



Prevention of Sexual Exploitation and Abuse Policy

1. Purpose

Casa - Pueblito recognizes our obligation and responsibility to operate in a manner consistent with the fundamental principles of human rights and we are committed to the prevention of and response to sexual exploitation and abuse (SEA). Casa - Pueblito recognises that SEA of vulnerable people is a global phenomenon, and it is vital that SEA is not perpetrated or compounded by those who Casa - Pueblito employs.

Recognizing that vulnerable adults and children are particularly at risk of SEA, this policy defines Casa - Pueblito's commitment to the protection SEA of vulnerable populations, involving Casa - Pueblito Employees and Related Personnel.

Casa - Pueblito has a zero-tolerance stand on exploitative and abusive relationships and takes seriously all concerns and complaints about sexual exploitation and abuse involving Casa - Pueblito Employees and Related Personnel.

2. Scope

This policy applies to all Casa - Pueblito employees and related personnel including board members, volunteers, consultants, contractors, representatives, and others connected to Casa - Pueblito.

3. Definitions

- a) *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.
- b) *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.
- c) *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 vulnerable people from SEA by their own staff and associated personnel.

4. Employee Standards

All Casa - Pueblito employees and related personnel must uphold the highest standards of personal and professional conduct. This PSEA Policy sets the minimum standards to be followed by Casa - Pueblito employees and related personnel. These standards are aligned with the six Core Principles adopted by the United Nation's Inter-Agency Standing Committee Task Force on Prevention and Response to Sexual exploitation and Abuse:

1. Sexual exploitation and abuse by Casa - Pueblito Employees/Related Personnel constitute acts of gross misconduct and are therefore grounds for termination of employment.
2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
3. Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to project participants.
4. Sexual relationships between Casa - Pueblito Employees/Related Personnel and project participants are strongly discouraged since they are based on inherently unequal power dynamics. If an employee engages in sex or sexual activities with a program participant, the employee must disclose this conduct to his /her supervisor for appropriate guidance. Failure to report such conduct may lead to disciplinary action pursuant to Casa - Pueblito's policies and procedures.
5. Employees will not support or take part in any form of sexual exploitative or abusive activities, including, for example, child pornography or trafficking of human beings
6. Where a Casa - Pueblito Employees/Related Personnel develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, s/he must report such concerns via established agency reporting mechanisms outlined in further detail below.
7. Casa - Pueblito Employees/Related Personnel are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their codes of conduct. Managers at all levels and the Board of Directors have particular responsibility to support and develop systems which maintain this environment.
8. Sensitive information related to incidents of sexual exploitation and abuse whether involving colleagues, program participants or others in the communities in which Casa - Pueblito works shall be shared only with enforcement authorities and Casa - Pueblito agents and employees of the appropriate seniority or function who have a need to know such information.

5. Roles and Responsibilities

Organizational Leadership Responsibilities

The Casa - Pueblito senior leadership team and Board members are expected to ensure every effort is being made to prevent sexual violence from occurring, and verify that an adequate response and protective measures are implemented once they become aware of an incident by:

- Ensuring sufficient human and financial resources are available for the organization to follow through on its commitment,
- Establishing or identifying opportunities for training on prevention, mitigation, and reporting of SEA
- Ensuring the implementation of best practices in recruitment and onboarding in accordance with the PSEA,
- Ensuring protection from retaliation to individuals raising concerns or reporting incidents,
- Ensuring performance management to mitigate against the occurrence of sexual violence, including taking corrective action when needed,

- Reviewing the PSEA and its implementation on an annual basis,
- Ensuring that all volunteers, interns, employees, managers, subcontractors and partners understand and comply with the PSEA,
- Establish or identify mechanisms for the reporting of SEA

Managers' Responsibilities

Managers have a key role to play and bear added responsibilities to:

- Ensure volunteers, interns, staff and subcontractors under their supervision are informed, and understand and comply with the Policy on PSEA.
- Set example for appropriate behaviours.
- Address concerns and respond to incidents and disclosures according to organizational standards.
- Protect individuals from retaliation.
- Use appropriate sanctions when lack of compliance is established.

Individual Responsibilities

Volunteers, interns, staff, managers, board members and subcontractors must:

- Familiarize themselves with this PSEA and uphold it.
- Make every reasonable effort to ensure and maintain an environment free of sexual violence.
- Raise concerns regarding risks or possibilities of sexual violence.
- Report incidents of sexual violence.
- Treat any information related to sexual violence with utmost confidentiality and share related information only on a “need-to-know” basis, i.e. only with designated relevant parties.

6. Reporting

Concerns or suspicions related to violations of the PSEA must be reported to the Organization’s leadership. All reports will be kept in confidence and there will be no repercussions against the employee or complainant for making such a report.

Reports may be made to the Employees’ direct supervisor or anonymously through email to: ethics@casapublico.org. This email address will be monitored by two designated Board members.

Every formal report will lead to investigation. If information is insufficient to start an investigation, the complaint will be documented and kept on file in a confidential manner thus allowing for a documented trace in case of further reports. Investigations will be conducted upholding principles of confidentiality, fairness, and neutrality. The supervisor or Board member may seek additional or external resources to follow through on the investigation and ensure appropriate remedial or disciplinary action is taken.

7. Disciplinary Action

Any violation of these standards will be considered as serious misconduct. Any proven false accusations of SEA that are made maliciously can be deemed to constitute a violation of this

Policy. SEA concerns and complaints will be investigated and will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges.

Partners must disclose to Casa - Pueblito if their employees contravene the Prevention of Sexual Abuse and Exploitation policy and the expectations expressed in partnership documentation and must conduct appropriate investigations. Failure to do so may result in funding being withdrawn and their relationship with Casa - Pueblito may be terminated.

Approved by the Casa - Pueblito Board of Directors on December 2, 2020