



Jordan Youth Innovation Forum  
الملتقى الأردني للإبداع الشبابي

# PREVENTION OF SEXUAL EXPLOITATION, ABUSE AND HARASSMENT POLICY



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# PURPOSE

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The purpose of this policy is to promote and ensure a healthy organisational environment and a culture in which everyone is treated with dignity and respect and can partake in JYIF activities without experiencing the threat of sexual exploitation, abuse and harassment (SEAH). This policy outlines JYIF and JYIF partners' expectations and requirements to manage the risk of SEAH.

The policy aims to develop a culture of increased awareness of SEAH. It also provides clear guidelines and understanding of how to effectively prevent and report, alongside meeting legal expectations and moral responsibilities.

# SCOPE

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The policy on Prevention of Sexual Exploitation, Abuse, and harassment applies to any paid employee, interns, or non-employee and all participants, volunteers, partners, and beneficiaries, operating under any form of contract or agreement with JYIF. The policy applies both during and outside regular working hours regardless of location. All of the mentioned groups are expected to act under this policy.

# POLICY STATEMENT

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JYIF is committed to fostering a harassment-free workplace where all employees are treated with respect and dignity. Harassment at JYIF is not tolerated. Employees who are found to have harassed another individual will be subject to disciplinary actions. This includes any employee who: interferes with the resolution of a harassment complaint, retaliates against an individual for a harassment complaint, or files an unfounded harassment complaint intended to cause harm.

# DEFINITIONS

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## **SEXUAL HARASSMENT:**

is unwelcome and inappropriate conduct of a sexual nature that may offend, humiliate and/or intimidate an individual. It includes requesting sexual favor as a condition of that person's employment. Also, situations that create an unsafe environment that is hostile, intimidating, or humiliating for the recipient. Sexual harassment may be physical, verbal, and non-verbal.

## **SEXUAL EXPLOITATION:**

Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. Includes profiting momentarily, socially, or politically from the sexual exploitation of another (WHO). JYIF prohibits transactional sex, solicitation of transactional sex, and exploitative relationship.

## **SEXUAL ABUSE:**

The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions (WHO). This includes sexual assault, attempted rape, kissing/touching, forcing someone to engage in sexual activity. Nevertheless, all sexual activity with someone under the age of 18 is considered sexual abuse.

Sexual harassment behaviors include, but are not limited to:

### **Physical conduct:**

- Unwelcome physical contact, including; patting, pinching, stroking, kissing, or hugging.
- Inappropriate touching.
- Physical violence, including sexual assault.
- The use of job-related threats or rewards to solicit sexual favours.

### **Verbal conduct:**

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories, and jokes
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Inappropriate compliments
- Sending sexually explicit messages through text, email, or letters

### **Non-verbal conduct:**

- Display of sexually explicit or suggestive material, whether electronic or graphic such as posters, photographs, or drawings.
- Sexually-suggestive gestures
- Whistling
- Leering
- Gestures that cause discomfort to the other party

# PRINCIPLES

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## **1. PREVENTION:**

It is a shared responsibility: Preventing Sexual Exploitation, Abuse, and Harassment is everyone's responsibility, and everyone within the scope of this policy is accountable for their actions and behaviors. Everyone can play a vital role in preventing and responding to sexual harassment by reporting misconduct and supporting the survivor.

## **2. ZERO TOLERANCE:**

Sexual Harassment is an unaccepted and prohibited behavior that violates universal laws, norms, and standards. JYIF has zero-tolerance to any form of sexual exploitation, abuse, or harassment and implements proactive response and prevention strategies with fairness, respect, and dignity.

## **3. VICTIM/SURVIVOR NEEDS ARE PRIORITIZED:**

In responding to a sexual harassment incident, JYIF will prioritise the rights and needs of the victim/survivor while securing a fair investigation for all parties. JYIF will take all possible measures to protect the victim/survivor and assure he/she is treated with respect and dignity. Support will be provided promptly with no discrimination or inequity based on the victim/survivor's protected characteristics. The privacy and confidentiality of the victim/survivor shall be protected in line with prevailing legislation to the extent possible.

## **4. HEALTHY AND INCLUSIVE WORKPLACE:**

JYIF is committed to provide and secure a diverse and inclusive workplace that is built upon the standards of respect, equality, and fair treatment. The working environment shall be healthy and supportive to every member that operates within the policy's scope, where they feel safe to 'speak up' with the assurance that they will be protected. Engagement with intended JYIF beneficiaries should also be based on respect for diversity, promotion of gender equality, social inclusion, and a robust do-no-harm focus.

## **5. SAFETY, PRIVACY AND WELLBEING OF INDIVIDUAL(S):**

It will remain paramount throughout the reporting process; any information shared with JYIF or related partners will be treated confidentially and accessible by authorized persons only. In some cases, it may be necessary to reveal some information or facts to external parties involved in the investigation or support process or law enforcement channels. However, JYIF will protect the privacy and guarantee safeguarding the victim/survivor's safety and well-being.

