

PREVENTION OF SEXUAL EXPLOITATION, ABUSE, AND HARASSMENT POLICY

1. Introduction and Purpose

The Australian and New Zealand Intensive Care Society (ANZICS) has a zero-tolerance position on sexual exploitation, abuse, and harassment (SEAH) in all its operations, both in Australia and New Zealand and as part of the Global Intensive Care Initiative Program (GICI). This policy underscores the organisation's firm commitment to prevention and protection, achieved through education, training, thorough screening, and swift, appropriate responses to suspected or confirmed incidents of SEAH.

ANZICS is dedicated to upholding the human rights of all individuals involved in or benefiting from ANZICS programs. The Child Safeguarding Policy outlines measures to prevent abuse of children, including SEAH, while the Prevention of Sexual Exploitation, Abuse, and Harassment (PSEAH) Policy addresses similar risks to other individuals, such as program partners and community members.

These policies detail expectations, procedures, and responses to SEAH incidents.

ANZICS aligns with the International Covenant on Civil and Political Rights (ICCPR), the Convention on the Elimination of Discrimination Against Women (CEDAW), and the Convention on the Rights of the Child (CRC). The organisation's policies prioritise safeguarding adults against all forms of violence and discrimination, including SEAH.

2. Scope

This policy applies to both salaried and non-salaried ANZICS personnel and extends to all Board members, committee members, staff, contractors, volunteers and partner staff. The onus is on all stakeholders to:

- Minimise the risk of SEAH occurring
- Respond to SEAH in a meaningful way
- Report all SEAH incidents
- Ensure that incidents are resolved effectively.

3. Guiding Principles

- 3.1 Prevention of and response to SEAH is a shared responsibility
- 3.2 Zero tolerance approach to inaction to incidents of SEAH

- 3.3 Avoid discrimination on the basis of gender, age, ethnicity, sexual orientation or other protected characteristics
- 3.4 Victim-survivor needs are at the centre of the response and prioritised to:
- Protect from further harm
 - Treat with dignity and respect
 - Provide timely support including referral to counselling, and health services to assist in coping and recovery
 - Keep informed regarding the investigative process
- 3.5 Accountability and transparency
- 3.6 Where the incident involves or potentially involves a criminal aspect, consideration to the involvement of police or other authorities is undertaken with reference to:
- The nature of the incident
 - The wishes of the victim-survivor
 - The safety of others
 - Likelihood of further harm arising if the matter is reported/not reported
 - Local legislative requirements

4. Standards of Conduct

- 4.1 Any form of sexual exploitation, abuse and harassment is strictly prohibited
- 4.2 All individuals engaged in ANZICS projects or programs, including personnel, representatives, volunteers, contractors, sub-contractors, consultants, partner staff, and downstream partners, have an obligation to report any suspected or alleged cases of sexual exploitation, abuse, or harassment (SEAH) involving individuals within the scope of this policy.
- 4.3 ANZICS will maintain an environment in which all those under the scope of this agreement know expected behaviour and how to raise complaints and concerns
- 4.4 Non-compliance with these standards may lead to disciplinary action, up to and including termination, and could be deemed as gross misconduct. Any criminal behaviour will be promptly reported to the appropriate authorities in Australia and New Zealand, as well as overseas if safe to do so and in alignment with the wishes of the victims/survivors.
- 4.5 ANZICS commits to communicating expectations of PSEAH to all partners.

5. Recruitment and Training

ANZICS is dedicated to a rigorous recruitment and screening procedure for new personnel to validate the integrity of all applicants. Reference checks, as specified in the ANZICS Child Safeguarding Policy, will be conducted, and thorough vetting will be carried out to prevent the recruitment of individuals with a history of misconduct. This protocol extends to all personnel hired to work in high-risk or very high-risk organisations and contexts.

All ANZICS personnel, including individuals and downstream partners delivering projects in high risk and very high-risk contexts will undergo PSEAH training.

6. Risk Management and Assessment

ANZICS is committed to safeguarding against SEAH in all its activities, both within the organisation and in its engagement with other organisations, communities, and individuals. Proactive risk management can help identify, mitigate, manage, and reduce risks of SEAH that may be associated domestically and in its global health work. These risks are identified during initial risk assessment in program and project planning and design. Risks are then monitored as part of the ongoing management of activities.

ANZICS understands that development and humanitarian contexts present a heightened risk of SEAH due to local communities being vulnerable, especially during periods of crisis or transition.

Where necessary, DFAT PSEAH Minimum Standards will be applied accordingly to all risk assessment and management processes.

