



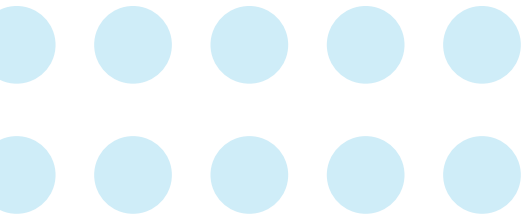
ACGC
ALBERTA COUNCIL FOR
GLOBAL COOPERATION

Procedures and Policy

SEXUAL MISCONDUCT: PREVENTION AND RESPONSE

Policy name: Sexual Misconduct: Prevention and Response

Policy type: Organizational



POLICY STATEMENT

The Sexual Misconduct: Prevention and Response Policy serves to define and describe ACGC's commitment to prevention and response, and a culture of zero-tolerance to all forms of sexual misconduct in all the work that we do.

Report Sexual Misconduct

Annex A provides a template for making a report

Submit a confidential report electronically to one of the following email addresses:

- Report sexual misconduct of a representative of ACGC:
director@acgc.ca
- Report sexual misconduct of executive leadership:
chairperson@acgc.ca

SCOPE

This policy applies to board members, employees, consultants, interns, volunteers, and any person or entity acting on behalf of or for the organization, at all times, herein referred to as 'parties.'

This policy complements the Women's Rights and Gender Equality policy, and the Equity, Diversity, Inclusion, and Anti-Racism Policy, and is reiterated through organizational prevention and response procedures.

DEFINITIONS

This section includes definitions of terms used in the policy. **The list of examples of sexual misconduct is not exhaustive, but attempts to capture a spectrum of unacceptable behaviours that fall within this policy.

Sexual misconduct: Any sexual activity without explicit and enthusiastic consent is sexual misconduct. Sexual misconduct is a spectrum of unwelcome attitudes, beliefs, and conduct of a sexual nature that causes or could cause harm to others, both non-criminal and criminal in nature. The term sexual misconduct is used as an overarching term in the policy, recognizing various forms of misconduct exist and include, but are not limited to:

- **Sexual harassment:** any unwelcome/unwanted conduct of a sexual nature that might be perceived to cause offence or humiliation. Sexual harassment can be verbal, nonverbal or physical in nature, including written and electronic communications. Sexual harassment also includes the manifestation of a culture of discrimination and privilege based on unequal gender relations and other power dynamics. [Source: REALyou Empowerment Programs 2019 & UN System Model Policy on Sexual Harassment]
- **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. [Source: Global Affairs Canada, United Nations, 2008, ST/SGB/2003/13a]
- **Sexual abuse:** Actual or threatened physical intrusion/ touching of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with a child is considered as sexual abuse. [Source: Global Affairs Canada, United Nations, 2008, ST/SGB/2003/13]
- **Sexual assault:** Sexual contact or behavior that occurs without explicit consent of the victim. Some forms of sexual assault include: Attempted rape, fondling or unwanted sexual touching, forcing a victim to perform sexual acts, such as oral sex or penetrating the perpetrator's body, penetration of the victim's body, also known as rape. [Source: RAINN, 2022]
- **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. [Source: RAINN, 2022]

DEFINITIONS

Survivor-Centered Response: A survivor-centred approach aims to put the rights of each survivor at the forefront of all actions and ensure that each survivor is treated with dignity and respect. By putting the survivor at the centre of the process, such an approach promotes their recovery, reduces the risk of further harm and reinforces their agency and self-determination. Practicing a survivor-centred approach means establishing a relationship with the survivor that promotes their emotional and physical safety, builds trust and helps them to restore some control over their life.

