



LiteHaus

DIGITAL LEARNING - INSPIRING MINDS

INTERNATIONAL



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Sexual Abuse & Harassment Policy: All personnel

Purpose

This Sexual Abuse, Harassment & Misconduct Policy outlines the values, principles and standards of behaviour expected of all personnel of LiteHaus International Inc. to ensure that a safe working environment free of sexual abuse, harassment and misconduct is actively maintained at all times.

Background

LiteHaus International Inc. became an incorporated association, registered with the Queensland Office of Fair Trading on 9th February 2018, having acted as an unincorporated association known as LiteHaus Foundation since 16th September 2017. LiteHaus International Inc. (herein referred to as LiteHaus International) was established to globally contribute to the removal of obstacles encountered in the pursuit of quality and relevant education, ultimately enabling individuals to reach their full potential.

On the 8th May 2019, LiteHaus International become officially registered as an Australian charity with DGR-status with the Australian Charities and Not-for-profits Commission. LiteHaus International is governed by the stipulations of its Constitution and operates in accordance to its Standard Operating Manual, formally adopted as a live document in January 2019.

Vision

LiteHaus International actively envisions as a norm a safe and encouraging working environment where all personnel and stakeholders can enjoy their work without exposure to sexual abuse or harassment. Sexual misconduct or exploitation of any nature is completely incongruous with the ethical principles of LiteHaus International and accordingly, the organisation is firmly committed to ensuring that a safe working environment is maintained. Further, we strive to create an environment where all personnel feel that reporting sexual misconduct is a non-negotiable and that reporting channels are fluid, responsive and approachable.

Definitions

- **Personnel:** any members of LiteHaus International who are actively engaged in any of the organisation's activities.
- **Sexual abuse:** any unwanted sexual behaviour that makes a person feel uncomfortable, threatened or scared, including indecent assault, child sexual abuse, or rape.
- **Sexual harassment:** any unwelcome sexual behaviour that's offensive, humiliating or intimidating. It can be written, verbal or physical, and can happen in person or online.
- **Sexual exploitation:** any attempt to profit financially, socially or politically from the use of girls' or women's bodies.

Code of Conduct

This Sexual Abuse, Harassment & Misconduct Policy should be read and adhered to in respect to the general ethical and behavioural guidelines outlined in the LiteHaus International – Code of Conduct.

Actions

All personnel of LiteHaus International must:

- Agree to abide by the principles of this policy and adhere to its stipulations throughout the duration of their involvement with the organisation;
- Actively contribute to a safe working environment which celebrates diversity of gender, culture, spirituality, opinions, and firmly discourages sexually inappropriate behaviour;

- Always communicate with fellow personnel and stakeholders in a professional manner which is respectful and observant of individual sensitivities and the definitions of sexual inappropriate behaviour aforementioned;
- Consider the advice of local facilitators (when travelling) when travelling and communicating in international contexts to ensure that behaviour is not misinterpreted as sexually inappropriate in the eyes of others;
- Report any form of sexual misconduct immediately to the board; and
- Ensure any communication undertaken with external stakeholders represents the values of LiteHaus International which are outlined in this policy;

In addition to the above, the senior management of LiteHaus International should:

- Ensure that channels for incident reporting remain accessible to all staff members, and that a general culture of approachability is maintained; and
- Ensure that all external communications, visual media, and marketing avoids the use of sexual exploitative imagery.

Related policies

- LiteHaus International – Standard Operating Manual
- LiteHaus International – Code of Conduct
- LiteHaus International – Gender Equality & Diversity Policy
- LiteHaus International – Complaints, Whistleblowing and Incident Reporting Policy
- LiteHaus International – Cultural Sensitivity Program (Papua New Guinea)