



## **THE PROMISE FOUNDATION**

*For mental health, education and potential realisation*

# **Prevention of Sexual Exploitation and Abuse Declaration**

## **Prevention and Response to Sexual Misconduct**

The Promise Foundation prohibits all forms of sexual harassment, sexual exploitation and sexual abuse (SEA). For the purpose of this document, the Promise Foundation will be referred to as the Foundation.

In addition to prohibiting all forms of sexual harassment, sexual exploitation and sexual abuse, the Foundation treats all forms of SEA as unacceptable, whether perpetrated against a co-worker, a recipient of assistance from the Foundation, a supplier, a student or anyone with whom representatives of the Foundation interact. This policy is to be read in conjunction with the Foundation's Sexual Harassment and Anti-Harassment policies.

Sexual harassment, exploitation and abuse is a violation of the fundamental human rights of an individual, and is against the core values of the Foundation contained in the Code of Ethics.

It is the Foundation's priority to prevent behaviours that cause or make an individual feel sexually harassed, sexually exploited and or sexually abused. To support those affected, the Foundation is committed to ensuring that all allegations of sexual harassment and SEA are responded to swiftly, appropriately and effectively. For details on how to report Sexual Exploitation and Abuse please refer to our Policy on [Sexual Harassment](#).

## **Sexual Exploitation and Abuse**

Sexual exploitation and abuse (SEA) refers to [all forms of inappropriate conduct of a sexual nature](#) committed by Promise Foundation employees, contractors, students or anyone representing the Foundation in any capacity against recipients of assistance, and other individual with whom representatives of the Foundation interact. Prohibited conduct includes, but is not limited to:

- **Sexual activity with a child** (a person under the age of 18 years). Irrespective of the country's age of majority or age of consent, Promise Foundation employees and other personnel are forbidden to engage in any form of sexual activity with anyone under the age of 18 years. A mistaken belief that the child is over 18 years will not be considered a defence.
- Exchange of money, food, assistance, employment, goods or services for sex or sexual favours.
- Any form of sexual activity that is deemed illegal in the country where the activity occurs including but not limited to prostitution
- Using a child, adult or any online service to procure sex for others.

## **Sexual Harassment**

Sexual harassment is defined as “any [unwelcome](#) sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, sexual innuendo, jokes with sexual undertones or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another person.”

Sexual harassment happens when it is made a condition of employment or when it creates an intimidating, hostile or offensive environment. It can be a one-off act or a series of incidents.

The Foundation addresses sexual misconduct through a range of actions aimed to prevent and effectively address sexual misconduct and to support survivors of sexual misconduct. These include:

- Policies are refreshed and comply with local and international standards
- The policy forms part of the Terms of Service of each employee.
- All employees are required to participate in annual training / annual refresher training.
- A Local Complaints Committee has been set up to handle all complaints. This committee comprises: The Chairman of the Board, the Director, the Senior Advisor and the Foundation's on call medical doctor.

### **Policy Framework**

The Foundation adheres to the UN Secretary-General Bulletin on sexual exploitation and abuse, ([ST/SGB/2003/13](#)) applicable to separately administered organs and programmes of the United Nations. Information on sexual exploitation and abuse is also included in the Foundation's **Code of Ethics**.

Standards of conduct related to sexual harassment are covered by the [Anti-Harassment Policy](#) and [Sexual Harassment Policy](#) on harassment, sexual harassment, discrimination, and abuse of authority.

