

## Protection from Sexual Exploitation & Abuse Policy

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### 1. PURPOSE

The Canadian Association of Midwives (Hereinafter CAM) is committed to creating and maintaining a safe work environment and culture free from Sexual Exploitation and Abuse (Hereinafter SEA) for its staff, members, consultants, partners, and beneficiaries.

The policy of Protection from Sexual Exploitation and Abuse (Hereinafter the Policy) defines CAM’s commitment to the Protection from Sexual Exploitation and Abuse (Hereinafter PSEA), involving CAM staff, and other representatives.

CAM has a “zero tolerance” policy toward SEA. CAM takes seriously all concerns and complaints about SEA involving CAM staff and related personnel. The purpose of The Policy is to detail CAM’s approach to preventing SEA, our expectations of those representing CAM, and detail our response when an issue arises.

The Policy is subject to review and revision every three (3) years, or more often as required. In all cases, all amendments must be authorized by the Executive Director. The Policy is complementary to other CAM policies and procedures including the Employee Handbook and Policy Manual.

### 2. SCOPE OF APPLICATION

The Policy is principally applied and addressed to:

- Board members,
- Staff, during and outside the office hours and during the periods of leave, with no exception,
- Consultants, who act on behalf of CAM based on service contracts,
- Volunteers,
- Interns,
- Subcontractors
- Non-CAM entities and their employees and individuals who have entered partnership, sub-grant, or sub-recipients’ agreement with CAM, committees, associations of any sort,
- All other individuals not included in the above-mentioned categories, and who have signed contractual agreement with CAM.

### 3. DEFINITIONS

- i. **Sexual Abuse:** The actual or threatened intrusion, both physical and non-physical, of a sexual nature, whether by force or under unequal or coercive conditions.
- ii. **Sexual Exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes.
- iii. **Related Personnel:** The term includes board members, volunteers, and international and



local consultants, in addition to individual and corporate contractors of these entities and related personnel. This includes non-CAM entities and their employees and individuals who have entered a partnership, sub-grant, or sub-recipient agreement with CAM.

- iv. **Beneficiary:** A person who receives assistance as part of humanitarian relief, development program, or any other recipient of support, whether material or otherwise, through CAM's programs.
- v. **Child:** Any individual under the age of 18 years, irrespective of local country definitions of when a child reaches adulthood.
- vi. **Survivor:** The person who is sexually exploited or sexually abused
- vii. **Complainant:** A person who brings an allegation of SEA in accordance with established procedures. This person may be an SEA survivor or another person who is aware of the issue.

CAM recognizes that the terms sexual abuse and sexual exploitation are broad and cover a broad range of behaviors that are not limited strictly to the act of sexual intercourse. Such behaviors also include, without limitation, other sexual acts, attempts to obtain a sexual act, and unwanted sexual comments or advances, among others.

#### 4. ROLES AND RESPONSIBILITIES

CAM Managers, and ultimately the Executive Director, hold accountability for the Policy and its implementation. Managers must ensure that all CAM employees and representatives understand and comply with the Policy and sign the Standards for CAM Employees and Representatives form. Managers are also responsible for robust recruitment, induction and training, and performance management to prevent SEA.

All CAM staff, volunteers, consultants, and any other person representing CAM in an official capacity are expected to conduct themselves in accordance with the guidelines outlined in the Policy and report any suspicions of SEA, or harassment of others.

#### 5. CORE PRINCIPALS OF THE POLICY

*The core principals are retrieved from the Secretary General's Bulletin, SGB, ST/SGB/2003/13, "Special measures for protection from sexual exploitation and sexual abuse" and adapted to CAM's values and position statements.*

##### Principal 1: Sexual Activity with Children

CAM strictly prohibits staff, volunteers, consultants, or any other person representing CAM in an official capacity from engaging in sexual relationships with children, which is anyone under the age of 18 years (or older if the local law indicates as such). Mistaken belief of age will not be considered a defense.

##### Principal 2: Sexual Activity with Colleagues

CAM's policy does not prohibit staff, volunteers, consultants, or any other person representing CAM in an official capacity from engaging in intimate relationships with colleagues, except where there is an unequal power dynamic. CAM prohibits staff from engaging in intimate relationships with people who they supervise. All intimate relationships must be immediately reported to CAM's

Executive Director, even if the relationship may not continue. All disclosures will be treated confidentially. Staff engaged in a relationship must behave in a professional manner and conduct their relationship in a way that does not impact CAM's projects, and work decisions must not be influenced by the relationship.

CAM reserves the right to request the termination of the relationship or of employment (if termination of the relationship is refused) if the relationship is interfering with CAM's activities.

### Principal 3: Sexual Activity with CAM Beneficiaries and Staff from Partner and Donors

CAM's policy strictly prohibits staff, volunteers, consultants, or any other person representing CAM in an official capacity from engaging in intimate relationships with beneficiaries, colleagues and/or staff from partner and donor organizations.

Any pre-existing intimate relationship must be reported to the Executive Director.

