

ID Preventing Sexual Exploitation, Abuse, and Harassment Procedure

Purpose

To provide guidance and outline obligations of all International Development personnel, sub-contractors, and grantees relating to sexual exploitation, abuse and harassment.

Scope

All Cardno staff, consultants, and the personnel of partners (including sub-contractors and grantees) working on Cardno activities.

Parent Policy

[ID Safeguard Policy](#)

Procedure

1 Policy

Cardno prohibits sexual exploitation, abuse and harassment (SEAH) of any kind and adopts a victim-survivor centred approach. Cardno is committed to protecting the rights of all people and requires measures to be in place to prevent harm arising from:

- The conduct of Cardno personnel and the personnel of sub-contractors/grantees working on Cardno activities; and,
- The design and implementation of Cardno's programs and activities

All personnel and organisations engaged by Cardno are required to have an awareness of SEAH, commit to Cardno's and client safeguarding policies, read and sign Cardno's policies and codes of conducts, and immediately report any SEAH matters. PSEAH is both an individual and shared responsibility of all adults and is backed by comprehensive legal obligations.

This policy can be adapted, as required, to the local context of the countries where it is being used in the event where the country-specific laws regarding PSEAH are of a higher standard.

The personnel of local partner organisations working on Cardno activities are expected to act in accordance with the principles and reporting requirements outlined in this policy.

PSEAH requirements will be included in sub-contract and grant agreements with partners and due diligence should assess partner organisation's relevant policies for applicability.

This policy applies at all times across all jurisdictions. It is not limited to work activities.

2 Definitions

Sexual abuse: is 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 is considered sexual abuse.

Sexual exploitation: is 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 harassment: is unwelcome or uninvited behaviour of a sexual nature, which makes a person feel humiliated, intimidated or offended. Sexual harassment occurs when a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the other person 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.

Vulnerable adult: Typically, a young adult under the age of 24 although the age may vary by jurisdiction or donor. They are vulnerable due to relative youth, disability, status, ethnicity, gender or some other characteristic.

3 Behaviour protocols

Cardno personnel must comply with the Cardno Way Code of Conduct which covers behaviour to all humans and **MUST NOT**:

- > Engage in sexual activity with children, sexually abuse or exploit children, subject a child or vulnerable to physical, emotional or psychological abuse and/or neglect, or engage in any commercially exploitative activities with children including child labour or trafficking. All of these are prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence, and ignorance of the age of the person will not be accepted as a justification.
- > Take advantage, prejudice, or discriminate against vulnerable adults. Personnel behaviour, activity design, and project delivery must account for the risks and needs of vulnerable adults.
- > Use computers, mobile phones, video cameras, cameras or other technology inappropriately, or to exploit or harass children and vulnerable adults, or access or disseminate exploitative material through any medium, including social media.
- > Exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes exchange of assistance that is due to beneficiaries of assistance or services related to the Cardno Program.
- > Engage in any form of transactional sex in any jurisdiction at any time. Those offering transactional sex, even if legal, are at higher risk of being coerced, trafficked, or otherwise be in a vulnerable state.
- > Use Cardno or partner organisation facilities, personnel or resources for the purpose of arranging or facilitating access to sex workers by any person, including visitors to Cardno offices or programs.
- > Engage in sexual relationships with program participants or program beneficiaries. These relationships are inherently unequal and there is the potential for abuse of power. Such relationships undermine the credibility and integrity of Cardno and its programs.
- > Use unequal power relationships for personal gain, including, but not limited to sexual favours.

Cardno personnel and sub-contractors must:

- > Contribute to creating and maintaining an environment that prevents SEAH violations and promotes the implementation of the PSEAH Policy.
- > Report concerns or suspicions regarding SEAH violations by Cardno Personnel through the appropriate process.
- > Undertaking mandatory training as required by Cardno.
- > Understand and comply with relevant client policies.
- > Seek guidance and advice if unsure about a potential breach of this policy.
- > Disclose any criminal charges or allegations during or prior to employment.

4 Awareness and Training

Personnel:

All personnel must be made aware of Cardno's SEAH procedure, commit to Cardno's safeguarding policies, read and sign Cardno's policies and codes of conducts, and immediately report any SEAH matters.

All staff shall complete safeguard training within 45 days of their commencement and annually thereafter.

All personnel must be made aware of reporting requirements (see below).

Projects:

Nominated safeguarding representatives, Program Directors/Contractor Representatives/Chief of Party must ensure in-country training is provided by a suitable means, based on project identified risk, developing customised training material that suits the project context.

Cardno policies must be made available at project offices and project sides, including through operational manuals, posters, flyers, training, and awareness activities with communities and beneficiaries.

Cardno policies shall be referenced in all Cardno contracts, grants, and employment agreements.

Communities involved in Cardno activities should also be informed on how to raise a concern.