7. Reporting

ANZICS can be informed of any concerns—domestic or international—regarding ANZICS staff, volunteers, or partners under this Policy via email or phone. As ANZICS has no ongoing presence outside Australia, all reports should be directed to the ANZICS office. Ensuring the safety and well-being of reporters is of utmost importance in reporting, including notification to local authorities, with their information handled confidentially. See section [9. Contact Details](#).

All PSEAH reports will be managed in strict confidence. Breach of this confidence will be considered a disciplinary matter.

8. Definitions

Sexual Exploitation	refers to the manipulation, coercion, or abuse of individuals for sexual purposes, often involving the exchange of goods, services, money, or benefiting politically or socially
Sexual Abuse	encompasses a wide range of non-consensual sexual behaviours, including but not limited to rape, molestation, fondling, indecent exposure, sexual harassment, and any form of sexual contact or activity without explicit consent. It can occur in various settings, including relationships, institutions, workplaces, and communities. Sexual abuse can have profound and long-lasting effects on survivors, leading to physical injuries, emotional trauma, psychological distress, and difficulties in forming trusting relationships. It is a violation of an individual's fundamental human rights and dignity, and it is crucial to address it through prevention, intervention, support services, and justice mechanisms
Sexual Harassment	refers to unwelcome or unwanted sexual advances, requests for sexual favours, or other verbal, physical, or visual conduct of a sexual nature that

creates an intimidating, hostile, or offensive environment. It can include comments, jokes, gestures, propositions, touching, or any other behaviour that is sexual in nature and interferes with an individual's ability to work, study, or participate in daily activities. It is a form of discrimination and violates the dignity and rights of the person experiencing it

9. Contact Details

Reports can be made to the following people:

- ANZICS General Manager: sue.huckson@anzics.org
- ANZICS Executive Assistant (on behalf of the ANZICS Executive): phyllis.toparlanis@anzics.org
- ANZICS Phone: +61 3 9340 3400

10. Policy Review

This policy will be reviewed every three years, or earlier if deemed necessary.

11. Associated Documents

- ANZICS Human Resources Policy and Procedures Manual (2019)
- ANZICS Child Safeguarding Policy (2024)
- ANZICS Complaints Handling Policy (2024)
- DFAT PSEAH Policy (2019)

Policy Number	3
Drafted by	GICI Project Manager
Responsible Person	General Manager

Appendix 1: Safeguarding Incident Report Form

Return address: 1/101 High Street, Prahran 3181 or Email: anzics@anzics.org

PERSONAL DETAILS:

Prefer to remain anonymous

Given Name/s: **Family Name/s:**
Address:
Phone: **Email:**

INCIDENT TYPE:

Sexual abuse Neglect
 Other conduct of a sexual nature (e.g. grooming) Exploitation
 Physical abuse Psychological/emotional abuse
 Spiritual abuse Person of Concern
 Other (please specify):

PERSON/S INVOLVED: (attach additional sheet if necessary)

Person 1

Offender/Perpetrator/Person of Concern Victim/Survivor Witness

Given Name/s: **Family Name/s:**

Gender: Male Female

Position/Role: Unknown Nurse External staff
 Manager Employee Volunteer Board Member
 Doctor Allied Health Other

Description (e.g. physical characteristics, cultural/linguistic backgrounds, adult, child, etc):

Person 2

Offender/Perpetrator/Person of Concern Victim/Survivor Witness

Given Name/s: **Family Name/s:**

Gender: Male Female

Position/Role: Unknown Nurse External staff
 Manager Employee Volunteer Board Member
 Doctor Allied Health Other

Description (e.g. physical characteristics, cultural/linguistic backgrounds, adult, child, etc):

Person 3

Offender/Perpetrator Victim/Survivor Witness

Given Name/s: **Family Name/s:**

Gender: Male Female

Position/Role: Unknown Nurse External staff
 Manager Employee Volunteer Board Member
 Doctor Allied Health Other

Description (e.g. physical characteristics, cultural/linguistic backgrounds, adult, child, etc):

INCIDENT DETAILS (attach additional sheet if necessary)

INCIDENT TIME/S AND DATE/S: (if specific dates are unknown provide approximate month/year)

INCIDENT LOCATION/S: (if specific location/s are unknown provide approximate area, region or state)

Signature:

Date:

PRIVACY

Generally, ANZICS collects, uses and holds personal information if it is reasonably necessary for or directly related to the performance of ANZICS functions and activities. This may include for the purpose of fulfilling ANZICS objectives, facilitating internal business operations and complying with legal or regulatory requirements. Generally, ANZICS only uses or discloses personal information for the purposes for which it was collected (as set out above). Except as otherwise permitted by law, ANZICS only collects and discloses sensitive information where consent is provided and if the information is reasonably necessary for the performance of our functions and activities (set out above).