### Principal 4: Buying Sex

CAM strictly prohibits staff, volunteers, consultants, or any other person representing CAM in an official capacity from buying sex or bartering for sex.

CAM does not make a judgement against individuals who participate in selling sex in exchange for money or other material support. However, CAM has banned this activity to prevent SEA from occurring.

### Principal 5: Reporting Concerns and Suspicions

Where a CAM staff, volunteers, consultants, or any other person representing CAM in an official capacity has a concern or suspicions regarding SEA, they must report such concerns through the established reporting mechanisms mentioned further within the Policy.

### Principal 6: SEA-Free Environment

Staff are obliged to create and maintain an environment which prevents SEA. Managers have the responsibility to support and develop systems that maintain this environment.

*Note: The principals set out above are not intended to be an exhaustive list. Other Types of sexually exploitive or sexually abusive behavior may be grounds for administrative action or disciplinary measures.*

## 6. RAISING A COMPLAINT OR CONCERN

A complaint or concern raised by CAM staff, volunteers, or consultants can be directed to their immediate supervisor, or if their supervisor is implicated CAM's Executive Director, verbally, or in writing to [director@canadianmidwives.org](mailto:director@canadianmidwives.org). Additionally, a complaint or concern may be sent directly to CAM's President at [president@canadianmidwives.org](mailto:president@canadianmidwives.org), particularly if the Executive Director is implicated.

A complaint or concern raised by a member of CAM's Board of Directors can be brought directly to CAM's President, or in the case where the President is implicated, another board member.

When the complaint or the concern is raised in writing, the complainant is encouraged to highlight

the email as important, urgent, and highly confidential.

Managers must deal with situations of SEA immediately upon becoming aware of them, whether there has been a verbal and / or written complaint or a concern.

Staff from partner and donor organizations may report a complaint or concern in the same manner.

## **7. PROCEDURE FOR HANDLING COMPLAINTS OR CONCERNS**

Complainants must be able to lodge their concerns without fear of reprisals or unfair treatment. Confidentiality, responsiveness, objectivity, and respect will be maintained throughout the process by all employees and witnesses.

CAM will do its utmost to ensure that complaints are handled confidentially. CAM will do everything it can to protect the privacy of the individuals involved in any report of alleged violence, including alleged sexual violence and harassment. Employees who breach confidentiality will be subject to disciplinary action. CAM will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law.

CAM will do its utmost to ensure that complainants and respondents are treated fairly and respectfully.

- i. When a complaint or concern is raised, an e-mail will be sent to the complainant acknowledging receipt as soon as possible. All suspected cases of child abuse will be immediately reported to the local authorities.
- ii. Within three (3) working days of receiving a complaint, the Executive Director will convene a case conference with CAM's management team to determine the best course of action. The person who is the subject of the abuse will make the decision whether the event is to be reported to the local authorities. If someone's life is in danger, then the decision to report may need to be made by CAM's Executive Director.

Note that if the Executive Director is implicated in the complaint or concern, CAM's President will be responsible for leading the case conference and decision-making process. Additionally, if one member of the management team is implicated in the complaint or concern, they will not be participating in the case conference and decision-making process.

## **8. RESPONSE TO MISCONDUCT**

CAM is committed to ensuring that immediate action is taken to identify and address the report of SEA and ensuring the safety and well-being of the person being sexually exploited or abused. CAM's Executive Director is responsible for determining the best course of action in each situation, which may include reparation or support for the survivor.

Failure of staff, volunteers, consultants, or any other person representing CAM in an official capacity to follow CAM's Protection from Sexual Exploitation and Abuse Policy will result in disciplinary action, up to and including termination. Failure to report suspected sexual exploitation and/or abuse is considered a breach of the Policy and could lead to disciplinary action being taken.

Failure of partners and subcontractors to follow CAM’s Protection from Sexual Exploitation and Abuse Policy will result in termination of the agreement or contract. Failure to report suspected sexual exploitation and/or abuse is considered a breach of the Policy and could lead to termination of the agreement or contract.

If CAM receives a complaint or concern regarding a partner organization, CAM will expect the partner to respond safely, quickly, and appropriately. CAM will assist the partner to ascertain its reporting obligations.

Where appropriate, CAM will work with the partner to address the issue through an appropriate independent investigation. If the outcome is that abuse has occurred, ongoing work with the partner cannot involve the individual(s) concerned. If there is reason to believe that an allegation of abuse has been dealt with inappropriately by a partner, then they risk withdrawal of funding or ending the relationship.

## **9. AWARENESS RAISING FOR EMPLOYEES, VOLUNTEERS AND CONSULTANTS**

Training will be provided for all staff, volunteers, and consultants on The Policy. Staff, volunteers, and consultants are expected to understand the Policy, and are encouraged to bring questions or concerns forward to their supervisor.

As a condition of employment, CAM requires that its staff, volunteers, and consultants read, agree to, and sign The Policy.

CAM will ensure that all its staff, volunteers, and consultants are aware of The Policy, that they understand what it means in concrete behavioral terms and how it applies to their work.

