

# **OCIC PREVENTION OF SEXUAL EXPLOITATION, ABUSE AND HARASSMENT (PSEAH) POLICY AND CODE OF CONDUCT**

**Approved by the Board of Directors June 2021**

## **Preamble**

The Ontario Council for International Cooperation's ('OCIC' or the 'Council') work, both internally and as a collective of members, is grounded in our shared vision of global social justice, human dignity and participation for all. Our policies are designed to meet OCIC's internal needs as an organization, however they are guided by ideals about anti-oppression, human rights, international cooperation, and the appropriate meeting of human needs articulated in a multitude of places by multilateral bodies, states, and civil society groups.

All OCIC policies and activities are informed by our Vision, Mission, Mandate, and Strategic Directions. Mindfulness of the spirit and letter of these documents is central to the integrity of the Council, as is compliance with the Cooperation Canada (formerly Canadian Council for International Co-operation) Code of Ethics, the Istanbul Principles for CSO Development Effectiveness and OCIC's Anti-Oppression Policy and Women's Rights and Gender Equality Policy.

## **1. Statement of Philosophy and Purpose**

OCIC recognizes that we have a responsibility to do our utmost to prevent sexual exploitation, abuse and harassment (PSEAH) in all areas of our work as a Council, and that sexual exploitation, abuse and harassment have been and will continue to be an issue of power imbalances which can have harmful effects on OCIC staff, Board, volunteers, members, partners and funders, as well as civil society and society as a whole, throughout the world. OCIC does not tolerate sexual exploitation, abuse and harassment and has a duty of care to ensure that everyone engaged with the Council is treated with dignity and respect, regardless of identity, and is able to safely and equitably access OCIC.

Raising awareness on prevention, reporting and responding to sexual exploitation, abuse and harassment are critical parts of the accountability and compliance culture at OCIC. Our internal and external stakeholders have a right to expect that we conduct all our activities to the highest ethical and professional standards. This same ethical and professional conduct is expected of all OCIC staff, Board, volunteers, members, partners, funders, contracted parties and representatives engaged or working with or for OCIC. All parties are required to be watchful for sexual exploitation, abuse and harassment, or any other suspicious behaviour, and to report these to the Executive Director or a member of the Executive Committee of the Board. All reported incidents will be appropriately investigated using a survivor-centred trauma informed approach, in a timely manner.

This Policy and Code of Conduct draws from resources provided by Digna, the Centre of Expertise on the Prevention of Sexual Exploitation and Abuse Serving Canadian International Development and

Humanitarian Aid Organizations, and other organizations in the international cooperation community in Canada. OCIC members are welcome to use it or to adapt it for their own governance purposes, and are encouraged to refer to [Digna](#) for extensive additional resources.

## 2. Definitions

For the purposes of this Policy and Code of Conduct:

**Child/children** refers to anyone under the age of 18 years.

**Sexual Exploitation** is any actual or attempted abuse of a person in 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.

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

**Sexual Harassment** is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct, gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another. Sexual harassment may occur when it interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive environment.

**Staff** refers to anyone employed by OCIC on either a full-time or part-time basis.

**Survivor** refers to a person who is or has been sexually exploited, harassed or abused.

**Survivor-Centered Approach** is defined in detail in Appendix A.

**Workplace** means any place where business or work-related activities are conducted and includes but is not limited to the physical work premises (office and off-site work locations), work assignments outside of OCIC's office or other facilities, work-related travel, and work-related conferences or training sessions, including those outside of Canada.

**Workplace Harassment** means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. It may include unwelcome, unwanted, offensive, or objectionable conduct that may have the effect of creating an intimidating, hostile or offensive work environment; interfering with an individual's work performance, adversely affecting an individual's employment relationship; and/or denying an individual dignity and respect. Harassment generally involves repeated activity but one incident may constitute harassment. It may be directed at specific individuals or groups. Reasonable action taken by OCIC or a supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

**Workplace Sexual Harassment** means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. It includes but is not limited to any unwelcome sexual advances (oral, written or physical), requests for sexual favours, sexual and sexist jokes, homophobic or sexist slurs; unwelcome remarks, jokes, taunts, leering or suggestions about a person's body, attire, unnecessary physical contact such as patting, touching, pinching or hitting; patronizing or condescending behaviour; displays of degrading, offensive or derogatory material such as graffiti or pictures or verbal abuse of a sexual nature. Sexual harassment may include a range of subtle and not so subtle behaviours and may involve individuals of the same or different gender.

