



ANIS FOUNDATION INCORPORATED

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SEXUAL EXPLOITATION AND ABUSE POLICY

1.0 POLICY – APPLICATION

This policy ensures that sexual exploitation and abuse is intolerable and prohibited. It is the responsibility of the ANIS Foundation as a humanitarian organization to establish mechanisms or measures to handle cases of sexual exploitation and abuse ensuring zero tolerance of such occurrence or incidents. Also execute effective awareness programs on sexual exploitation and abuse throughout the organization and within communities that they interface regularly and do business with ensuring that all employees, contractors, consultants, other stakeholders and communities understand implication of sexual exploitation and abuse which is an indecent behavior, serious breach of code of conduct which may therefore result in instant dismissal and also is unlawful which may result in possible legal prosecution.

The application of this policy provides a distinct direction which as an organization will achieve better outcomes in regards to safe and better work environment in pursuit of zero tolerance to sexual exploitation and abuse that may increase the credibility and profile of the organization.

2.0 PROCEDURE

2.1 ANIS Foundation's employees or contractors or consultants or other stakeholders must ensure that all behavior standards and protocols pertaining to sexual exploitation and abuse stipulated in the code of conduct or other relevant laws must be adhered to and effectively executed. Sexual exploitation and abuse is a serious breach of code of conduct therefore may cause dismissal or termination of employment or may lead into criminal prosecution if severely implicated for exploitation or sexual harassment or assault or bodily harm or such other similar occurrence deemed unlawful or criminal in nature.

2.2 In the event of a child or adult being abused or harassed or exploited sexually or physically must be immediately reported to the ANIS Representative on site or Human Resource Manager or Executive Director within 24 hours of the occurrence (refer to whistle blower policy on communicating or reporting such incidences)

2.3 Upon having received report of such severe breach an internal investigation shall proceed to ascertain facts and determine the cause and identify the person (s) involved.

2.4.The alleged person (s) may be suspended from duty without pay for a period of two (2) weeks pending investigation findings and report.

2.5 After the investigation if found to be involved in or in breach they shall be terminated immediately and the two weeks suspension period will not be paid, hence, shall not be rehired in the future. In the event of a contractor employee if found to have breached the policy shall be terminated immediately and removed from site or office or if a consultant is in breach their engagement contract shall cease with immediate effect and removed from office or site.
