

<b>STATEMENT of POLICY</b>			
Manual:	CESO   SACO	Policy No.	7.7
Section:	Volunteer Services	Approved:	Feb. 8, 2021
Subject:	<b>Prevention of Sexual Exploitation and Abuse (PSEA)</b>	Effective:	Feb. 8, 2021
Issue to:	All Manual Holders	Page:	1 of 5
		Replaces:	<b>N/A</b>
Approved by:	Leadership Team	Dated:	

**Policy Regarding Sexual Exploitation and Abuse (PSEA)**

**1 Purpose**

This statement of Policy is intended to ensure organizational compliance with GAC reporting & monitoring mechanisms as they refer to PSEA. CESO maintains zero tolerance of any form of sexual harassment, exploitation, or abuse by any staff, Partner or volunteer.

**2 Scope**

This policy applies to all CESO representatives, including staff, Partners and volunteers, including CESO Advisors (CAs) (National/International), Members of the Board of Directors and in-house CESO Advisors, as well as any other representatives of the organization.

**3 Policy**

**3.01 Expectations**

All CESO representatives, as outlined under 'Scope,' are expected to:

- Treat each other with respect in all forms of verbal and written communication, dignity and equality regardless of their age, sex, level of education, profession, physical condition, language, religion, opinion, nationality, ethnic, social status, sexual orientation or any other personal characteristics;
- Create and maintain an environment that prevents discrimination, sexual exploitation, harassment and abuse;
- Adhere to zero tolerance of any form of physical or psychological harassment, discrimination, abuse of power or intimidation, including derogatory comments or adopting a demeaning attitude;
- Always behave in a professional way with partners, contractors, colleagues, and volunteers avoiding spreading rumours and false allegations and refraining from any comment based on gender, sexual orientation, or other comments which may be considered as harassment;
- Never have sexual relations with partners, contractors, colleagues, or volunteers in exchange for money, a gift of any kind, work or any form of assistance;
- Treat all children with respect and not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Inform CESO staff of any suspicions, information, rumors or doubts concerning possible abuse.

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**4 Prevention**

CESO recruitment practices aim to recruit the safest and most suitable staff and volunteers, and deter those who wish to cause harm to people from seeking engagement with CESO. The following screening measures have been implemented for all staff and volunteers:

- Thorough interview & reference checks: A minimum of two non-related referees will be contacted
- Mandatory CESO policy review & sign off
- Mandatory compliance training on Ethics & Code of Conduct, Workplace Harassment and Intercultural Relations

In addition, all volunteers must submit a clean criminal record check prior to any in country assignment as well as sign a PSEA attestation form, which includes a training video.

**5 Process**

**5.01 Reporting and Whistleblowing**

In accordance with CESO policy 2.2, whenever possible, disclosures of any awareness of real or perceived instances of sexual harassment, exploitation or abuse by any CESO staff, Partner or volunteer, should be made directly to staff supervisors, Human Resources, or members of the Leadership Team (LT) whose responsibility it is to ensure organizational integrity, compliance and accountability. It is the responsibility of the individual receiving any complaints or reports of any incident to respond in a professional and timely manner to all concerns or allegations of sexual harassment, exploitation or abuse. All concerns or allegations will always be taken seriously, and investigated and acted upon as appropriate.

CESO recognizes, for various reasons, it may not always be possible to make disclosures through normal channels. In such cases, disclosure should be made directly to Chair of the Board of Directors at [board.chair@ceso-saco.com](mailto:board.chair@ceso-saco.com)

*Please refer to policy 2.2, Ethics, for CESO’s full statement on Whistleblowing*

**5.02 Investigation**

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The staff member or Board Chair receiving the disclosure is responsible for bringing the disclosure to Human Resources and ensuring that an investigation of the allegation is begun.

Human Resources is responsible for documenting the initial report made, how it was investigated, and what actions were taken. They may call upon the assistance of, or oversight by, the appropriate LT member (or any other person deemed appropriate). Their response to reports must be victim or survivor-centered. This involves acting promptly on reports, maintaining the anonymity and confidentiality of the victim or survivor, and updating the complainant on the results of the report.

*Please refer to policies 7.1, 7.4 and 7.5 for conduct and investigation procedures as well as CESO's Workplace Compliant/ Investigation Form.*

5.03 **Corrective Actions**

Human Resources will inform the CEO of the incident and deliberate with senior management to determine what remedial action should be taken as a result of the investigation. If the allegation is against the CEO, Human Resources will deliberate with the Board Chair. They will also ensure that all cases of alleged sexual exploitation, harassment and abuse will be reported to appropriate parties, including Global Affairs Canada (GAC), as well as the relevant authorities, in cases of criminal conduct, as per GAC's PSEA guidelines.

6 **Definitions**

--under the [Canadian Human Rights Act](#)

**“Inappropriate behavior and offensive conduct”** including objectionable acts, comments or displays, or acts of intimidation or threats, or acts, comments or displays in relation to a prohibited ground of discrimination

**“Sexual Harassment”**

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offend him or her. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender.

Both men and women can be victims of harassment, and someone of the same or opposite sex can harass someone else.

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**““Discrimination”**

Workplace discrimination includes any distinction, exclusion or preference based on the protected grounds:

- race, colour, ancestry, citizenship, ethnic origin or place of origin
- creed, religion
- age
- sex (including pregnancy and gender identity)
- sexual orientation
- family, marital (including same-sex partnership) status
- disability or perceived disability
- a record of offences for which a pardon has been granted under the *Criminal Records Act* (Canada) and has not been revoked, or an offence in respect of any provincial enactment

**“Discriminatory Harassment”**

Discriminatory harassment includes comments or conduct based on the protected grounds which the recipient does not welcome or that offends him or her.

**“Sexual Abuse”**

Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with a child is considered as sexual abuse.

**“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.

**“Protection from Sexual Exploitation and Abuse (PSEA)”**

The term used by the United Nations and non-governmental community to refer to measures taken to protect affected populations from sexual exploitation and abuse within all the humanitarian response operations.

**7 Policy Review**

This policy will be reviewed at minimum every three years by the CESO Leadership Team.

**8 References and Related Statements of Policy**

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1. Policy No. 2.2 – Ethics
2. Policy No. 7.1 – Volunteer Roles, Responsibilities & Conduct
3. Policy No. 7.4 – Volunteer Breach of Conduct Procedure
4. Policy No. 7.5 – CESO Advisor Policy on Harassment and Misconduct in the Workplace or on Assignment