



Wantaim PNG

**ENGAGE
MOBILISE
UNITE**

PSEAH Policy

PREVENTION OF SEXUAL EXPLOITATION, ABUSE AND HARASSMENT POLICY (PSEAH)

Introduction

The objective of this policy is to ensure that Wantaim PNG (WPNG) takes all possible steps to ensure the protection of individuals against all forms of sexual exploitation, abuse and harassment (SEAH) and that members and volunteers are skilled, confident and competent and well supported in meeting their protection responsibilities. WPNG holds a zero-tolerance position on all forms of sexual exploitation, abuse and harassment. These acts represent a serious breach of trust and a failure to protect vulnerable individuals, particularly women and children, in the communities we serve.

This policy is aligned with WPNG's Code of Conduct and contributes to creating a safe, respectful, and empowering environment for all staff, volunteers, partners, and community members.

Wantaim PNG's PSEAH Policy applies to SEAH of adults. Our Child Protection Policy addresses SEAH of children (individuals under the age of 18).

POLICY STATEMENT

WPNG is committed to upholding the highest standards of professional and ethical behaviour and to ensuring that no harm comes to those we work with.

All individuals associated with WPNG must:

1. Avoid any form of SEAH – such acts constitute misconduct and will result in disciplinary action, including dismissal and possible legal consequences
2. Avoid sexual relationships with program participants or beneficiaries, due to unequal power dynamics and the risk of exploitation.
3. Never engage in sexual activity with a child (anyone under 18 years). See WPNG's Child Protection Policy.
4. Prohibit exchange of any form of assistance, money, or gifts for sex, including sexual favours or exploitative behaviour.



Wantaim PNG

**ENGAGE
MOBILISE
UNITE**

PSEAH Policy

5. Report suspicions or incidents of SEAH immediately using WPNG's designated reporting mechanisms.
6. Foster a culture of prevention, accountability and zero-tolerance of breaches by modelling respectful behaviour and upholding this policy.

DEFINITIONS

Abuse of Authority

This refers to someone misusing their power, influence, or position to take advantage of others, especially in a way that harms vulnerable individuals. Abuse of authority can happen through a single act or repeated behaviour, including intimidation, threats, blackmail, or coercion, creating a hostile or offensive environment.

This policy addresses three main concerns: sexual abuse, sexual exploitation, and sexual harassment. Each is defined below:

Sexual Abuse

Sexual abuse involves any actual or threatened sexual contact, especially when forced or under unequal or coercive circumstances. This includes acts like attempted rape, forced oral sex, unwanted touching, and non-consensual kissing.

Sexual Exploitation

This is when someone uses their power, position, or trust to gain sexual advantages, often for personal benefit – financial, social, or political. It includes things like transactional sex, soliciting sexual favours, or relationships that take advantage of someone's vulnerability. Such exploitation can occur in any setting where WPNG staff, volunteers, board members, or partners are active.



Wantaim PNG

**ENGAGE
MOBILISE
UNITE**

PSEAH Policy

Sexual Harassment

Sexual harassment happens when someone directs unwelcome sexual behaviour at another person – like advances, requests for sexual favours, or any other inappropriate sexual conduct. This is illegal during hiring processes and at work, including any place where work takes place or at work-related events.

Sexual harassment may include:

- Unwanted sexual advances or propositions
- Verbal or physical actions of a sexual nature
- Any sexual behaviour that causes offense or embarrassment
- Conduct that affects someone's job, creates a hostile environment, or feels threatening

It can happen as a one-time event or over time and may be intentional or coercive. Anyone – regardless of gender – can be a victim or perpetrator.

Vulnerable Adults

These are individuals over the age of 18 who:

- Are unable to care for or protect themselves from harm or exploitation, or
- Are at risk due to factors like gender, physical or mental health, disability, ethnicity, religion, sexual orientation, or due to conflict, disasters, or social/economic conditions.

