

Effective: 16/05/2024

1. Introduction

Its Time Foundation has zero tolerance of sexual harassment, exploitation, and abuse. We believe all people have a right to live their lives free from sexual violence and any abuse of power regardless of race, religion, ethnicity, indigeneity, disability, age, displacement, caste, gender, gender identity, sexuality, sexual orientation, poverty, class or socio-economic status.

We recognise inequities in power within and between organisations and individuals; and we are particularly conscious of how power imbalances can play out in less resourced settings in which Its Time Foundation operates. In particular, we recognise that power imbalances can introduce the risk of some people exploiting their position of power for personal gain, and this can translate into sexual harassment, exploitation and abuse.

Its Time Foundation commits to being proactive in preventing sexual exploitation, abuse and harassment (SEAH). We communicate clearly to all personnel and representatives our zero tolerance of any form of SEAH.

2. Definitions

Sexual harassment: Sexual harassment may occur between persons regardless of their gender identity or sexual orientation. Males, females and gender diverse people can be either victims (survivors) or offenders. Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another.

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. Its Time Foundation recognises that the terms sexual abuse and exploitation represent a wide spectrum of behaviours which are 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 includes forced marriage, sexual slavery and 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.

Transactional sex: Transactional sex is a form of sexual exploitation. It refers to sexual relationships or acts where the giving and/or receiving of gifts, money, employment or other services is an important component.

Its Time Foundation recognises that people can be sexually exploited through transactional sex even in places where sex work is legal. Its Time Foundation works in contexts where

there are significant equity and/or power imbalances. For a person purchasing sex in this context, it is often impossible to distinguish between exploitative and non-exploitative transactional sex.

Survivor: A person who is the alleged subject of sexual harassment, abuse or exploitation.

Personnel: Its Time Foundation personnel include employees, board members, contractors and volunteers. Volunteers may include professional volunteers, students, or any other person who has entered into a volunteer contract with Its Time Foundation.

3. Scope of policy

This policy applies to all Its Time Foundation personnel and its representatives. It sets out Its Time Foundation's approach to preventing and responding to SEAH of adults across our organisation and activities including those carried out in partnership whether in Australia and overseas. Issues related to the prevention of all forms of harm to children including SEAH are addressed also in Its Time Foundation's Child Protection Policy.

4. Purpose

The policy informs all Its Time Foundation personnel, representatives, members, partners and other stakeholders of Its Time Foundation's approach to preventing and, where necessary, responding to SEAH. It documents how we live and work respectfully and safely with others and it outlines clear standards for behaviour.

5. Guiding principles

The principles underpinning this policy are:

Zero tolerance of inaction: Its Time Foundation believes there are no circumstances under which sexual exploitation, abuse and/or harassment are acceptable. Its Time Foundation has zero tolerance for such behaviour and commits to acting quickly and in a fair and reasonable way on any suspicions, complaints or reports to us of such behaviour by our personnel, representatives or those of partner organisations.

Survivor needs are prioritised: Its Time Foundation maintains a 'do no harm' approach, prioritising the rights, needs and wishes of the survivor, while ensuring procedural fairness for all parties.

Positive organisational culture and high standards of ethical behaviour: Its Time Foundation understands that strong leadership accelerates cultural change. Its Time Foundation's Board of Directors and CEO take responsibility for leading the development of increased awareness and organisational capacity for effectively preventing SEAH; facilitating open discussion of the issue; and enabling effective reporting and addressing of incidents that may occur.

Consultation and conversation with partners: SEAH exists across borders and cultures. However, how SEAH is addressed varies according to national, cultural and other contexts. Its Time Foundation commits to engaging respectfully with our culturally diverse partners in open consultation and conversation in order to learn and understand, share good practice and support culturally appropriate approaches to the prevention of SEAH in their organisations and communities.

Preventing SEAH is a shared responsibility: Its Time Foundation recognises that all organisations, including those in any partnership or other connection with Its Time Foundation, share the responsibility to develop their own and others' capacity to deal sensitively and effectively with SEAH wherever it occurs.