**Workplace Violence** is the exercise of or attempted exercise of physical force by an employee against another employee in the workplace that causes or could cause physical injury to the employee, or a statement or behaviour that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee in a workplace, that could cause physical injury to the employee. Violence also includes any incident in which a customer or visitor to the workplace threatens or assaults an employee, intern, volunteer, or independent contractor of OCIC, or who is threatened or assaulted on OCIC's work premises.

### **3. Review**

3.1 As per OCIC's three-year review policy, this Policy and Code of Conduct is to be reviewed and/or updated by the Board Governance Committee by May 2024. Any changes must be approved by the OCIC Board of Directors.

### **4. Application & Scope**

4.1 This Policy and Code of Conduct applies to all OCIC staff, Board and volunteers. It also applies to OCIC members, partners, funders, contracted parties and representatives, when they are interacting with, engaged by, or working with or for OCIC. All are expected to be aware of this Policy and Code of Conduct and to comply fully.

4.2 This Policy and Code of Conduct sets out the minimum standards and procedures that OCIC is to follow, and addresses awareness, prevention, identification, reporting and investigation of any reported witnessing, suspected, or experience of incidents of sexual exploitation, abuse and harassment at OCIC. Where funder regulations are more restrictive, those regulations will be complied with and incorporated.

### **5. Awareness and Culture of Prevention and Deterrence**

The Board of Directors, Executive Director and Management Team are jointly responsible for creating awareness of OCIC's zero-tolerance approach to sexual exploitation, abuse and harassment, and zero tolerance for inaction when the perpetration of sexual exploitation, abuse and harassment is known. They will encourage awareness and a culture of prevention and deterrence through the following actions:

5.1 The Executive Director will sign the [Leaders' Pledge on Preventing and Addressing Sexual Misconduct](#) developed by Cooperation Canada.

5.2 The Board of Directors, Executive Director and Management Team will promote a harmonious and respectful work environment which celebrates difference, diversity, intercultural communication and positive behaviours in relation to gender and sexuality.

5.3 The Board of Directors, Executive Director and Management Team will jointly ensure that all staff, volunteers, members, partners, funders, contracted parties and representatives engaged or working with or for OCIC are aware of this Policy and Code of Conduct through official communications and/or onboarding. All staff, Board, volunteers, and members will receive their own copy of this Policy and Code of Conduct to refer to as needed, and are expected to review and to sign to indicate their understanding and acknowledgement of all information and conditions.

5.4 The Board of Directors, Executive Director and Management Team will uphold the highest standards of conduct and act as role models for staff, volunteers, members, partners, funders, contracted parties and representatives engaged or working with or for OCIC.

5.5 The Board of Directors, Executive Director and Management Team will proactively monitor the work environment to make sure that it is free of behaviour that may contribute to sexual exploitation, abuse and harassment, and that all those engaged or working with or for OCIC can express their concerns without fear or threats of reprisals, including hostility, excessive scrutiny, social exclusion, or other negative behaviour.

5.6 The Board of Directors, Executive Director and Management Team will help monitor for violations of this Policy and Code of Conduct, respond promptly to allegations, and ensure that necessary actions are taken.

5.7 OCIC will take swift and appropriate action against OCIC staff, Board, volunteers, members, partners, funders, contracted parties and representatives engaged or working with or for OCIC who are found to have perpetuated sexual exploitation, abuse and harassment. The disciplinary process will be subject to scrutiny by the Board.

5.8 Any violation of this Policy and Code of Conduct, including a failure to report, will be considered as serious misconduct and may lead to significant disciplinary measures, including but not limited to suspension, termination and/or legal action.

