

Prevent Sexual Exploitation, Abuse and Harassment (PSEAH)

Organization: Transparency International Pakistan

Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

Scope

This policy applies to all TI-Pakistan employees, Board Members, volunteers, interns, consultants and contractors.

Key Definitions

Sexual Exploitation, Abuse and Harassment are generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the target individual
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The attempts of sexual harassments include but are not limited to: -

- a) Generalized gender-based remarks and comments targeted at eliciting any kind of response from any particular person (s) from amongst the target audience.
- b) Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement.
- c) Verbal or written sexually suggestive or obscene comments, jokes or propositions
- d) including letters, notes, e-mail, invitations, or inappropriate comments about a person's clothing, manners, gestures, gait, smile or laughter.
- e) Visual contact, such as ogling, leering or staring at another's body, gesturing, displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily clad individuals.
- f) Explicit or implicit suggestions of sex by a supervisor or manager in return for a favourable employment action such as hiring, compensation, promotion, or retention.
- g) Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluations or promotional opportunity.
- h) Continue to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

Sexual exploitation: 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.

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Sexual abuse: 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 and sexual assault.

Awareness Program

Employees will be made aware of Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) policy at the time of joining for new employees and annually for existing employees.

Any violation of the PSEAH/or TI Pakistan's Policy could result in disciplinary action which may include but is not limited to:

- an employee's removal from a contract,
- reduction in benefits or termination of employment.

Recruitment and Screening

TI Pakistan will ensure that the organization recruit the safest and most suitable staff, following the robust recruitment and screening process. These recruitment procedures include:

- criminal record checks before engagement
- verbal referee checks

Besides this, additional screening measures (such as interview plans that incorporate for positions requiring behavioural-based interview questions) are in place.

Reporting Process

1. Any employee who believes that he/she has been subjected to any form of prohibited discrimination/harassment, including sexual harassment, exploitation, abuse or who witnesses others being subjected to such harassment or discrimination is encouraged to promptly report the incident(s) to either their supervisor or manager or directly to the head of the organization. All employees are expected to cooperate with investigations undertaken and failure to cooperate in an investigation shall result in disciplinary action, up to and including termination.
2. TI Pakistan aims to be a safe organization for everyone who comes into contact with us. This means we will publicise our policies to the communities and the public with whom we work so they know how to report concerns to: ti.pakistan@gmail.com
3. While the matter shall be handled confidentially and secrecy shall be maintained. The MD shall be the authority to investigate all complaints against any employee and decide the remedial action which may include counseling, training, intervention, mediation,

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and/or the initiation of disciplinary action up to and including termination of employment. He may in certain cases request the Ethics Sub-Committee to hear the complaint.

4. If the complaint is against the MD, it should be reported to Chair of Board, TI Pakistan
5. If any employee knowingly makes a false accusation of unlawful discrimination/harassment or knowingly provides false information in the course of an investigation of a complaint, s/he shall be dealt with breach of conduct and can be grounded for strict disciplinary action. However, complaints made in good faith, even if found to be unsubstantiated, should not be considered a false accusation.
6. Employees should consult the Managing Director or Program Manager if they are uncertain whether a specific action would be in violation of Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) policy.
7. TI Pakistan will adopt a risk assessment approach to its activities that includes the assessment of risk of SEAH and identifies mitigation measures.

Posting

This policy is part of TI Pakistan's Employees Services Rules and will be circulated to all the employees annually. Employees will also be required to sign the policy to ensure that they are aware of the PSEAH policy.