Gender inequality and other power imbalances are addressed: Its Time Foundation recognises that gender, disability, age and poverty have an especially powerful intersection with the likelihood of SEAH. Women and children with disability in poor communities have the highest risk of experiencing SEAH. Its Time Foundation's actions promote gender equity, child protection, social inclusion, and accountability for a 'do no harm' approach.

Stronger monitoring and reporting will enhance accountability and transparency: Its Time Foundation understands the prevention of SEAH as a fundamental obligation of our work. We establish and strengthen monitoring and reporting mechanisms in order to better track SEAH, understand risks, and improve prevention strategies and responses. In this, Its Time Foundation recognises the sovereignty of the nations in which we are privileged to work, and our accountability to the people and governments of these nations as well as our accountability to Department of Foreign Affairs and Trade (DFAT) and to all other stakeholders and to all communities that connect with Its Time Foundation.

6. Policy

Recruitment: Its Time Foundation will not hire or otherwise engage any person with a history of perpetrating SEAH in any form.

Personnel code of conduct: Its Time Foundation maintains a professional and ethical code of conduct, complementary to our child safe code of conduct, specifying the standards of behaviour that can be expected of Its Time Foundation personnel and representatives. This code of conduct:

- Specifically outlines expectations and behavioural standards, for example, in relation to non-engagement in transactional sex or fraternisation with primary stakeholders, advancing the safeguarding of those who are vulnerable, and reporting any known, suspected, actual or potential examples of unethical conduct
- Is expressed in plain English
- Is readily available including (and not limited to) on our website, and as an appendix to our partnership documents
- Is reviewed annually by all personnel.

Training and development

Its Time Foundation conducts annual training with personnel and, where relevant and appropriate, partners and other stakeholders to build awareness, and continue learning and engagement with prevention and effective responses to SEAH. This includes refreshing individual personnel's commitment to the Code of Conduct.

Partnership

Its Time Foundation works with a range of partners including government, non-government and disabled person's organisations. We recognise and value the knowledge, expertise and skills of our partners. We have a vested interest in developing strong, well-managed, open

and transparent relationships with our partners over time, in recognition of the fact that these organisations will ultimately drive change in improving the services and opportunities for people in their communities within the countries in which we work.

Its Time Foundation proactively supports our partner organisations to discuss and mitigate the risk of sexual exploitation, abuse and harassment starting with our joint activities. Specifically, we will:

- Ensure that PSEAH is identified as a joint commitment in our partnership documentation • Discuss with our partners their capacity to assess, monitor and address SEAH issues, including considering what tools and resources our organisations can share to strengthen each others' capacity in this area
- Adopt a learning stance, seeking to listen and reflect about how we can improve our efforts to safeguard against sexual exploitation, abuse and harassment and support partners to do likewise
- Encourage partners to use participatory approaches as they establish safeguards against SEAH and, where appropriate, regularly review safeguarding activities with partners.

Ultimately, Its Time Foundation seeks to contribute to policies and practices, including complaints and reporting mechanisms, which are locally designed, contextually and culturally appropriate, transparent and genuinely accessible across communities and within organisations.

Quality standards and risk management

As a matter of routine, Its Time Foundation assesses and manages SEAH risks in our project activities and maintains quality standards through (at a minimum):

- Inclusion of SEAH prevention considerations in project design, with particular reference to partner capacity and informed by gender analysis;
- Appraisal of SEAH prevention considerations as part of project appraisal processes;
- Identification and monitoring of SEAH risks as an integral part of project risk

management; • Inclusion of SEAH checks and conversations with partners during project monitoring visits.

Organisational culture: Its Time Foundation will make every effort to create an organisational culture in which personnel, representatives, partners, and people engaged in or beneficiaries of Its Time Foundation's activities can feel safe and confident to report any SEAH issues, and where relevant, contribute to investigating these. We progressively build the capacity of personnel to comfortably discuss SEAH internally and with our partners.

