



Sexual Harassment, Exploitation and Abuse Code of Conduct Policy

1. Policy Statement

The Jane Goodall Institute of Canada (JGIC) is committed to providing a safe environment for its employees, partners and beneficiaries through proactive, accessible and effective approaches to prevent and respond to sexual harassment, exploitation, and/or abuse. JGIC will operate a zero-tolerance policy for any form of sexual harassment, exploitation and/or abuse, treat all incidents seriously and promptly investigate all allegations confidentially and with respect.

2. Scope of application

This policy applies to all JGIC employees, related personnel and representatives, in Canada and abroad.

3. Definitions

a. Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated, and/or intimidated. It includes situations which create an environment that is hostile, intimidating or humiliating for the recipient, and can happen to anyone, regardless of age, gender, gender identity, sexual orientation, ethno-cultural background or socioeconomic status.

Sexual harassment can involve one or more incidents and actions that may be physical, verbal and non-verbal. JGIC recognizes that sexual harassment is a manifestation of power relations and often occurs within unequal relationships. For example: between a manager and an employee, or between an employee and a project beneficiary.

b. Sexual exploitation

Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

c. Sexual abuse

Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.



4. Commitments

JGIC is committed to:

- **disseminate this policy widely to all relevant persons.** It will be included in the staff handbook, and all new employees will be trained on the content of this policy as part of their induction into the organization. The policy will also be shared with all partners, and will be available on the organization's website;
- **ensure our partners include similar principles in their policies** and agree that any failure to prevent, report and respond to cases, could constitute grounds to terminate the partnership;
- **develop organizational strategies, codes of conduct and policies** to prevent and respond to sexual harassment, exploitation and abuse. This includes incorporating appropriate job responsibilities (such as staff training, complaints and response mechanisms) in specific staff positions;
- **ensure that complaint mechanisms for reporting sexual harassment, exploitation and abuse are accessible**
- **provide employees and representatives with trainings** on the different strategies, codes of conduct and policies and the mechanisms to receive and manage complaints.

5. Responsibilities

All employees, representatives and related personnel of JGIC share an obligation to prevent and respond to sexual harassment, exploitation and abuse. It is the responsibility of all to uphold the core commitments of this policy. JGIC employees, representatives and related personnel are required to sign the code of conduct and receive training on its content.

6. Complaints procedures

At the organizational level, a mechanism to receive complaints from individuals who believe they are victims of sexual harassment, exploitation and/or abuse will be made available. The individuals can approach their direct managers or an employee they trust, and this designated person will ensure that the complaint is received and managed in a confidential manner.

When a complaint is received the designated person will:

- immediately record the dates, times and facts of the incident(s);
- determine what outcome the individual wants;
- discuss and agree on the next steps: either informal or formal complaint,



understanding that choosing to resolve the matter informally does not prevent the individual from pursuing a formal complaint if they are not satisfied with the outcome;

- keep a confidential record of all discussions;
- respect the choice of the individual;
- ensure that the individual knows that he/she can lodge the complaint outside of the organization through the relevant country/legal framework;
- notify JGIC's CEO and Board of Directors of the complaint to determine the appropriate action required depending on the gravity and extent of the harassment, exploitation and/or abuse;
- report back to the individual who filed the complaint as requested and/or appropriate.

The signatory below has read, understood and is in agreement with the content of the Policy. This Code of Conduct is valid until the staff member ceases to represent or work for JGIC. This Code of Conduct shall be subject to periodic revision and review. The signatory accepts the consequences of violation of any of the above provisions under this Code of Conduct. All personnel are required to sign this Code of Conduct as part of their employee package and contract.

NAME:

POSITION:

SIGNATURE:

DATE:

LOCATION:

SIGNATURE OF THE JANE GOODALL INSTITUTE OF CANADA'S CHIEF EXECUTIVE OFFICER: