



PREVENTION OF SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY

1 PURPOSE

WWF-Australia recognises that Sexual Exploitation and Abuse (SEA) is a violation of basic human rights and takes a zero-tolerance approach. This policy articulates WWF-Australia's commitment to provide a safe and trusted workplace that safeguards staff, interns, volunteers, contractors, partners, communities, participants in WWF-Australia activities, children and vulnerable adults from SEA. This policy seeks to ensure that those affected by SEA have the confidence to report incidents with the knowledge that any concerns will be handled swiftly and sensitively under a survivor-centred approach in preventing and responding to SEA.

Sexual exploitation, sexual abuse, and sexual harassment are never acceptable. Zero tolerance is not the same as zero incidents. Reports of incidents may increase as we improve our safeguards. Which may indicate that there is a growing awareness of SEA and changing attitudes. WWF-Australia seeks to ensure that its policies empower survivors to feel more comfortable in reporting incidents. The reporting of incidents and responses are an indicator that the risk of SEA is being managed appropriately.

2 POLICY

2.1 The following list of expected behaviours applies to all respondents to this Policy:

- At all times, to act in a manner that upholds the I-KODE Values and good reputation of WWF-Australia.
- Undertake to create and maintain a safe and trusted environment that promotes the implementation of this Policy and safeguards everyone from SEA.
- Comply with all relevant laws pertaining to the country within which WWF-Australia's work is conducted, including during work related travel.
- Be aware that sexual behaviour is an area of particular sensitivity, where conduct may more easily be seen as offensive or be misinterpreted, particularly with respect to different cultural norms.
- Ensure personal conduct with others occasioned in the conduct of WWF-Australia work, is not exploitative or such that it reasonably leads to a perception of exploitation.
- Immediately report any concerns, suspicions or allegations of SEA or a breach of this Policy to the CEO, People & Culture Director (who is the PSEA & Child Protection Focal Point), any Board member or member of the Executive Team, and encourage and support others to do so. This includes any potential issues. People with concerns, suspicions or allegations also have access to the WWF Network Whistleblower hotline <https://report.whistleb.com/en/wwf>

2.2 It is strictly prohibited to:

- Sexually exploit or abuse or sexually harass any person, child or vulnerable adult.
- Use a position of trust and authority to request any service or sexual favour from beneficiaries of WWF activities including, adults, children or others in the communities in which WWF works, in return for protection or assistance, or coerce a person to engage in sexual intercourse or any sexual activity.



- Exchange or withhold funding, assistance or other activity benefits from beneficiaries of WWF activities including adults, children or others in the communities in which WWF works. These must never be traded for services for sex or sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- Use WWF or partner organisation facilities, staff or resources for the purpose of arranging or facilitating access to sex workers by any person, including visitors to WWF offices or activities.
- Engage in sexual activity with a child or vulnerable adult under any circumstance. This includes in any country where the age of majority or the age of consent is lower than 18 years. Respondents to this Policy are forbidden to have sexual activity with anyone under the age of 18 years. A mistaken belief that the child is over 18 is not a defence.
- Use computers, mobile phones, video cameras, cameras or other technology (including drones) inappropriately, or to exploit or harass children, adults and vulnerable adults, or access or disseminate exploitative material through any medium or channel.
- Procure sex for others or use a third party to do so.
- Have sex with sex workers when working or volunteering overseas, even when it is legal in the country.

2.3 Breach of Policy

Sexual exploitation and abuse by respondents to the Policy constitute acts of gross misconduct and are grounds for termination of the employment, contractor or volunteer assignment, or activity assignment. Disciplinary actions and possible outcomes for a breach of the Policy will depend on the contractual arrangement and may include:

- Referral to local law enforcement authorities (as per national and any mandatory reporting laws), where appropriate
- Referral to Australian Federal Police, where appropriate
- WWF internal investigation
- Suspension pending investigation
- Performance management
- Formal warning and monitoring
- Termination of employment or assignment

3 SOURCES OF AUTHORITY

All respondents to the Policy are subject to Federal and relevant State legislation relating to sexual exploitation and abuse. Local country laws may apply but are not listed.

Federal Legislation

- ACFID Code of Conduct 2017
- DFAT Child Protection Policy 2017
- DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy 2019
- Commonwealth Criminal Code Act 1995

WWF-Australia



- Code of Ethical Conduct
- Child Protection Policy
- Bullying, Harassment and Discrimination Free Workplace Policy
- Disciplinary Policy
- SPEAK UP Standard, WWF-Australia
- Policy on Human Rights and Working with Marginalised Groups and Vulnerable People
- I-KODE Values
- Dismissal Policy
- Summary Dismissal Policy
- WWF Internal Investigation and Disciplinary Panel Procedure Policy

WWF Network

- Child Safeguarding and Protection of Rights Standard
- WWF Network SPEAK UP Standard
- Respect in the Workplace Policy
- WWF International Investigation Guide

4 OBJECTIVES

To ensure that all WWF-Australia board members, staff, volunteers, interns, contractors and partners respect the dignity and basic human rights of all persons. Every person who represents WWF-Australia is expected to adhere strictly to this policy in the conduct of WWF's work. This includes personal time while staff members are travelling as part of their employment with WWF-Australia, and/or are representing WWF-Australia in any way.

5 SCOPE

The policy applies to:

- All WWF-Australia board members, staff, volunteers, interns and contractors.
- All partners (i.e. implementing offices within the WWF Global Network) including their board members, staff, volunteers, interns and contractors implementing aid and development activities funded by, or through, WWF-Australia.
- This policy is should be read alongside WWF-Australia's Bullying, Harassment and Discrimination Free Workplace Policy.

6 DEFINITIONS

Child (plural 'children')	In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier. For the purposes of this policy, WWF-Australia considers a child to be a person under the age of 18 years.
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Sexual exploitation and abuse (SEA)	<p>Occurs against a child or an adult and can occur between people of the same or different genders. It includes situations such as:</p> <ul style="list-style-type: none"> • Sexual exploitation and abuse • Sexual harassment • Child sexual abuse and exploitation • People sexually exploited through sex work • Possessing, controlling, producing, distributing, obtaining or transmitting sexually exploitative images of adults and children
Sexual Exploitation	<p>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.</p>
Sexual Abuse	<p>The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with someone under the age of 18 is considered to be sexual abuse.</p>
Age of Consent	<p>Refers to age of consent requirements specified for sexual activity in the law of the host country, or the age of 18, whichever sets the greatest age.</p>
Sexual Harassment	<p>Includes all conduct of a sexual or gender-determined nature at the workplace or connected to the workplace that is intended to violate the dignity of a person, or which has this effect. This can include unwanted physical, verbal or non-verbal conduct of a sexual nature that can include indecent remarks or sexual demands.</p>
Child Sexual Abuse	<p>All forms of physical, mental, emotional or sexual abuse, maltreatment or exploitation directed towards children. Physical abuse includes violence, injury and physical neglect. Mental and emotional abuse includes verbal assaults and bullying. Exploitation includes child labour, child pornography and commercial sexual exploitation. Both boys and girls can be the victims of child abuse. Child abuse can be inflicted on a child by men or women, or by young people themselves</p>
Child Exploitation	<ul style="list-style-type: none"> • Committing or coercing another person to commit an act or acts of abuse against a child • Possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material • Committing or coercing another person to commit an act or acts of grooming or online grooming • Using a minor for profit, labour, sexual gratification, or some other personal or financial advantage.
Online Child Sexual Exploitation (or child pornography)	<p>In accordance with the Optional Protocol to the Convention on the Rights of the Child, 'child pornography' means 'any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.' For further information regarding child pornography offences, refer to the Criminal Code Act 1995 (Australia).</p>



Safeguarding:	Actions, policies and procedures that create and maintain protective environments to protect people from exploitation, harm and abuse of all kinds.
Survivor	A person who has SEA perpetrated against them or an attempt to perpetrate SEA against them.
Vulnerable adult	A person is deemed vulnerable due to structural, cultural, systemic power dynamics and perceptions about a person which means they are more susceptible to being taken advantage of. Perceptions and power dynamics may exist around people for many reasons, including because of their gender, disability, or ethnicity. (A more detailed version of this definition can be found here: https://assets.tear.org.au/files/TEAR_Safeguarding-Vulnerable-Adults-Policy.pdf)
Transactional sex:	The exchange of money, employment, goods, services or other benefit for sex, including sexual favours.
Workplace environments	This term is used within this context to mean any workplace environment, including an office and any other places where work may be conducted (i.e. when work related duties are being carried out in a place other than an office, e.g. in the field, at a conference, on a boat, in training etc), and may include more flexible, or social environments where there is a work endorsed or related activity.

7 RESPONSIBILITIES

7.1 Executive Management are responsible for:

7.1.1 Ensuring that WWF-Australia complies with legislation and WWF-Australia policies.

7.1.2 Ensuring incidents of alleged SEA are investigated and reported on in accordance with WWF-Australia policies.

7.1.3 Ensuring that perpetrators of confirmed cases of SEA are managed in accordance with WWF-Australia policies.

7.1.4 Promoting a culture of zero-tolerance of SEA and ensuring a survivor-centred approach.

7.1.5 Providing care and support to the 'survivor' of a SEA incident.

7.2 People and Culture are responsible for:

7.2.1 Ensuring that managers and staff members, volunteers, interns and contractors comply with relevant legislation and WWF-Australia policies.

7.2.2 Providing procedures and guidelines to facilitate the elimination of SEA from WWF-Australia.

7.2.3 Supporting and developing systems that maintain an environment that facilitates implementation of this Policy and which prevents SEA.

7.2.4 Conducting or coordinating investigations into alleged incidences of SEA



7.2.5 Managing grievance resolution and/or disciplinary processes.

7.2.6 Providing advice, information and training in relation to this Policy, including identifying and providing train-the-trainer training to relevant program staff.

7.2.7 Providing support and guidance to survivors and others who have been negatively impacted by SEA.

7.3 People Managers are responsible for:

7.3.1 Ensuring compliance with relevant legislation and WWF-Australia policies.

7.3.2 Contributing to workplace cultures that ensure the elimination of SEA from the workplace by providing information, encouraging the reporting of any incident of SEA and taking action to stop the incident immediately.

7.3.3 Escalating SEA related matters to the Executive and People and Culture.

7.4 All staff members, volunteers, interns, and other respondents are responsible for:

7.4.1 Championing good practice and maintaining an organisational culture that prioritises safeguarding against SEA.

7.4.2 Complying with this policy, the PSEA Code of Conduct, and the PSEA Risk Assessment.

7.4.3 Immediately reporting any concerns relating to SEA by anyone covered by this policy.

8 PROCEDURES

8.1 Expected Behaviours

The following list of expected behaviours applies to all board members, staff, volunteers, interns, contractors and partners:

8.1.1 At all times act in a manner which upholds the I-KODE values and reputation of WWF.

8.1.2 Undertake to create and maintain a safe and trusted environment that promotes the implementation of this Policy and safeguards everyone from SEA.

8.1.3 Comply with all relevant Australian and local laws of the country within which WWF work is being conducted.

8.1.4 Be aware that sexual behaviour is an area of particular sensitivity, where conduct may more easily be seen as offensive or be misinterpreted.

8.1.5 Ensure personal conduct towards another is not exploitative or such that it reasonably leads to a perception of exploitation.

8.1.6 Do not engage in sexual relationships with activity participants, or WWF activity beneficiaries, or other people where there is unequal power dynamics and there is the



potential for abuse of power. Such relationships undermine the credibility and integrity of WWF and its activities.

8.1.7 Board members, staff members, volunteers, interns, contractors and partners must immediately inform their manager if they become engaged in a personal relationship which may be perceived as inappropriate or exploitative, or where real or perceived unequal power dynamics exist. Advice about whether relationships fall into this category should be sought from the People and Culture team.

8.2 Communication and Training

8.2.1 WWF-Australia is committed to providing PSEA training as part of induction and during regular all staff meetings, providing relevant communications to primary stakeholders and other communications whenever otherwise deemed necessary, by:

8.2.1.1 People & Culture for WWF-Australia staff.

8.2.1.2 Trained WWF-Australia staff including the People & Culture team for relevant Partner Organisations.

8.2.2 A Prevention of Sexual Exploitation and Abuse Code of Conduct (Annex 1) is signed by all staff. All signed copies will be retained by the People and Culture Team.

8.2.3 WWF-Australia requires its Partner Organisations to similarly provide this commitment to WWF-Australia in writing

8.3 Report Handling Procedure

8.3.1 Anyone from WWF-Australia, an implementing partner organisation, external organisation or civil society who suspects that an incident has occurred or that a risk of SEA exists must immediately report it to the WWF-Australia Chief Executive Officer (dogorman@wwf.org.au) or People & Culture Director/Child Protection Officer/PSEA Focal Point (kdixon@wwf.org.au).

8.3.2 Anyone wishing to make a report anonymously can do so using the Network's Whistleblower hotline <https://report.whistleb.com/en/wwf>.

8.3.3 Reporters are not required to confirm their suspicions or provide solid proof before making a report.

8.3.4 Any person reporting a case of SEA, in good faith, or any person who has cooperated with an investigation into a report of SEA, will be protected from retaliation or any kind by this policy, the Speak Up Standard, WWF-Australia (formerly known as WWF's Whistleblower Policy). Malicious reporting of SEA with the intention of harming another person's integrity or reputation amounts to misconduct and is subject to disciplinary action. This is distinct from reports made in good faith based on the judgment and information available at the time of the report, which may not be confirmed by an investigation.

8.3.5 The Chief Executive Officer immediately advises the President of the Board of breaches to this policy and convenes an internal rapid assessment committee comprising the People & Culture Director, and other members of the Executive Team



deemed appropriate to the reported matter. Wherever possible this should de-identify the survivor, consistent with a survivor-centred approach.

8.3.6 The Chief Executive Officer, on advice, will determine appropriate action which may include; referral of the matter to civil authorities such as police (with consideration of the wishes and welfare of the complainant/survivor); invoking the Internal Investigations and Disciplinary Panels Procedure; commencing internal disciplinary action up to and including dismissal in accordance with the Disciplinary Policy.

8.3.7 All documents relating to reports of SEA will be retained by WWF-Australia for a period of seven years.

8.3.8 In cases where DFAT funding may be involved, the People & Culture Director/Child Protection Officer / PSEA Focal Point will immediately report to DFAT and liaise directly with the DFAT for advice and reporting.

8.4 Breach of Policy

8.4.1 Any behaviour, or action that constitutes an act of gross misconduct is grounds for disciplinary action, up to and including termination of employment assignment, and:

- Referral to local law enforcement authorities (as per national and any mandatory reporting laws), where appropriate
- Referral to Australian Federal Police, where appropriate
- WWF internal investigation
- Suspension pending investigation
- Performance management
- Formal warning and monitoring
- Termination of employment or assignment

8.4.2 Applying this policy may be difficult in some situations and sound judgement will be necessary. The policy cannot provide a specific response for every circumstance. WWF will apply the spirit and intent of this policy in the conduct of aid and development activities.

8.4.3 Feedback is important to WWF and its partner organisations as it encourages improvement. Therefore, all feedback is welcome. Feedback will be directed to the relevant department of WWF-Australia for action. A complaint regarding an alleged breach of the ACFID Code of Conduct can be made directly to ACFID (<https://acfid.asn.au/content/complaints>).

8.5 Survivor support and assistance

8.5.1 WWF will adopt a survivor-centred approach in preventing and responding to SEA. WWF will ensure that all responses are developed in a manner that balances respect for due process with a survivor-centred approach in which the survivor's wishes, safety, wellbeing, dignity and respect remain a priority in all matters and procedures. Furthermore, all actions taken should be guided by respect for choices, wishes, rights and dignity of the survivor.



8.5.2 WWF will ensure survivors of SEA are offered comprehensive information, support and assistance such as referral to safe health/medical, psychosocial and legal/justice response where appropriate and where required, to specialised children's or women's services.

8.5.3 Children have the right to participate in decisions that will affect them. If a decision is taken on behalf of a child, the best interests of the child shall be the overriding guide. Referrals should be done in consultation with child focused agencies specialising in the special needs of child survivors of sexual abuse, and who are familiar with local procedures relating to the protection of children.