Reporting and investigation: Its Time Foundation personnel or representatives who develop a suspicion or awareness that an incident of sexual exploitation, abuse or harassment has occurred are strongly encouraged to report their concerns to the CEO. Where a concern relates to suspected wrongdoing by the CEO, concerns may be raised directly with the chairperson of Its Time Foundation's Board of Directors. Reports may be made in person, by telephone or in writing. Anonymous reports can be submitted to admin@iitime.org. Reporting of suspicions of SEAH is mandatory. Discretion about whether or not to report an incident

cannot be exercised. If in doubt about whether reporting is mandatory or strongly encouraged, please consult CEO. Because of the importance of upholding mandatory reporting requirements, all Its Time Foundation personnel need to be alert to potential incidents at all times.

Its Time Foundation complies with the requirements of our donors with regards to reporting. Particular note is taken of the reporting requirements of the DFAT as outlined in the DFAT Prevention of Sexual Exploitation, Abuse and Harassment Policy 2019. Where mandatory reporting is required, the person with the most knowledge of the incident should work with the CEO to write and submit the report.

Sanctions: A breach of this policy is considered by Its Time Foundation to be gross misconduct and therefore constitutes grounds for suspension, pending an investigation, and/or dismissal. Disciplinary actions and/or possible outcomes of a confirmed breach of this policy may also include: Referral to local law enforcement authorities (as per national and any mandatory reporting laws), Referral to Australian Federal Police, where appropriate.

Complaints: The opportunity to make a complaint is open to anyone. Its Time Foundation will ensure that organisational complaints mechanisms remain current and responsive. This includes monitoring email address for receiving reports (admin@iitime.org).

Survivor support and assistance: Its Time Foundation will ensure the safety, dignity and rights of the survivor are respected throughout any of the phases of reporting, investigation, provision of assistance, and/or provision of referral pathways. Survivors of SEAH are entitled to specialised support services. Its Time Foundation commits to refer survivors to competent support services as appropriate and available and according to the desires and priorities of the survivor.

7. Responsibility

All personnel: Are responsible to support Its Time Foundation's efforts to prevent SEAH; and to report any suspicions or incidences of SEAH. Failure to report a suspicion of SEAH relating to someone else is a breach of this policy, and could lead to disciplinary action being taken. Personnel are strongly encouraged to report incidences that have affected them personally.

Board of Directors: Hold overall accountability for this policy and its implementation.

CEO: Holds responsibility for the application of this policy within the day-to-day operations of Its Time Foundation and our partnership activities.

8. Acknowledgements

DFAT Prevention of Sexual Exploitation Abuse and Harassment Policy 2019 DFAT incident reporting form: <https://www.dfat.gov.au/sites/default/files/seah-incident-notification-form.pdf>

Prevention of Sexual Exploitation and Abuse (PSEA) – Country Mapping of Known Context, Legislation, Reporting and Referral Pathways, An initiative of ACFID's Safeguarding Community of Practice
https://acfid.asn.au/sites/site.acfid/files/resource_document/ACFID_PSEA_Country%20Mapping_A_LL_2020_FA_web.pdf

Commonwealth Criminal Code Act 1995 – It is a crime for Australian citizens, permanent residents or bodies corporate to engage in, facilitate or benefit from sexual activity with children (under 16 years of age) while overseas. These offences carry penalties of up to

25 years imprisonment for individuals and up to \$500,000 in fines for companies (extraterritorial legislation).

9. Making a report about sexual exploitation, abuse or harassment

Its Time Foundation personnel and representatives who develop a suspicion or awareness that an incident of sexual exploitation, abuse or harassment has occurred should consult the below summary information to initiate a report:

When sexual exploitation, abuse or harassment is committed or suspected by Its Time Foundation personnel, representatives or partners, reports should be made immediately, verbally and then in writing to the CEO. Anonymous reports can be submitted to admin@iitime.org. The CEO will investigate.

All reports will be considered confidential and the identity of the potential survivor, accused, and the person making the report will be protected.

A report to relevant authorities such as the police will be made if the matter is criminal and/or the person is at risk of further harm. Reporting will depend on the local context.

Its Time Foundation will notify donors in accordance with donor requirements. This will be discussed with partners before a report is made.

All reports are shared in summary form with Its Time Foundation's Board of Directors.

If an investigation finds Its Time Foundation personnel or representatives have perpetrated SEAH, this is considered grounds for dismissal/expulsion.

Survivors of SEAH perpetrated by Its Time Foundation personnel or representatives have the right to access to appropriate support services.