

## Assisi Aid Projects Reporting Form: Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

Any disclosure, concern or allegation regarding the safety, abuse, exploitation, or harassment of an individual (this includes actual or suspected risk of abuse or harm to an individual) should be reported. This may relate to personnel or partner staff involved in Assisi’s work both in Australia and overseas. It may also include a concern about an individual outside of the organisation programs, such as a community member.

If in doubt, personnel or partner staff should report an incident in line with the zero-tolerance approach.

This form must be submitted to the Focal Point (the Chief Executive Officer) via email at [ceo@assisi.org.au](mailto:ceo@assisi.org.au) or phone +61 3 90709040. If it is not possible or appropriate to report to the Focal Point, a report should be made to the President of the Committee of Management via [president@assisi.org.au](mailto:president@assisi.org.au).

*Please Note - Consider the privacy and protection of any individuals reporting. Only provide details of any individuals if permission has been granted to share this information.*

Information about the Person lodging the form:	
Name -	
Telephone -	
Email -	
Address -	
Date of Report -	
Information about the incident & those involved:	
Who was involved <i>Alleged offender(s)</i>	
Who was involved <i>Alleged victim(s) / survivor(s)</i>	
When the incident took place - <i>Date(s) and time(s)</i>	
Where the incident took place – <i>Please provide as much detail as possible</i>	
What Happened? <i>Please provide details of the alleged incident</i>	
Were there witnesses? <i>If so – who are they and how can they be contacted</i>	
Does the victim/survivor know that you are reporting this concern?	
Any additional information about the victim/survivor – <i>Such as injuries, vulnerabilities e.g., disability, sex worker, etc.</i>	

**Declaration:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Definitions**

Assisi adopts DFAT's definitions, as found in DFAT's PSEAH Policy, 2019

**Sexual Exploitation, Abuse and Harassment (SEAH)** - occurs against a child or an adult and can occur between people of the same or different genders. It includes situations such as:

- Sexual exploitation and abuse
- Sexual harassment
- Child sexual abuse and exploitation
- Women and men sexually exploited through sex work
- Possessing, controlling, producing, distributing, obtaining, or transmitting sexually exploitative images of adults and children

**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.

**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 (which includes attempts to force someone to perform oral sex); and sexual assault (which includes non-consensual kissing and touching). All sexual activity with someone under the age of 18 is considered to be sexual abuse.

**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 a person of any gender towards any person of any gender. Sexual harassment can be perpetrated against participants, community members, as well as staff and personnel.

**Child or children:** In accordance with the United Nations Convention on the Rights of the Child, 'child' means every human being under the age of 18 unless under the law applicable to the child, majority is attained earlier. For the purposes of this policy, Assisi considers a child to be a person under the age of 18.

**Victim/Survivor:** A person who is, or has been, sexually exploited, harassed, or abused

**Fraternalisation:** Any relationship that involves, or appears to involve, partiality, preferential treatment or improper use of rank or position including but not limited to voluntary sexual behaviour. It could include sexual behaviour not amounting to intercourse, a close and emotional relationship involving public displays of affection or private intimacy and the public expression of intimate relations.