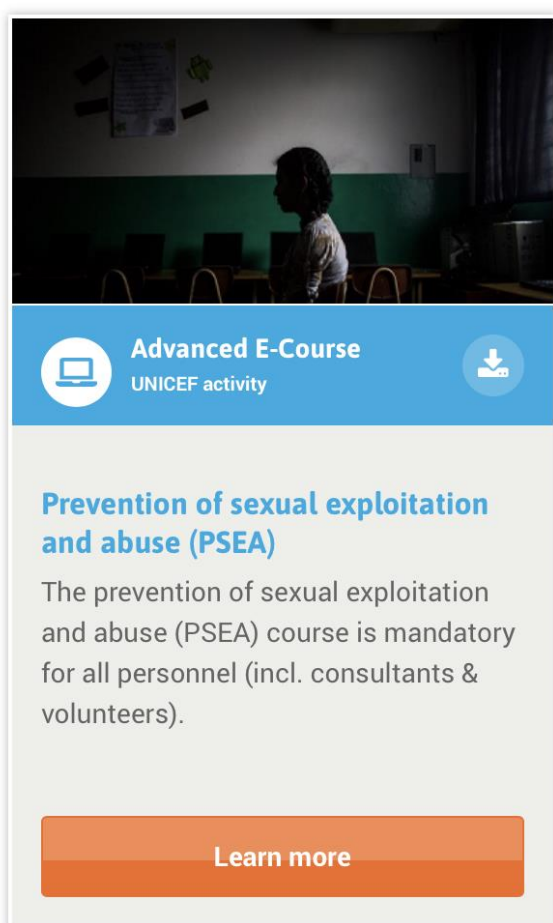
### **Prevention**

#### **Hiring**

The Foundation conducts pre-employment checks of personnel including professional reference checks and police clearance. Our reference checks includes a question as to whether candidates have been involved in substantiated cases of sexual harassment, exploitation and abuse. Hiring Managers must comply with our [Safe Recruitment Guidelines](#), and ensure the [PSEA Safeguarding Risk Levels for Jobs](#) and [Candidate Reference Checking Questionnaire](#) are incorporated into the hiring process. In addition, all new recruits must sign the [Pre-Onboarding Conflict of Interest Declaration](#), they

[Annual Staff Declaration - Prevention of Sexual Exploitation and Abuse](#) and complete the PSEA course as part of their onboarding process.

The Foundation requires all personnel to take inter-agency on-line training courses on preventing sexual exploitation and abuse, and sexual harassment in the workplace. It is mandatory for Foundation staff to complete the Advanced E-Course training available at UNICEF's learning site [Agora](#).



The card features a header image of a person in a classroom. Below the image is a blue bar with a laptop icon, the text "Advanced E-Course" and "UNICEF activity", and a download icon. The main text reads "Prevention of sexual exploitation and abuse (PSEA)" followed by a paragraph: "The prevention of sexual exploitation and abuse (PSEA) course is mandatory for all personnel (incl. consultants & volunteers)." At the bottom is an orange "Learn more" button.



The card features a header image of many colorful umbrellas. Below the image is a green bar with a laptop icon, the text "Short E-Course" and "UN system activity", and a download icon. The main text reads "Prevention of sexual harassment and abuse of authority (2021 version)" followed by a paragraph: "This self-learning course is designed to raise awareness of the UN's zero tolerance of workplace harassment, sexual harassment and abuse of ..." At the bottom is an orange "Learn more" button.

The course stresses the standards of conduct expected of all personnel, the consequences of breaching them, and the impact of sexual harassment, exploitation and abuse on those affected and their families.

The Foundation follows adopts a "Zero Tolerance" "No Excuses" approach to sexual exploitation and abuse and aligns with the UN's Zero tolerance of workplace harassment,

sexual harassment and abuse of power. It is mandatory for all Foundation staff to complete the Short E-Course to raise awareness of the “Foundation’s Zero” tolerance and “No Excuses” policy.

### **Suppliers and Partners**

All third party contracts in excess of Rs500,000 must include the [Supplier Code of Ethics](#) as part of the contract. In addition, suppliers and partners must sign the [Pre-Onboarding Conflict of Interest Declaration](#) form.

### **Response**

The Foundation investigates all allegations of sexual harassment, exploitation and abuse and imposes disciplinary and/or administrative sanctions when allegations are substantiated. Our internal procedures for addressing claims of sexual harassment are contained in the [Sexual Harassment Policy](#).

### **Assistance and Protection**

Foundation staff members are protected from retaliation for reporting allegations of sexual exploitation and abuse or sexual harassment in good faith. All attempts are made to ensure that the confidentiality of the complainant’s identity is preserved. Retaliation is prohibited and, if established, is treated as a sanctionable misconduct. Refer to our [Prevention From Retaliation Policy](#).

Staff members who believe that they have been the victim of retaliation may seek informal redress or make a formal complaint to *The Local Complaints Committee* at [poshcommittee@thepromisefoundation.org](mailto:poshcommittee@thepromisefoundation.org)

### **Reporting**

All employees would be informed in their Terms of Engagement that in all allegations of sexual exploitation and abuse, and sexual harassment should be reported to the *The Local Complaints Committee*.

If any employee is a victim of any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature, he/she is to contact the *Local Complaints Committee*:

By e-mail at: [poshcommittee@thepromisefoundation.org](mailto:poshcommittee@thepromisefoundation.org)

By telephone at: 080-27823524; 9632767657

Sujata Kaul (Chairperson): email: [sujatakaul@gmail.com](mailto:sujatakaul@gmail.com);

Lorraine Rodrigues (Senior Advisor): email: [lorraine.rodrigues@t-p-f.org](mailto:lorraine.rodrigues@t-p-f.org);

Sanjana Nagendra (Member of Staff): email: [sanjana.nagendra@t-p-f.org](mailto:sanjana.nagendra@t-p-f.org)

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