8.5.4 WWF aims to involve survivors in decision making and will ensure that survivors will be provided with information on the progression of an investigation and final outcomes.

8.5.5 WWF will not tolerate discrimination based on gender, age, race/ethnicity, ability, sexual orientation, or other characteristics in the PSEA process.

8.6 Partner Organisations

8.6.1 This policy will be included in all contracts and memorandums of understanding with Partner Organisations and these requirements must also be applied to all downstream partners.

8.6.2 No later than November of each financial year, WWF-Australia will organise an induction/workshop, which may be held either face-to-face or by other virtual means, at which this policy, its importance and consequences of non-compliance, will be presented to the Partner Organisation's executive and relevant staff, volunteers and contractors.

8.6.3 All Aid and Development Activities funded by or through WWF-Australia and Partner Organisations and relevant staff, volunteers and contractors will be monitored to ensure they are not in breach of this policy. Monitoring will be proportionate to the amount of funding the risk of breach (as a result of the funded activities, organisation or skills and experience of board and staff) and will be recorded in the activity/project file. Monitoring will include at least one country visit annually at which this policy will be made the subject of special presentation.

8.6.4 Applying this policy may be difficult in some situations and sound judgement will be necessary. The policy cannot provide a specific response for every circumstance. WWF will apply the spirit and intent of this clause in the conduct of Aid and Development Activities.

If this policy does not provide a clear answer on how to comply in a particular circumstance, WWF-Australia will document clearly the decisions made and the reasons behind them and make them available to both recipients and donors.

8.6.5 Feedback is important to WWF and our Partner Organisations as it encourages improvement. Therefore, all feedback is welcomed. Feedback will be directed to the relevant Department of WWF-Australia for action. A complainant regarding an alleged breach of ACFID Code of Conduct can be made directly to ACFID (<https://acfid.asn.au/content/complaints>).



8.7 Risk Assessment/Safe Programming

8.7.1 Project Managers are required to conduct a Prevention of Sexual Exploitation and Abuse Risk Assessment using the attached template at the beginning of the project, prior to commencing implementation. Project implementation partners may also use the Prevention of Sexual Exploitation and Abuse Risk Assessment tool (Annexe 2) to screen for; and mitigate; any Sexual Exploitation and Abuse risks associated with WWF activities.

8.7.2 All staff, contractors, or other visitors travelling to the field or who will otherwise have contact (incidental or otherwise) with project participants or community members must read, understand and sign the attached Code of Conduct (Annexe 1) prior to travel. WWF-Australia staff members must also sign the Code of Conduct at the commencement of their employment. Project implementing partners must also sign the Code of Conduct on employment and renewal of employment contracts.

8.7.3 Programs and projects should be designed carefully to avoid perpetuating power imbalances between project staff and project participants. Where appropriate, project design should avoid the transfer of financial, material or occupational benefits or other situations that may put project staff in a position of power, whether perceived or actual. No individual staff member should be in a position to determine who should benefit from the project. Where transfer of benefits is unavoidable and opportunities to participate in the project are limited, a clear and transparent selection criteria must be established and communicated.



9 CONFIDENTIALITY AND DOCUMENT CONTROL

This Policy is available on internal WWF Australia Wiki page for all employees and the WWF Australia website.

- A copy of the Policy will be provided to any person or organisation on request.
- This policy will be reviewed at least every five years or earlier if warranted.

10 APPROVAL

Signature

Name: Dermot O'Gorman

Title: Chief Executive Officer

Date of Issue: 26/2/2019

Revised: 5/11/2020



ANNEX 1: Prevention of Sexual Exploitation and Abuse Code of Conduct

Prevention of Sexual Exploitation and Abuse (PSEA) Code of Conduct

I, (name)
engaged by (organisation)

agree that while implementing activities on behalf of or supported by WWF-Australia, I will:

