



Prevention of Sexual Violence Policy

Purpose

The purpose of Crossroads International's ("Crossroads") Prevention of Sexual Violence (PSV) policy is to:

- Reaffirm the organization's commitment to the delivery of international cooperation and development programming in which there is zero tolerance for sexual violence, including sexual exploitation and abuse,
- Ensure adherence to pertinent legal and funder requirements,
- Promote the understanding of the prevention, mitigation and response to sexual violence, and
- Encourage workers to report incidents of sexual violence for themselves and others.

Crossroads is ultimately responsible for a work environment free of sexual violence and will take reasonable precautions for the protection of its workers.

Greater detail related to the organization's approach to PSV can be found in the PSV Code of Conduct, the Sexual Violence Survivor Support Guide and the Sexual Violence Investigations Guide. Additional policy documents specific to the prevention of sexual violence, respect in the workplace, anti-racism, gender, and health and safety, are referenced at the end of this document and can be found in the Employee Resource Centre and on the Volunteer Portal.

Scope

This policy applies to all workers of Crossroads and addresses harassment from all sources including workers, supervisors, volunteers, board members, consultants, program participants, partner organization staff or volunteers and members of the public. The policy applies on Crossroads' property and for all activities related to the organization's work which take place outside the workplace including all forms of communication such as in person and online meetings as well as emails, text messages, audio and video calls.

Policy Statement

It is Crossroads' continued objective to ensure that sexual violence will not be tolerated by any person. This comprises sexual violence, assault, abuse, exploitation and harassment of any kind. If a provision in this policy conflicts with applicable legislation in the jurisdiction where an individual works, then the relevant applicable law of that legislation shall apply in place of the provision of this policy, without affecting the validity of the remainder of this policy. Crossroads will treat all concerns raised and reported incidents of sexual violence seriously and will undertake to investigate all complaints or incidents of sexual violence in a timely, confidential, and fair manner, respecting the rights of, and where possible, looking to minimize additional impacts on the Complainant. Information about a complaint or incident will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise mandated by law and/or funder requirements. Workers will not be penalized for reporting an incident or participating in a sexual violence investigation. Crossroads will provide support to Survivors/victims, alleged harassers, and bystanders.

Sexual violence is the expression of a relationship of domination of one individual over another through a sexual act, committed without consent. It represents an infringement of fundamental rights, dignity, security, physical integrity and psychological integrity, and has serious repercussions for the individuals who suffer from it. It is

defined by the World Health Organization (2010) as: "Any sexual act, attempt to obtain a sexual act, comment or advance of a sexual nature, or acts aimed at trafficking or otherwise directed against the sexuality of a person using coercion, committed by a person regardless of their relationship with the victim, in any context, including, but not limited to, home and work". As such, Crossroads utilizes the broad term sexual violence to encompass sexual abuse, assault, exploitation and harassment.

All supervisors are responsible for promoting a respectful work environment, treating complaints seriously, sensitively and confidentially, and informing workers about this policy and accompanying program.

Workers are responsible to ensure their behaviour does not violate this policy, to foster a respectful work environment, to report any incidents of sexual violence in accordance with the Procedure outlined below.

The Executive Director is responsible for ensuring Crossroads' Prevention of Sexual Violence policy, program and procedures are developed, continually reviewed and implemented.

If a worker needs further assistance, they are advised to contact their supervisor, a member of the People and Culture team or the Employee and Family Assistance Program.

Managers, supervisors and workers are expected to adhere to this policy, and a violation of this policy may result in disciplinary action, up to and including dismissal.

Procedure

Making a Complaint of Sexual Violence

1. Workers must immediately report all incidents of workplace sexual violence, or threats of violence, to their supervisor, management or a member of the People and Culture team. A worker or volunteer has the right to refuse work if the worker or volunteer believes that workplace violence is likely to endanger them. The worker or volunteer should contact their supervisor so that appropriate measures can be put in place to protect them and investigate the situation.
2. Wherever possible, workers or volunteers should seek to resolve situations of sexual harassment informally as soon as possible, by telling the person who is sexually that their behaviour is unwelcome and that they should stop, and by keeping a record of the details of the incident.
3. Where such informal resolution is not successful or feasible, workers or volunteers should make a more formal written complaint to their supervisor, a member of management or a member of the People and Culture team. The written complaint must contain the details of the incident and include the name of the complainant and the date. When management receives a complaint, the Manager, People and Culture shall be notified. When the complaint involves the Manager, People and Culture, the complaint should be taken directly to the Executive Director. When the complaint involves the Executive Director, the complaint should be taken to the Human Resource designate on Crossroads' Board of Directors and/or the Chair, Board of Directors.
4. It is optimal to utilize the above mechanisms for reporting, however when these are not feasible or successful, workers or volunteers can also utilize the whistleblower system to make anonymous reports. Information on how to access the whistleblower system can be found on the landing page of SharePoint and the Volunteer Portal.

Procedure for Resolution

Complaints of sexual violence will be promptly investigated, and actions taken to put a stop to concerning behaviour.

Respondents will be advised that there is a formal complaint against them and given a copy of the written complaint by management. The respondent should respond to the allegations in writing or during a meeting with the Manager, People and Culture. The respondent will be kept informed about the process by the Manager, People and Culture, except in the case that the complaint is against said Manager. In this situation the Executive Director or appointed person will lead the process.

The Manager, People and Culture will lead the investigation using principles and practices of respect, confidentiality, timeliness, clear and detailed documentation, and communication with the complainant and respondent.

A complaint which, based on the evidence gathered is found to be substantiated, will result in corrective action which may include education, training, and/or disciplinary action up to and including dismissal.

I have read, understand, and agree to comply with Crossroads International’s Prevention of Sexual Violence Policy.

Date: Click or tap to enter a date.

X

Employee signature

For Québec workers: I acknowledge that I was provided with the opportunity to receive a copy of this policy in French, but I freely and voluntarily elected to receive it in English. *Je reconnais avoir eu l’opportunité d’obtenir une copie en français de cette politique, mais j’ai librement et volontairement choisi de l’obtenir en anglais.*

Policy Owner	Manager, People and Culture
Approving Authority	Board of Directors
Effective Date	2024-03
Last Revised Date	2024-01
Next Review Date	2027
Related Resources	• Crossroads Prevention of Sexual Violence Code of Conduct • Crossroads Sexual Violence Investigations Guide • Crossroads Sexual Violence Survivor Support Guide • Crossroads Employee and Volunteer Codes of Conduct • Crossroads Respect in the Workplace Policy

	• Crossroads Gender Policy • Crossroads Health and Safety Policy • Crossroads Anti-racism Policy • Crossroads Whistleblower Policy • Cooperation Canada - Leaders' Pledge on Preventing and Addressing Sexual Misconduct • Inter-Agency Standing Committee - Six Core Principles Relating to Sexual Exploitation and Abuse • Inter-Agency Standing Committee - Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and Non-UN Personnel • Ontario Human Rights Act • Ontario Occupational Health and Safety Act • Québec Act Respecting Occupational Health and Safety • Senegal Labour Code • Ghana Labour Act • Tanzania Occupational Health and Safety Act • Uganda Occupational Health and Safety Act
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