## **6. Identification, Reporting and Investigations**

### **6.1 Confidentiality of Reports and Investigations; Non-retaliation**

OCIC recognizes that it owes a duty of care towards everyone involved in a complaint, including but not limited to the survivor, complainant and witnesses. OCIC further recognizes that reporting alleged incidents of sexual abuse, exploitation and harassment is a very sensitive, private and emotionally complex matter. OCIC commits to investigating and documenting reports with compassion, consideration and sensitivity to all involved.

- Anyone who witnesses, discovers or suspects an alleged case of sexual exploitation, abuse and harassment while engaged in the activities of the Council, or who has received a disclosure of sexual exploitation, abuse and harassment by anyone involved with OCIC may make a confidential written report on [OCIC's website](#) using the Incident Report Form, or may directly report verbally to the OCIC Executive Director or Chair of the Board of Directors (see OCIC website for contact information).
- Reports may be submitted anonymously without fear of retaliation professionally or personally and will be treated confidentially to the fullest extent practicable. Only parties with a need to know should be advised of a report and any related investigation.
- If a report is received verbally, the individual who receives the report must complete or assist the complainant in completing a written report.

### **6.2 Timing of Reporting and Investigation**

- It is the obligation of OCIC staff, Board, volunteers, members, partners, funders, contracted parties and representatives engaged or working with or for OCIC to report any known, suspected, or alleged incident of sexual exploitation, abuse and harassment to OCIC in writing using the Incident Report Form on the OCIC website, or directly to the Executive Director or Chair of the Board of Directors, within a maximum 24-hour timeframe. Incident Report Forms will be sent directly to the Executive Director and Chair of the Board of Directors when submitted from the website.
- A survivor of sexual exploitation, abuse and harassment is encouraged to report any incident as soon as they feel comfortable and safe enough to do so. They should not feel bound by time limits, as OCIC does not have a statute of limitations for reporting complaints.
- The Executive Director or Chair of the Board of Directors must report to the Executive Committee of the Board of Directors any incident or suspicion of sexual exploitation, abuse and harassment as soon as they are made aware, within a maximum 24-hour timeframe.

- If the survivor has consented, the Executive Director or Chair of the Board of Directors will connect within 72 hours of receiving the report, and will provide referrals to support services that can offer comprehensive quality assistance and support in line with the survivors' wants and needs.
- The OCIC Executive Director or Chair of the Board of Directors will inform Global Affairs Canada of having received an allegation within 48 hours of determining that the allegation is credible, as required as a partner organization.
- Sexual exploitation, abuse and harassment and any such allegations will be appropriately investigated with leadership provided by the Executive Director or the Executive Committee of the Board of Directors. External expertise will be sought as needed to assist with or lead the investigation.
- In cases of workplace harassment, the survivor and the alleged harasser (if they are OCIC staff, Board or volunteers) must be informed in writing of the results of the investigation and any corrective action that has been taken or will be taken as a result of the investigation.
- If the survivor is over the age of 18, they have the right to request that an investigation not be undertaken or completed, but follow up will occur with the survivor to ensure the request was not coerced. The values and wishes of the survivor will be prioritized throughout this process.

### 6.3 Decision or Duty to Report to the Police and Children's Aid Society (CAS)

- Any decision to report incidents to police, or to take legal action, will be left to the survivor, with the exception of incidents involving anyone under the age of 18.
- In accordance with the province of Ontario's [Child, Youth and Family Services Act](#) (CYFSA), if there are reasonable grounds to suspect that a child is or may be in need of protection, this must immediately be reported to the Executive Director or Chair of the Board of Directors, who must immediately report the suspicion and the information upon which it is based to the Children's Aid Society (CAS) and/or police. 'Reasonable grounds' refers to the information that an average person, using normal and honest judgment, would need in order to decide to report. ([Ministry of Children, Community and Social Services](#)).
- The parent/guardian of the child may also be informed, provided that this is consistent with the best interests, protection and well-being of the child. The decision as to whether to notify a parent/guardian should be made with consideration to all of the circumstances, including the wishes of the child.
- The CAS may be contacted with non-identifying information as a resource for private, confidential consultation or advice when the situation is unclear, through the [CYFSA Duty to Report Child Abuse and Neglect](#) weblink.

