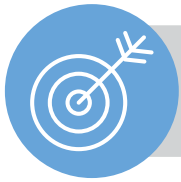


Sexual Abuse and Exploitation & Sexual Harassment Policy & Guidelines



1. Definitions

- **CCPR Centre Employees:** The term “CCPR Centre Employees” includes all paid full time and part time employees of the Centre, being them at HQs or in affiliated regional and country offices, as well as interns. It also includes long-term consultants, members of the Board and the Advisory Board. The term does not include non-CCPR Centre entities or individuals who have entered temporary/short-term partnership, sub-grant or sub-recipient agreements with the Centre.
- **Sexual Harassment:** Sexual harassment is any unwelcome sexual advance, request for sexual favor, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another. Such conduct will also be considered sexual harassment when it interferes with work, is made a condition of employment, or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behavior, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex.
- **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. CCPR Centre recognizes that the terms sexual abuse and exploitation represent a wide spectrum of behaviors and is not limited to the act of sexual intercourse.
- **Sexual Abuse:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This would include forced marriage and sexual slavery and includes sexual activity with a child (any person under the age of 18).
- **Child Sexual Abuse:** When a child is used by another child, adolescent or adult for his or her own sexual stimulation or gratification. Sexual abuse involves contact and non-contact activities which encompasses all forms of sexual activity involving children, including exposing a child to online child sexual exploitation material, or taking sexually exploitative images of children.
- **Survivor:** The person who it is alleged has been the subject of sexual harassment, abuse or exploitation.
- **Complainant:** The person who raises a complaint (this may or may not be the survivor).



2. Scope & Purpose

This policy sets out the Centre's approach to preventing and addressing sexual harassment and sexual exploitation and abuse and includes:

- The Centre's commitment to prevent sexual harassment and sexual exploitation and abuse and to ensure effective action is taken if an allegation is made or an incident occurs;
- Principles upon which the Centre will base its decision making and actions;
- The Centre's expectations of all those who represent and work on behalf of the Centre.

This policy applies to all CCPR Centre's employees, as explained in the definition in the section 1. It applies to their conduct all the time, during or outside of working hours.

This policy should be read in conjunction with the Centre's Harassment, Bullying and Discrimination Policy.



3. Policy Statement

The Centre has a **zero-tolerance policy** towards sexual harassment and sexual exploitation and abuse, and any perpetrators will be held to account.

The Centre believes all people have a right to live their lives free from sexual violence and any abuse of power regardless of age, gender, sexuality, sexual orientation, disability, religion, ethnic origin or other status. The Centre will not tolerate its employees carrying out any form of sexual harassment, sexual exploitation or sexual abuse. The Centre commits to supporting survivors, improving safeguarding capacity, reporting, investigating, responding to, and preventing sexual harassment and sexual exploitation and abuse.



4. Sexual Exploitation and Abuse Principles

CCPR Centre is committed to achieving full implementation of the Six Core Principles¹ relating to Sexual Exploitation and Abuse by the IASC Working Group on Prevention and Response to Sexual Exploitation and Abuse.

- Sexual exploitation and abuse and child sexual abuse by CCPR Centre's employees constitute acts of gross misconduct and are therefore grounds for termination of employment.
- Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of the majority or age of consent as regulated locally or nationally. Mistaken belief in the age of the child is not a defence.
- Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior by CCPR Centre's employees is prohibited.
- If a CCPR Centre employee has a concern or suspicion regarding sexual abuse or exploitation and child abuse by a fellow employee or employees, he or she must immediately report such concerns via the established reporting mechanisms.
- CCPR Centre employees are obliged to create and maintain an environment that prevents sexual exploitation and abuse and child abuse and promotes the implementation of this Policy.



5. The Centre's Approach & Reporting Process

The Centre is committed to the prevention of, and responding appropriately to, sexual exploitation and abuse and to fulfilling the following commitments to prevent and respond to sexual exploitation and abuse and sexual harassment as highlighted in the six Core Principles above.

¹ The six Core Principles are from the UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13). They have been modified by CCPR Centre to refer to "CCPR Centre Employees and Related Personnel" and to CCPR Centre's Human Rights work.

- 5.1 Awareness:** Ensuring that all CCPR Centre employees are aware of the standards of behavior and conduct expected of them to protect adults and children from any form of sexual abuse and exploitation in their private and working lives.
- **Safe Organizational Culture:** The Centre will make every effort to create and maintain a safe organizational culture for all those who work for the Centre, through robust prevention and response work, offering support to survivors, and holding those responsible for sexual harassment, exploitation or abuse to account.
- 5.2 Prevention:** Ensuring that CCPR Centre employees minimize the risks of any form of sexual exploitation and abuse.
- **Employees training:** As part of their induction, new employees of the Centre will receive a briefing on the Centre's policies and values, the Code of Conduct as well as information about how to report concerns.
- 5.3 Reporting:** Ensuring that all CCPR Centre employees are clear on what steps to take where suspicions or concerns arise regarding allegations of sexual exploitation or abuse.
- **Reporting Channels** - Anyone can raise a concern or make a complaint to the Centre about something they have experienced or witnessed without fear of retribution. You can do this verbally or in writing to Katharina Rose, member of the Board, using the email address K.rose@ganhri.org
 - **Confidentiality** - Every effort will be made to maintain confidentiality throughout the complaints process. Information that identifies individuals involved in a complaint will be limited to essential personnel and will not be shared further without obtaining the informed consent of those involved, except if someone's life is at risk, a child is at risk, or as required by law in consultation with legal counsel and where safe to do so.
- 5.4 Responding:** Ensuring that immediate action is taken to identify and address reports of sexual exploitation and abuse and ensure the safety and well-being of the person being sexually exploited or abused.
- **Modalities:** The Centre will respond in a professional and timely manner to all concerns or allegations of sexual harassment, exploitation or abuse. All concerns or allegations will be taken seriously, and investigated and acted upon where appropriate through robust and accountable case management; investigations and accountable decision-making. Actions taken to correct the matter of concern can include disciplinary action, up to and including termination of employment.
 - **Retaliation against Complainants, Survivors and Witnesses** - The Centre will act against anyone, whether they are the subject of a complaint or not, who seek or carry out retaliatory action against complainants, survivors or other witnesses. Employees may be subject to disciplinary action, up to and including termination of employment.



6. Roles and Responsibilities

- **All CCPR Centre employees:** Every employee can raise a concern/complaint to the Centre about an incident they have experienced, witnessed, or heard about concerning any CCPR Centre employee without fear of retribution. CCPR Centre employees must not investigate allegations or suspicions themselves.
- **CCPR Board and Director:** The Centre's Director and Board hold overall accountability for this policy and its implementation.
- **CCPR Centre's Field Coordinators:** Each CCPR Centre's Regional Coordinator is responsible for the application of this policy within their own regional office.

The Director is responsible for reviewing and updating this policy on regular basis. This will be in line with legislative and organisational developments, feedback and lessons learned.



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