- At all times act in a manner that upholds the I-KODE (Integrity, Knowledgeable, Optimistic, Determined, and Engaging) Values and good reputation of WWF Australia.
- Comply with all relevant laws pertaining to the country within which WWF-Australia work is conducted, including during work related travel.
- Be aware that sexual exploitation, harassment and abuse is an area of particular sensitivity, where conduct may more easily be seen as offensive or be misinterpreted, particularly with respect to different cultural norms.
- Ensure personal conduct towards others occasioned in the conduct of WWF-Australia work, is not exploitative, or could lead to a perception of exploitation.
- Not sexually exploit, abuse or sexually harass any person, including children or vulnerable adults*.
- Not use a position of trust and authority of any other WWF resource to request or trade any services for sex, sexual favours, or other forms of humiliating degrading or exploitative behaviour from beneficiaries or anyone affected by WWF activities including adults and children; in return for protection or assistance. Never use the facilities, staff or resources of WWF, partner organisations or third parties for the purpose of arranging or facilitating access to sex workers by any person, including visitors to WWF offices or programs.
- Not engage in sexual activity with a child or vulnerable adult* under any circumstance. This includes in any country where the age of majority or the age of consent is lower than 18 years. Respondents to the PSEA policy are forbidden to engage in sexual activity with anyone under the age of 18 years. A mistaken belief that the child is over 18 years is not a defence.
- Not use computers, mobile phones, video cameras, cameras or other technology (including drones) inappropriately, or to exploit or harass children or vulnerable adults*, or access or disseminate exploitative material through any medium or channel.
- Not have sex with sex workers when working or volunteering overseas, even when it is legal in the country.
- Immediately report any concerns, suspicions or allegations of SEA or a breach of the PSEA Policy to the CEO, People and Culture Director (who is the PSEA and Child Protection Focal Point), any board member or member of the Executive Team, or the WWF Network Whistle-blower Hotline (<https://report.whistleb.com/en/wwf>) and encourage and support others to do so.



I understand that the onus is on me, a person engaged by, to work in accordance with the WWF-Australia PSEA Policy and avoid actions or behaviours that could be construed as sexual exploitation or abuse.

Signed:

Date:

Witness signature:

Witness name:

Date:

Vulnerable Adult: A person is deemed vulnerable due to structural, cultural, systemic power dynamics and perceptions about a person which means they are more susceptible to being taken advantage of. Perceptions and power dynamics may exist around people for many reasons, including because of their gender, disability, or ethnicity. (A more detailed version of this definition can be found here: https://assets.tear.org.au/files/TEAR_Safeguarding-Vulnerable-Adults-Policy.pdf)



ANNEX 2: PREVENTION OF SEXUAL EXPLOITATION AND ABUSE RISK ASSESSMENT

A. PREVENTION OF SEXUAL EXPLOITATION AND ABUSE RISK ASSESSMENT CHECKLIST

Please complete the following checklist in response to questions 1 to 6. If, at the end of the checklist, the answer to question #6 is 'No', the proceed to *Section B. Prevention of Sexual Exploitation and Abuse Scenarios and Guidance* and *Section C. Actions to Eliminate or Mitigate Risks*.

1.

Are personnel **involved in the activity** aware of and understand the Policy on Prevention of Sexual Exploitation and Abuse?

Yes

Go to #2

No

Ensure they have & read a copy of policy then go to #2

2.

Have personnel signed the Prevention of Sexual Exploitation and Abuse Code of Conduct?

Yes

Keep on file, go to #3

No

Print, sign, witness, file. Go to #3

3.

Will personnel come into contact with children or vulnerable adults* in the course of their work?

Yes

Go to #4

No

No further action required

4.

Is it necessary for them to come into contact with children or vulnerable* adults?

Yes

Go to #5

No

Remove potential for contact

5.

Is there a risk of exploitation or abuse?

Yes

Go to #6

No

Monitor if the situation changes to 'Yes'

6.

Can the risk of exploitation or abuse be eliminated?

Yes

Eliminate risk

No

Go to Section B



B. PREVENTION OF SEXUAL EXPLOITATION AND ABUSE SCENARIOS AND GUIDANCE

If personnel (staff, volunteers, contractors) will have contact with children and vulnerable adults* before, during or after WWF work activities (events, activities, speaking events donation collecting, fundraising, site visits, community programs etc.) where sexual exploitation and abuse could occur or behaviours could be perceived to be of a sexual or abusive nature, use the following guidance:



