appropriate professional boundaries at all times and ensuring that all people understand and comply with the standards of behaviour.

IV. Principles

- No tolerance of inaction : we encourage a culture of reporting of incidents, taking responsibility for setting this culture and managing appropriately by acting on every allegation in a fair and reasonable way with due regard for procedural fairness
- Aiming to accelerate culture change : we take responsibility, managers set clear expectations and model respectful behaviour in interaction at work, support colleagues, victims to feel safe, report concerns and be assured their allegation are taken seriously, if there is.
- In the case of encountering victims : treat the victim with dignity and respect, provide comprehensive information, protect privacy and confidentiality, not discriminate based on gender, age, ethnicity, sexual orientation or other characteristics.
- Share responsibility because we believe that preventing sexual exploitation, abuse and harrassment is everyone's responsibility.

V. Reporting

Reporting should be mandatory and immediate by all. Any people who is subject to sexual harrassment should advise the HR department for complaint.

The HR department has the role to discuss and to ensure that the victim understands the procedures, keep confidential record of all discussions, respect the choice of the victim, ensure that the victim knows that the complaint can lodge relevant and legal framework.

VI. Sanctions and disciplinary measures

Anyone found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions : verbal or written warning, suspension, demotion, dismissal.

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incident of sexual harassment are not treated as trivial. Certain serious cases, including physical violence will result in immediate dismissal of the harasser.

Human Ressources Manager