GUIDING PRINCIPLES

- Wantaim PNG believes that everyone has a right to be safe and Wantaim PNG has an obligation to provide safe environments and programs for everyone
- All people have equal rights to protection from abuse and exploitation



Wantaim PNG

**ENGAGE
MOBILISE
UNITE**

PSEAH Policy

- Wantaim PNG commits to upholding the highest standards of integrity, respect, and professionalism in all interactions. All personnel are required to:
 - Treat all individuals with respect, dignity, and fairness, regardless of gender, age, race, religion, disability, or any other characteristic
 - Demonstrate integrity, honesty, and transparency in their actions and decisions
 - Foster an environment free from discrimination, harassment, and any form of exploitation
 - Avoid any behaviour that could reasonably be perceived as inappropriate or compromising to their professional role
 - Support survivors to speak out in safe, confidential, and culturally appropriate ways
 - Prioritise the wellbeing, consent and wishes of survivors
 - Uphold dignity and confidentiality of individuals who report SEAH at all times.
- The following behaviours are strictly prohibited:
 - Sexual Exploitation and Abuse: Engaging in any act that exploits or abuses a position of power or trust to obtain sexual favours, including in exchange for money, assistance, or benefits.
 - Sexual Harassment: Any unwanted, inappropriate, or offensive sexual advances, comments, or behaviour that creates an intimidating, hostile, or offensive environment.
 - Inappropriate Relationships: Engaging in romantic or sexual relationships with beneficiaries, community members, or others under one's care or influence as part of their role in the organisation.
- Any violation of these prohibitions will result in disciplinary action, including potential termination of employment, volunteer status, or partnerships. WPNG is committed to ongoing consultation with



Wantaim PNG

**ENGAGE
MOBILISE
UNITE**

PSEAH Policy

partners and communities to ensure that SEAH prevention mechanisms are relevant, culturally safe, and gender-sensitive.

SCOPE OF POLICY

This policy applies to all:

- Wantaim PNG members and staff
- Wantaim PNG volunteers, partners, stakeholders and supporters
- Wantaim PNG visitors – these include people Wantaim PNG would invite to visit and support our programs onsite in PNG

Collectively, this group is referred to as “*Wantaim PNG Participants*”.

The PSEAH policy aims to ensure a safe and respectful environment across all organisational activities. It outlines the standards of behaviour expected from all Wantaim PNG Participants, prohibits any form of SEAH and establishes procedures for reporting and addressing incidents.

RESPONSIBILITIES UNDER THIS POLICY

It is the responsibility of the Executive Committee and President to ensure that all Wantaim PNG Participants:

- Sign onto and agree to abide by this policy and applicable local procedures
- Report any SEAH concerns to the Executive Committee of Wantaim PNG, relevant local authorities and the police – this is a mandatory requirement and failure to do so may result in disciplinary action
- Cooperate fully and confidentially in any investigation of concerns or allegations
- Contribute to an environment where individuals are respected and encouraged to discuss their concerns and rights.



Wantaim PNG

**ENGAGE
MOBILISE
UNITE**

PSEAH Policy

For the recruitment of Wantaim PNG Visitors, each individual person must provide the following information, prior to working or travelling with Wantaim PNG:

- Obtain and provide a police criminal record check from their country of residency
- Disclose whether they have been charged with any criminal offence and their response.

Under this policy, it is the responsibility of the Wantaim PNG President and Executive Committee for each individual Wantaim PNG Visitor to:

- Ensure a documented federal police criminal record check has been received
- Ensure a signed declaration of the Wantaim PNG PSEAH policy has been received.

RISK IDENTIFICATION AND MANAGEMENT

As an organisation Wantaim PNG is to always be aware, vigilant and uncompromising when implementing our PSEAH policy. Members and others should continually be aware of risks and be actively minimising opportunities and situations where individuals can be harmed. Therefore, Wantaim PNG undertakes the following preventative measures:

- SEAH responsibilities to be embedded into key roles
- SEAH risk assessments to be conducted before the launch of any project or program and risks monitored and mitigated throughout implementation.
- All WPNG team members to undertake PSEAH training annually.
- All WPNG participants to undertake PSEAH training upon induction
- *Wantaim PNG* Participants travelling to PNG for work in our programmes shall supply a current police criminal record check
- This policy is to be included in all induction materials, codes of conduct, and partnership agreements.



Wantaim PNG

**ENGAGE
MOBILISE
UNITE**

PSEAH Policy

- New preventative measures to be implemented when gaps are identified.

REPORTING

It is mandatory for all *Wantaim PNG* Participants to report concerns or allegations of SEAH that relate to a Participant involved with *Wantaim PNG* to the Executive Committee of *Wantaim PNG*, relevant local authorities and/or the police.

An allegation of any abuse is a serious issue. In following this policy and local procedures, it is essential that all parties maintain confidentiality. Sharing of information, which could identify a victim, an alleged perpetrator or the informant/reporter could put them at harm so should be done so strictly on a 'need to know' basis. Unless abuse has actually been proven, one must always refer to "alleged abuse".

Wantaim PNG will treat each report related to sexual exploitation and abuse confidentially and seriously. Where there is a complaint against a Wantaim PNG Participant, there may be 2 types of investigation:

- Criminal investigation
- Disciplinary or misconduct investigation.

The results of the criminal investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

If, following consideration, the allegation is clearly about poor practice as opposed to a suspicion, allegation or incident of abuse, the Wantaim PNG President will deal with it as a misconduct issue. If the allegation is about poor practice by the Wantaim PNG President, or if the matter has been handled inadequately and concerns remain, it should be reported to the Wantaim PNG Executive Committee who will decide how to deal with the allegation and whether to initiate disciplinary proceedings.



Wantaim PNG

**ENGAGE
MOBILISE
UNITE**

PSEAH Policy

Any suspicion that a vulnerable person has been abused by a Wantaim PNG Participant, will be investigated further and Wantaim PNG will notify relevant law enforcement agencies as appropriate.

For details on how to report concerns or allegations of a child exploitation and abuse incident, refer to attachment 2.

REVIEW OF POLICY

This policy will be reviewed every five years or sooner if deemed necessary to assess its effectiveness, appropriateness and accuracy.

POLICY AUTHORISATION

Policy Owner	President Wantaim PNG
Approved By	Executive Committee Wantaim PNG
Approval Date	28.02.2026
Review Date	no later than 28.02.2031





Wantaim PNG

**ENGAGE
MOBILISE
UNITE**

PSEAH Policy

Attachment 1

PARTICIPANT DECLARATION

COMMITMENT BY ALL WANTAIM PNG PARTICIPANTS

I, _____, agree to abide by the expectations set out in this Prevention of Sexual Exploitation, Abuse and Harassment Policy as a board member / staff member / contractor / volunteer / partner / site visitor. I understand that failure to abide by this policy will result in the termination of my contract / association with WPNG.

Signed:

Date: _____





Wantaim PNG

**ENGAGE
MOBILISE
UNITE**

PSEAH Policy

Attachment 2

REPORTING SEAH INCIDENTS

You should report any behaviour that you suspect may be sexual exploitation, abuse or harassment, including possession of sexual exploitation material, or policy non-compliance by any Wantaim PNG Participant.

If you are unsure what you have seen is considered sexual exploitation, abuse or harassment, please contact the Wantaim PNG President for confidential advice and further information about what constitutes SEAH policy non-compliance.

To report an incident, please provide as much information as possible, including:

- date(s) of incident(s)
- location and activity where the incident happened
- alleged offender's details, including name, nationality and occupation
- details of alleged incident(s)
- whether local law enforcement authorities or Australian Federal Police have been informed
- any other relevant information.

Any WPNG participant found to be aware of a situation and not reporting it, will be subject to appropriate discipline. No action will be taken against those who inform of incidents in good faith.

All information provided under the PSEAH will be treated confidentially in accordance with relevant Commonwealth legislation, including the Privacy Act 1988, or PNG law (depending on location of the offence).

A SEAH incident can be made by emailing a report to info@WantaimPNG.org or via mail:

Wantaim PNG Inc
PO Box 1301
Manly NSW 1655
Australia