Design and planning:

Projects and their activities must ensure measures are in place to protect people from harm that may arise from their coming into contact with Cardno. Particular attention needs to be given to children, women, and other vulnerable adults who are most at risk. This includes an embedded risk assessment and mitigation systems and approaches and the way in which information about individuals in our Programs is gathered, stored and communicated.

Organisations including sub-contractors and grantees:

Due diligence assessments must be completed for all proposed and contracted entities of Cardno International Development.

Due diligence must assess the extent the proposed organisation complies with Cardno's PSEAH Procedure. Where gaps are identified, additional controls may be required and/or additional capacity building and awareness activities may be needed.

Cardno's due diligence requirements should be made available during tendering and grant rounds.

Sub-contractor and grantee inductions must include awareness of Cardno's policies. A record of induction must be maintained in project files and be available for audit.

5 Risk Assessment

Risk Assessments must identify areas of higher risk and the appropriate controls required to reduce the risk. Risk factors may include:

- Personnel deployed away from home or in remote settings;
- Level of contact and interaction with vulnerable populations either in day to day activities or as part of activity design and implementation;
- Does the activity or position provide medical care or other forms of counselling and support?
- Does the activity bring together concentrations of males (eg sporting, security, construction)?
- Does the activity or position provide services that may create power imbalances (e.g. medical care, food distribution, victim support, etc)?

- Does the activity fund personnel in line position of authority (eg security, police, line management, teachers, fund managers, etc).

6 Recruitment screening and on-boarding

Cardno will not employ (in any capacity, paid or unpaid) any person with a known history of abuse or violence.

For all positions:

- advertisements and terms of reference contain a statement about Cardno's commitment to safeguarding and any requirements;
- safeguarding questions as standard in interview questionnaires and reference check questionnaires;
- proof of identification and vetting of previous employment and qualifications;
- employment contracts for staff / advisers contain appropriate provisions relating to Cardno's safeguarding policies;
- sign all ID Codes of Conduct.
- completion of criminal record checks¹; where not available or in jurisdictions with no national child protection database a statutory declaration may suffice; additional screening may be required if this requirement cannot be satisfied.
- resolution of employment gaps;
- questions on convictions and disciplinary record;

Position assessments must be documented and retained on personnel files for audit purposes.

7 Appropriate use of IT and communication systems

Cardno personnel must not use IT systems such as computers, mobile phones, social media, or video and digital cameras inappropriately, including to exploit, harass, or abuse other people, or to access child exploitation material or other inappropriate material through any medium. Accessing pornography is strictly prohibited.

Cardno Personnel must ensure the secure use, storage, transfer and disposal of all personal data. Electronic data must be password protected, and hard copies stored in a locked filing cabinet.

Cardno IT systems and networks are monitored for usage, downwards, and uploads, and produce summary report of inappropriate content.

8 Reporting

Who should report?

It is mandatory for all Cardno personnel to report immediately any suspected or alleged case of sexual exploitation, abuse, harassment, possession of inappropriate material, or policy non-compliance.

Cardno adopts a victim-survivor centred approach. There is no obligation placed on any individual to report any incident that has happened to them but there may be a risk that the perpetrator will reoffend or escalate behaviours.

What should be reported?

Any behaviour that you see, suspect, or is reported to you about a Cardno personnel or partner working with Cardno regarding:

- > Breach of the Cardno's safeguarding policies and codes of conduct,
- > a child protection related misconduct issue;

¹ Criminal checks must be conducted for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship.

- > a person having committed, or been arrested for, or convicted of, a criminal offence(s) relating to any exploitation, abuse, harassment, possession of inappropriate material, or policy non-compliance;
- > any form of exploitation, abuse, harassment, possession of inappropriate material, or policy non-compliance of Cardno personnel or organisations engaged by Cardno;
- > activity that places vulnerable adults at risk;
- > Suspicion or allegation of possession or accessing of pornography or exploitation material;
- > Suspicion or allegation of exploitation, harassment, or abuse
- > criminal proceedings being undertaken in regard to sexual exploitation, abuse, harassment, possession of inappropriate material, or policy non-compliance;
- > any report made to you by anyone, including a community member, relating to notifiable behaviour;

Reporting is not restricted to acts committed by Cardno personnel and partners. It also includes:

- > client personnel, including locally engaged and international staff;
- > any personnel of a donor-funded contractor or civil society organisation, including sub-contractors and grantees;
- > personnel of a donor-funded multilateral organisation;
- > a donor-funded volunteer or internship;
- > an employee of government agency that has a connection to the client or donor;

What if I am not sure?

Seek confidential advice from the [Safeguarding Lead](#) or local safeguarding focal point in the first instance. You may also seek advice from management or HR.

When do I report?

Immediately, or as soon as practical.

Who do I report to?

Cardno's [Safeguarding Lead](#) or local safeguarding focal point who are trained in handling reporting.