# REPORTING

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All JYIF staff, partners, and individuals defined under the policy scope must report any alleged incidents of SEAH or policy non-compliance. Reporting sexual harassment or any form of misconduct is vital. JYIF cannot prevent or remedy sexual harassment unless it knows about it. Reports of sexual harassment may be made verbally or in writing. Each claim of sexual harassment will be determined following existing legal standards, with due consideration of the claim's particular facts and circumstances.

Any suspected or alleged SEAH cases perpetrated by anyone in connection with JYIF operations and activities must be reported. If uncertain, incidents should be reported for investigation to prevent potential non-compliance.

# RETALIATION PROHIBITION

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Retaliation and/or victimisation of any form against opposing or reporting unlawful harassment or discrimination or for otherwise participating in processes of investigation is completely prohibited. JYIF will take disciplinary actions up to and include immediate termination of individuals within the scope of this policy that retaliates against another employee or contract worker for reporting or being engaged in the process.

# COMPLAINT PROCEDURE

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If a complaint is made or sexual harassment is suspected to be occurring, we immediately investigate and address the allegations. Firstly, collect as many details as possible about the alleged misconduct. Information can be collected through interviews with witnesses, the harasser, and other related parties.

Further, gather and document physical and digital evidence until a conclusion about the allegations can be made. If the allegation warrants, take immediate action. The victim has the right to choose the means to file a complaint against the harasser, which can be formal or informal.

## **A. INFORMAL COMPLAINT OPTIONS:**

In some cases, the victim of sexual harassment may not feel comfortable filing a complaint formally, or the misconduct is slight or infrequent. The victim may inform the harasser that their conduct is offensive and unwelcomed and request the harasser to behave decently.

Suppose the harassment does not stop, or the victim is not comfortable with addressing the harasser directly. In that case, the victim can bring their concern to the Ethics Risk and Compliance officer's attention either face-to-face or through an email. If the victim is not comfortable disclosing their identity, they can file an anonymous complaint through our online reporting form.

## **B. FORMAL COMPLAINT OPTIONS:**

The complaint shall have to be in writing, providing sufficient information about the incident. Timely reporting is preferred; we do take into consideration the sensitivity of such incidents. However, reporting promptly can enhance the investigation process.

The victim is required to disclose the harasser's name, department, and location they are working in to enable the Ethics risk and compliance Officer to contact them and take the matter forward.

Investigations shall be conducted in a timely manner and result in a written report containing the findings and recommendations. If the complaint has been proved to be considered as sexual harassment, then appropriate corrective action should be taken immediately. The disciplinary action must ensure that the issue has been resolved and that the victim is satisfied. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action.

Corrective or disciplinary action range from the following: verbal warning, written warning, wages reduction up to service termination.

# PRIVACY & CONFIDENTIALITY

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JYIF respects and prioritises privacy and confidentiality within all sensitive and non-sensitive matters. Survivors'/ victims' information and complaints and any other party involved will remain confidential, and information regarding all SEAH cases will be treated confidentially. It is only to be shared when required by the law or from authorized individuals in alignment with the investigation.

# PREVENTION

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To prevent sexual exploitation, abuse, and harassment, JYIF ensures effective communication of this policy, standards, and values. Efforts to prevent SEAH include training and raising awareness activities for all employees and volunteers. Our organisation secures safe recruitment through verbal screening, references, record check and explicit communication to prevent SEAH.

# MONITORING & EVALUATION

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JYIF recognises the importance of monitoring this sexual harassment policy to ensure it is well-implemented. Data collected will be anonymous and only used for statistical purposes that serve this policy's goals. The indicators can be the number of incidents, how they were dealt with, and recommendations made. Additionally, successfully closed cases will be used to maintain the good practice. This will be done annually to evaluate the effectiveness of this policy and make any changes needed.



# SPEAK UP; WE LISTEN!



Sexual harassment can cause severe damage to physical and mental health. At our organisation, we recognise that sexual harassment can exhaust those who endure it. We are also aware that there can be barriers that may hold the victim back from reporting a case of abuse or harassment, especially sexual ones. Avoiding filing a complaint can stem from fear, fear of being judged, fear of the authority and power of the harasser, or not being heard.

However, we encourage you to speak up and do not let fear deter you. Our organisation will do everything possible to prevent any form of harassment and provide all needed support and protection. Speaking up is the first and most significant step of resolving the issue, assuring your safety, and protecting others.

Do not be intimidated by higher or more powerful official positions, be assured that justice will be served and everyone is held accountable for their actions. No one will be protected for committing misconduct or causing harm to a colleague, beneficiary, or partner. Therefore, we assure full protection of the employee who reports misconduct from any harm and prevents any form of bullying, harassment, or victimisation.