## 7. Survivor-Centered, Trauma-Informed Response

7.1 OCIC is committed to upholding a survivor-centered, trauma-informed response to survivors, and will provide referrals to support services that can offer comprehensive quality assistance and support in

line with the survivors' wants and needs. Assistance will be made available regardless of whether a formal internal response or investigation has been concluded.

7.2 OCIC will provide timely information regarding support the Council can offer to the survivor, once a report has been received.

7.3 OCIC will ensure that survivors are not penalized for poor performance, outbursts, insubordination, etc. that may be an understandable reaction to sexual exploitation, abuse and/or harassment.

7.4 The referrals and support provided by OCIC will be documented, and any information related to challenges or barriers in access will be reported to the Board and relevant authorities without breaching confidentiality. The feedback received will be used to improve the referral process and strengthen OCIC's PSEAH Policy and Code of Conduct, going forward.

## **OCIC PREVENTION OF SEXUAL EXPLOITATION, ABUSE AND HARASSMENT CODE OF CONDUCT**

I understand that I have a responsibility to ensure that women, girls, boys, men, transgender and non-binary individuals involved in the activities of the Council are treated with dignity and respect, and are free from all forms of sexual exploitation, abuse and harassment. I commit to uphold the highest standards of professional and personal conduct at all times, even when I am off duty or away from my workplace. I understand that sexual exploitation, abuse and harassment are all unacceptable forms of behaviour and jeopardize the credibility and reputation of all agencies and their staff.

In order to prevent sexual exploitation, abuse and harassment in the context of OCIC's work, I understand and commit to respecting the following principles and conditions:

1. Sexual exploitation, abuse and harassment will not be tolerated. Each are grounds for disciplinary measures, including dismissal.
2. Sexual activity with persons under the age of 18 years is prohibited regardless of the age of majority or local age of consent. Mistaken belief in the age of a child is not a defence.
3. Sexual harassment is a form of sex discrimination which negatively affects the working environment and adversely impacts the dignity and well-being of a person.
4. Actions can be considered sexual harassment, abuse or harassment even if the alleged harasser did not intend for it to be. It does not have to be intentionally directed at a specific person.
5. Exchange of money, employment, goods or services for sex, including sexual favours or any forms of humiliating, degrading or exploitive behaviour, is prohibited. This includes exchange of programs and services.
6. Any sexual relationship between those providing programs and services and a person benefiting from such programs and services that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of programs and services.
7. OCIC staff, Board, volunteers, members, partners, funders, contracted parties and representatives engaged or working with or for OCIC to provide services on behalf of the Council are obliged to create and maintain an environment that prevents sexual exploitation, abuse and harassment.
8. Where OCIC staff, Board, volunteers, members, partners, funders, contracted parties and representatives engaged or working with or for OCIC to provide services on behalf of the Council have concerns or suspicions regarding sexual exploitation, abuse or harassment by a service provider, staff, Board, volunteer or representative, concerns must be reported.
9. OCIC computer hardware, networks, databases and software are the property of OCIC and may be made available to OCIC staff, Board, volunteers, members, partners, contracted parties and representatives engaged or working with or for OCIC to provide services on behalf of the Council. These items and other OCIC equipment such as computers, mobile phones, video and digital cameras must not be used for sexual exploitation, abuse or harassment at any time, or in any location. OCIC equipment also must not be used to access, view, create, download or distribute pornography, especially abusive images of children.



A confidential complaint, including of suspicious behaviour, can be made by or on behalf of a survivor in writing by using the Incident Report Form on the OCIC website, or directly, to the Executive Director or Chair of the Board of Directors.

By signing this Code of Conduct, I hereby agree to uphold its principles and conditions to the best of my ability at all times.