Reporting must be confidential. However, the person who receive a report may have a duty to disclose to certain persons

The [Safeguarding Lead](#) will assess our discloser requirements to the respective client and work with the relevant manager to prepare a disclosure report.

Other reporting mechanisms:

- > [Third Party anonymous whistle-blower hotline.](#); or,
- > Employee's line manager; or,
- > Human Resources; or,
- > Relevant Regional/Country/Unit manager; or
- > Client or donor reporting mechanisms.

What protections am I afforded?

No individual who reports a concern in good faith or participates in an investigation shall be subject to retaliation or adverse employment consequences. Cardno are committed to ensuring a safe environment.

9 What to do if a victim discloses exploitation, abuse, or harassment

If a victim discloses to you that they are concerned about someone's behaviour towards them or makes a direct allegation you should:

- Listen carefully to what they say about their concern or allegation;
- Reassure them that you believe what they are telling you;

- Ensure that they understand and are reassured that they are not responsible for the abuse and it is not their fault that it has occurred;
- Ensure that the victim understands that a report will be made to those with the necessary authority to protect them they are assisting in the process by sharing about his or her experience;
- Provide assurance to that it was right that they shared the information with you;
- Organize appropriate professional support for the victim including physical and/or mental medical support.

It is also important when handling a disclosure that you do not:

- panic or show other negative emotions (e.g. anger);
- make promises you cannot keep;
- ask why;
- ask closed or leading questions;
- give an impression that you blame the victim (for example by questioning their behaviour or actions);
- touch the victim;
- attempt to investigate or confront persons accused in the disclosure.

10 Confidentiality

It is crucial all parties maintain strict confidentiality. Sharing of information, which could identify a victim or an alleged perpetrator, should be purely on a 'need to know' basis and only to those who have a legitimate need to receive the information. Unless exploitation, harassment, and abuse has actually been proved to have occurred, it must always be referred to as 'alleged'.

Documentation obtained or created as a result of investigations will be kept confidential until such time as it may be required to be handed to judicial mechanisms.

Where there is a reasonable belief that a criminal offence has occurred, the matter will be reported to the appropriate law enforcement agency while consider the risks to those who have been affected. When a referral is made to law enforcement, any action by Cardno will be guided by such an agency. Any decision not to refer a criminal offence to law enforcement requires the approval of the ID COO. This will be documented in order to record the reasons for the decision.

11 Counselling support

Where available, arrangements will be made to provide specialist confidential counselling and advice to all parties involved, during and following an incident or allegation of abuse or a complaint. This can be arranged through HR or through locally based counselling support services.

12 Investigation

The nature of an allegation determines the type of investigation. Cardno will take steps to ascertain initial information and if required, engage authorities including police if required.

Where allegations involve Cardno staff they may be suspended or allocated other duties while the investigation is carried out. Cardno will determine similar actions with partners or subcontractors where allegations have been presented and an investigation is underway.

Cardno will ensure that all cases are investigated and reach a conclusion. Cardno will complete a final case report and reflect on lessons learned and possible additional risk mitigation. All parties will be treated fairly.

Senior management will determine the appropriate person(s) to undertake an investigation, taking advice from the safeguarding lead and, if required, third party investigators.

13 Consequences

Sexual exploitation, abuse and harassment is a serious matter. Failure to act in accordance with this policy including any breach of codes of conduct may result in disciplinary action, dismissal, or referral to authorities.

Cardno will support survivors of harm caused by Cardno personnel or activities, to access appropriate support services. The survivor will lead decisions regarding support.

14 Responsibilities

All personnel (including those of sub-contractors and grantees)

- > Be aware of SEAH, commit to Cardno's safeguarding policies, read and sign Cardno's policies and codes of conducts, and immediately report any SEAH matters.

Safeguarding lead

- > Provides advice to Cardno on its PSEAH policy, procedure and investigations.
- > Conduct audits and assist with reporting obligations
- > Conduct or oversight of investigations.

Safeguarding focal points

- > Ensure safeguarding policies are current and socialised locally through awareness, training, and audits;
- > Know what to do if they receive any reports.

Program Director/ Contractor Representative/Chief of Party

- > Ensures in-country training is provided by a suitable means, based on contextualised project identified risk. Records must be retained of attendance of awareness training.
- > Ensures Risk Assessments are conducted for all projects, and where required Activity based risk assessments.

Hiring Managers & recruitment teams

- > Implement PSEAH procedures when recruiting, managing and deploying personnel;
- > Ensure staff receive appropriate training on PSEAH at a level commensurate with their role within Cardno.

Managers

- > Ensure resources are allocated and budget provisioned to support risk assessments, audits, investigations, training, and focal points.
- > Ensure policy is operationalised.

Document History and Version Control

Version #	Issue Date	Description of Revision	Document Owner	Approved by
1	1 July 2020	New procedure.	ID Risk Manager (JdB)	COO