

ADI Prevention of Discrimination and Harassment Policy, and Prevention of Sexual Exploitation and Abuse Policy

Prevention of Discrimination and Harassment Policy

Staff must not harass or discriminate against their colleagues or members of the public on the grounds of sex, marital status, race, colour, HIV status, nationality, ethnic or national origin, ethno-religious identity, descent, age, disability, sexual identity or carer's responsibilities. Such harassment or discrimination may constitute an offence under the *Anti-Discrimination Act 1977*. In addition, employees must not harass or discriminate on the grounds of political conviction.

ADI references the definition from DFAT of Sexual harassment: A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours, or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated. Sexual harassment can take various forms. It can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender. Sexual harassment can be perpetrated against beneficiaries, community members, citizens, as well as staff and personnel.

Supervisors must make sure that the workplace is free from all forms of harassment and discrimination. They should understand and apply the principles of equal employment opportunity and ensure that staff they supervise are informed of these principles. Supervisors should also take all necessary steps, such as training and other active measures, to prevent, facilitate reporting of matters and deal with harassment and discrimination in their work area.

Prevention of Sexual Exploitation and Abuse Policy

ADI places human rights at the centre of its work in Australia and overseas. ADI is concerned to protect staff, which includes employees, directors and volunteers, from sexual exploitation and abuse.

ADI defines sexual exploitation to mean 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. ADI defines sexual abuse to mean the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

ADI prohibits the purchase of sexual services and transactional sex. Transactional sex is defined as the exchange of money, goods, employment or services for sex.

All ADI staff share a responsibility to behave in accordance with the ADI and ACFID Codes of Conduct including preventing and responding appropriately to concerns of sexual exploitation or abuse.

ADI has a zero tolerance toward sexual exploitation and abuse and takes seriously all concerns and complaints about sexual exploitation and abuse involving ADI staff.

Notify the CEO or President of any concerns you have regarding ADI's staff, volunteers or partners in relation to this. Victims' and survivors' safety and wellbeing will be paramount to reporting and their information treated confidentially.

ADI will initiate rigorous investigation of complaints that indicate a possible violation of this policy and take appropriate disciplinary action.

ADI CEO or delegated person will report all alleged SEAH incidents using the DFAT Sexual Exploitation, Abuse and Harassment Incident Notification Form (www.dfat.gov.au/pseah) and email to seah.reports@dfat.gov.au.

Reporting to DFAT:

- Mandatory and immediate (within two working days of becoming aware of an alleged incident) reporting by all staff and DFAT partners of any alleged incident of sexual exploitation, abuse or harassment related to the delivery of DFAT business. This includes any alleged incident that poses a significant reputational risk to DFAT. For example, an allegation against a senior staff member of a partner organisation.
- Mandatory reporting (within five working days) by all staff and DFAT partners of any alleged Policy non-compliance; for example, failure to adhere to the PSEAH Policy Minimum Standards or principles.

Notification of Concern

If you have any concerns regarding the conduct of an ADI staff member please contact the CEO ceo@adi.org.au or the President: president@adi.org.au.