Trauma-informed: Trauma-informed care is a strengths based framework that is grounded in an understanding of and responsiveness to the impact of trauma, that emphasizes physical, psychological, and emotional safety for both providers and survivors, and that creates opportunities for survivors to rebuild a sense of control and empowerment (Oregon Health Authority)

POLICY PRINCIPLES

When it comes to the prevention of and response towards sexual misconduct, ACGC commits to implementing the following principles:

1. Sexual misconduct, including sexual exploitation, harassment, and abuse (SEA) are serious violations of human rights, including the Canadian Charter of Rights and Freedoms and the Alberta Human Rights Act, and are not accepted nor tolerated by ACGC.
2. As a leader in the international cooperation sector, ACGC recognizes our duty of care to all the people and communities we work with, especially those experiencing marginalization and vulnerability, which is further amplified by power imbalances inherent in our work. ACGC recognizes that these power imbalances can impact incidents, investigations, and resolutions when it comes to sexual misconduct. As such, ACGC commits to do no harm to the best of its ability, and take a trauma informed, intersectional approach in prevention and response to sexual misconduct.
3. Board members, employees, consultants, interns, and volunteers, and any others operating on behalf of ACGC are expected to uphold the highest standard of personal and professional conduct at all times, treating others with respect and dignity. ACGC aims to create an organizational environment free from sexual misconduct. It is essential that all those operating on behalf of ACGC actively contribute to a safe environment in the workplace and in the community in which we serve, free from sexual misconduct, by following established policies and procedures, raising concerns of risk, and reporting any incidents immediately.

POLICY PRINCIPLES

4. ACGC commits to ensuring individuals or entities working on behalf of ACGC are fully aware of and comply with ACGC's policies and procedures - or in the case of a partner organization, an established policy within their own organization - and receive adequate and updated training and information that is trauma informed. Where an individual is in a position of responsibility over children, youth, or those experiencing marginalization or vulnerability, they will undergo additional screening prior to engagement.
5. Individuals in the organization and the public will have access to and are aware of a safe and confidential reporting mechanism to report sexual misconduct.
6. All reports, allegations, or observations of sexual misconduct will be investigated promptly, efficiently and fairly, regardless of severity, with updates on progress and the outcome of the investigation provided to parties involved on a need-to-know basis, with a commitment to privacy and confidentiality whenever possible. The board of directors and any required donors will be informed as needed of the investigation within their required timeframe.
7. ACGC is committed to upholding a survivor-centered approach to dealing with any incidents of sexual misconduct, meaning that ACGC will do what it can to prioritize the goals, desires, well-being, and safety of the survivor in any incident of sexual misconduct, and that steps and actions are guided by the survivor whenever possible through a trauma-informed approach.
8. ACGC will follow all applicable provincial and national laws and legal frameworks when carrying out any response activities to any sexual misconduct complaints, including in the pursuit of sanctions or disciplinary measures, with a commitment to addressing impunity and holding perpetrators accountable.
9. ACGC will ensure the protection of the survivor, complainant, and the whistle-blower upon confirming allegations of an investigation. ACGC affirms that any intentional false allegations or retaliation in relation to any reports/investigation of sexual misconduct will not be tolerated.
10. ACGC is committed to ensuring the full implementation and maintenance of strategies, procedures, and a code of conduct that uphold the implementation of this policy.

POLICY RESPONSIBILITIES

- **Board of Directors:** The ultimate responsibility of policy review and organizational compliance remain with the Board of Directors. The board has the responsibility to ensure the organization allocates budgets and resources to fully operationalize the policy and provide required supports to respond to incidents of sexual misconduct if required. The Board will manage the investigation, and response of reported sexual misconduct against the Executive Director. The Board Chair is responsible for ensuring a climate conducive to upholding this policy during Board meetings and as part of overall governance.
- **Executive Director:** Responsible for the implementation of the policy, ensuring prevention, reporting, investigation, and response procedures are in place and followed and updated as necessary, providing appropriate resources and training for operationalization. The executive director may appoint an organizational focal point to help ensure processes and external commitments are upheld, including those as a signatory to Cooperation Canada Leaders' Pledge on Preventing and Addressing Sexual Misconduct and any future applicable frameworks.
- **All Parties:** All board members, employees, consultants, interns, volunteers, and any others working on behalf of the organization have a responsibility to work towards the realization of the policy and procedures set forth.
- **Members of the public:** Reporting any incidences of sexual misconduct in a timely manner following organizational procedures.

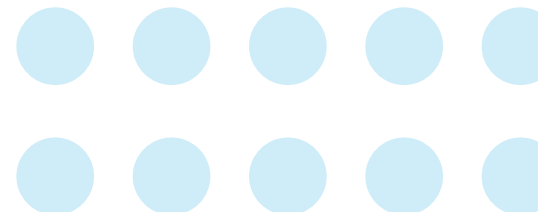
POLICY REVIEW

ACGC strives to reflect current concepts and terms in the policy and it will be informed, revisited, and revised regularly based on evidence of stakeholder input and emerging needs of the affected communities and best-practices

Approval Date: January 2023

Date of Last Amendment: January 2023

Date for Review: Spring 2026



Annex A: Reporting Form

If you are a survivor of sexual violence, immediate services can be found at <https://www.alberta.ca/sexual-violence-get-help.aspx>

Pursuant to ACGC's Sexual Misconduct: Prevention and Response policy, it is a duty on all to immediately report suspected incidences of sexual misconduct. This form should be submitted in all cases regardless of severity or representative involved, and is the first step in preparing a full investigation.

This report should be submitted electronically to the Executive Director at director@acgc.ca, where possible within 3 days of an incident. Should the incident involve the Executive Director, the report should be sent to chairperson@acgc.ca within the same time frame. You may be asked to confidentially provide additional details, documentation, or evidence to help in a full investigation should it be necessary.

Your protection is important: ACGC will not tolerate any retaliation or reprisal against anyone who, in good faith, reports a potential violation of this policy following the procedures provided. Further, every effort will be made to protect the privacy and confidentiality of everyone involved in a report of a violation of this policy, including the individual who in good faith alleged the complaint

This form is adapted from resources made available from Cooperation Canada's Digna program.
<https://www.digna.ca/docs/toolkits-for-addressing-psea-digna/>

To be Completed by Whistleblower

Reporting form for Sexual Exploitation, Harassment, and Abuse

*This form is adapted from resources made available from Cooperation Canada's Digna program.
<https://www.digna.ca/docs/toolkits-for-addressing-psea-digna/>*

To be filled and sent to director@acgc.ca or to chairperson@acgc.ca

Information about Complainant:	Name of complainant: Address: Age: Sex: Gender: How does complainant prefer to be contacted (give details)
--------------------------------	---

<p>Information about Survivor:</p>	<p>Name of survivor (If not the complainant) Sex: Gender: Age:</p> <p>Address/Contact details:</p> <p>Names and address of parent/guardian, if under 18:</p> <p>Has the survivor given consent to the completion of this form and referral? ___ Yes ___ No ___ Don't know</p>
<p>Incident Details:</p> <p><i>Provide as much detail as possible</i></p>	<p>Date of Incident: _____ Time of Incident: _____</p> <p>Type of incident:</p> <p>Location of Incident (as specific as possible)</p> <p>Brief description of incidents(s) in the words of the survivor / complainant:</p> <p>List any witnesses to the incident:</p>

<p>Details of Accused:</p> <p><i>Provide as much detail as possible</i></p>	<p>Name of the accused person(s):</p> <p>Sex:</p> <p>Gender:</p> <p>Age:</p> <p>Other identifying factors:</p> <p>Description (if name is not known)</p> <p>Position / Job title</p>
<p>Follow-up:</p>	<p>What, if any, follow up or actions has the survivor or complainant taken following the incident:</p> <p>Have police been contacted by the survivor? ___ YES ___ NO</p> <p>If yes, what happened?</p> <p>if no, does the survivor want police assistance, and if not, why?</p> <p>Has the survivor sought medical or psychosocial treatment for the incident? ___ YES ___ No</p> <p>If not, does the survivor require assistance to seek treatment?</p>
<p>Consent:</p>	<p>I consent to sharing the above information with ACGC</p> <p>I acknowledge ACGC has a legal duty to report any suspected incidents of child exploitation, neglect, or abuse, under Alberta’s Child, Youth and Family Enhancement Act</p> <p>Signature of Complainant:</p> <p>Signature of Survivor (if different from complainant)</p>

Report Completed	<p>(FOR ACGC USE ONLY)</p> <p>Report received/reviewed by:</p> <p>Name:</p> <p>Position:</p> <p>Date/Time/Location:</p> <p>Has the complainant been informed about the organization's procedures for dealing with complaints? ___ YES ___ NO</p> <p>Signature:</p>
------------------	--