Training will be provided to all Staff as part of their onboarding and/or on an annual basis. For volunteers, and consultants, PSEA training will be provided as part of their pre-departure training.

## **10. AWARENESS RAISING FOR PARTNERS AND SUBCONTRACTORS**

CAM requires that its partners and subcontractors, especially those working directly with beneficiaries, read, agree to, and sign The Policy.

CAM will include in all Memorandums of Understanding, Funding Agreements and/or Contracts with partners and subcontractors a clause that stipulates that they:

- Commit to prevention of sexual exploitation and abuse,
- Establish accessible, transparent, and confidential complaints handling mechanism processes within their own organizations and programs,
- Ensure that all their employees and volunteers are trained on PSEA and identify and mitigate potential risks of SEA.
- Raise beneficiary awareness and community-level confidential mechanisms for reporting SEA.

**APPENDIX 1: SAMPLE OF COMPLAINT FORM**

**Complainant's Information**

Name of Complainants

Nationality

Address / Contact Details

Age

Sex

**If SEA Survivor is different from Complainant**

Name of Complainants

Nationality

Address / Contact Details

Age

Sex

Name(s) and address of  
Parents, if under 18

Has the SEA survivor given  
consent to the completion of  
this form?

Yes

No

**Incident Information**

Date of Incident(s)

Time of Incident(s)

Location

<p>Physical &amp; Emotional State of the SEA survivor (Describe any cuts, bruises, lacerations, behavior, and mood) Please Add Witnesses' Name and Contact Information, if Applicable</p>	
<p>Brief Description of Incident(s) (attach extra pages if necessary)</p>	

**Information of Accused person(s)**

Name of Accuse Person(s)

Job Title

Organization Accused  
Person(s) works for

Address / Contact Details (If  
you Know)

Age (If you Know)

Sex

Physical Description of  
Accused Person(s)

**Additional Information**

Have the police been contacted by the SEA survivor?	<input type="checkbox"/> Yes, if yes, what happened? <input type="checkbox"/> No
Has the –SEA survivor been informed about available medical treatment?	<input type="checkbox"/> Yes <input type="checkbox"/> No





	<p>If yes,</p> <ul style="list-style-type: none"><li>• Has the SEA survivor sought Medical Treatment for the incident)<ul style="list-style-type: none"><li><input type="checkbox"/> Yes</li><li><input type="checkbox"/> No</li></ul></li><li>• Who provided treatment? What is the diagnosis and prognosis?</li></ul>
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<p>What immediate security measures have been undertaken for the SEA survivor?</p>	
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<p>Who is responsible for ensuring safety plan (Name, Title, Organization):</p>	
<p>Any other pertinent information provided in interview (including contact made with other Organizations, if any)</p>	
<p>Details of referrals and advice on health, psychosocial, legal needs of SEA survivor made by person completing report:</p>	



Report completed by

Has the Complainant been informed about CAM/Partner/Agent's procedures for dealing with complaints?

Signature/thumb print of the Complainant signaling consent for form to be shared with relevant management structure?

Complainant's consent for data to be shared with other entities (check any that apply):

Name:

Position / Organization:

Date/Time/Location:

- Yes
- No

- Police Team Leader (name)Supervisor (name)
- Health Centre (name)
- Other (specify)

Date Report forwarded to relevant management structure:

Date received by relevant management structure:

Name:

Position / Organization:

Signature:

**ALL INFORMATION MUST BE HELD SECURELY AND HANDLED STRICTLY IN ACCORDANCE WITH APPLICABLE REPORTING AND INVESTIGATION PROCEDURES.**

## Appendix 2: External Resources for Further Understanding

### Readings

Below are recommended resources that provide more information pertaining to PSEA:

- Sexual Exploitation And Abuse In International Assistance (Global Affairs Canada) [https://www.international.gc.ca/world-monde/issues\\_development-enjeux\\_developpement/sexual\\_exploitation-exploitation\\_sexuels/index.aspx?lang=eng](https://www.international.gc.ca/world-monde/issues_development-enjeux_developpement/sexual_exploitation-exploitation_sexuels/index.aspx?lang=eng)
- Digna PSEA Toolkits for addressing PSEA (Canadian Council for International Co-operation - CCIC) <https://ccic.ca/centre-of-expertise-on-the-prevention-of-sexual-exploitation-and-abuse-serving-canadian-international-development-and-humanitarian-aid-organizations%e2%80%af/>
- Fact sheets on sexual violence in the international development sector (Association Québécoise Des Organisations De Coopération Internationale – AQOCI) <https://www.aqoci.qc.ca/?sexual-violence-in-the-international-development-sector>
- PSEA Implementation Quick Reference Handbook (CHS Alliance, 2017) <https://www.chsalliance.org/get-support/resource/psea-implementation-quick-reference-handbook/>

### Videos

- No Excuse for Abuse: Preventing Sexual Exploitation and Abuse in Humanitarian Action (InterAction) <https://www.youtube.com/watch?v=48MCG22FqrE>