



## **Prevention of Sexual Harassment, Exploitation and Abuse Policy**

*Updated April 2022*

### **1. Policy Statement**

The Jane Goodall Institute of Canada (JGIC) is committed to providing an emotionally and physically 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 with confidentiality and respect.

### **2. Scope of application**

The Prevention of Sexual Harassment, Exploitation and Abuse Policy ("the Policy") applies to all JGIC employees, contractors, members of the JGIC Board of Directors, and any person(s) acting on behalf of, or working for, JGIC in Canada and abroad.

### **3. Definitions**

#### **a. Sexual Harassment**

Sexual harassment refers to unwelcome conduct of a sexual nature which makes a person feel offended, humiliated, and/or intimidated. It includes situations that 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, ethnocultural background or socioeconomic status.

Sexual harassment can involve one or more incidents and actions that may be physical, verbal or 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**, including any person(s) acting on behalf of, or working for, JGIC in Canada and abroad. It will be included in the staff handbook, and all new employees and contractors will be trained on the content of this policy as part of their induction into the organization. Members of the Board of Directors will acknowledge and sign the Policy, and will review the content annually. 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/or by-laws**, and agree that any failure to prevent and report any 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, and integrating JGIC's PSHEA commitments in job postings;
- **ensure mechanisms for reporting sexual harassment, exploitation and abuse are accessible**;
- **provide employees and contractors with annual trainings** on the prevention strategies and the reporting mechanisms

## 5. Responsibilities

All employees, contractors and members of the Board of Directors of JGIC share an obligation to prevent and report sexual harassment, exploitation and abuse. It is the responsibility of all to uphold the core commitments of this Policy. Reporting is the responsibility of everyone, including bystanders.

## 6. Reporting procedures

At the organizational level, a mechanism to receive reports from individuals will be made available. All employees, contractors and members of the Board of Directors can approach their manager or a member of the Board's Executive Committee to report an incident. Individuals can also use the form available on the website to submit a confidential report.

In line with JGIC's Whistleblower Policy, JGIC prohibits retaliation of any kind for individuals making a report of an actual or possible occurrence or taking part in an investigation.

JGIC will respond to all reports received.



# Jane Goodall Institute Canada

This Policy will be revised and reviewed every three (3) years.

The signatory below has read, understood and is in agreement with the content of the Policy. The signatory accepts the consequences of violation of any of the above provisions under this Policy. This Policy is valid until the staff member, representative, contractor or member of the Board of Directors ceases to represent or work for JGIC.

NAME:

POSITION:

SIGNATURE:

DATE:

LOCATION:

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