First Name:

Last (Family) Name:

Title/Position held (if applicable):

Organization (if applicable):

Date:

## **APPENDIXES**

A: Overall Principles for a Survivor-Centred Trauma Informed Approach

B: Handling a Spontaneous Disclosure: Do's and Don'ts

C: OCIC Incident Reporting Form - Reporting as a Survivor

D: OCIC Incident Reporting Form - Reporting on Behalf of a Survivor

E: Types of Referrals

F: PSEAH Response Poster

## APPENDIX A

### OVERALL PRINCIPLES FOR A SURVIVOR-CENTERED TRAUMA INFORMED APPROACH

OCIC commits to following a survivor-centred trauma informed approach to the prevention of sexual exploitation, assault and harassment. Overall principles of this approach at OCIC include:

- The safety and security of the survivor is the highest priority.
- A strong 'do no harm' focus: taking no actions that could make things worse for the survivor.
- Best interests: taking actions determined to be in the best interest of the survivor in collaboration with them, whenever possible.
- Empowerment: showing respect for the choices, wishes, rights and dignity of the survivor, and ensuring that they are involved in decision making wherever possible.
- Transparency: communicating expected behaviour to all stakeholders, particularly OCIC staff, Board, volunteers, members, partners, funders, contracted parties and representatives engaged or working with or for OCIC to provide services on behalf of the Council.
- Accessibility: Ensuring complaints mechanisms are accessible to survivors and witnesses.
- Privacy and confidentiality: Taking utmost care to ensure that the privacy and confidentiality of all concerned are protected and strictly adhered to in all aspects of handling a safeguarding case.
- Data protection: Ensuring that information related to the safeguarding case is stored safely and securely, and that all data protection requirements are adhered to.
- Non-discrimination: Providing fair and equal treatment to anyone in need of support as a result of a possible safeguarding violation(s), with no discrimination based on gender, age, race, ethnicity, ability, sexual orientation or other characteristics.
- Supporting survivors in receiving appropriate assistance and comprehensive information in a timely and effective manner.
- Working with local survivor activist groups, as a resource where needed or appropriate, to ensure responses are appropriate and effective.
- Prioritizing the safety and needs of survivors in investigation processes, and ensuring that responses are sensitive to their wishes and safety.
- Taking consideration of the need for counselling and health services to assist the survivor with their recovery, and providing assistance to the survivor to address their complaint in a sympathetic, compassionate and considerate fashion.

## APPENDIX B

### DO'S AND DON'T WHEN HANDLING A SPONTANEOUS DISCLOSURE

Unless you are well-trained in supporting survivors of sexual exploitation, abuse and harassment, do not provide direct counselling without support. If, however, a survivor spontaneously discloses their experience to you:

DO...	DO NOT...
Allow the survivor to approach you.	React in a culturally inappropriate or overly emotional way. Survivors need you to be in control and able to listen and effectively support them. They should not have to worry about supporting you.
Ask how you can support with any urgent basic needs.	Promise to keep secrets or make any promises that you cannot keep (for example, regarding prosecution)
Ask the survivor if they are comfortable talking to you, or would prefer to talk to someone else.	Ignore someone who approaches you and shares a safeguarding concern or experience.
Provide practical support, like offering water or a private place to speak without risk of being overheard, but not out of eyesight or hearing of another adult, if with a child/minor.	Pressure the survivor into sharing information.
Offer to secure an immediate place of safety if required, especially if they have just fled a traumatic situation and can't articulate what they need.	Take photos or record the conversation. Taking written notes is OK, but explain what you are doing and why.
Try to listen more than you speak. It may take time for a survivor to share what they need to.	Make comparisons between the person's experience and others, including your own, if applicable.

DO...	DO NOT...
<p>Treat any information shared with confidentiality, including the identity of the survivor and the subject of concern, however, be clear that you must report and act if the person disclosing is a child, or is at immediate risk of harm.</p>	<p>Openly doubt or contradict what someone tells you.</p>
<p>Share culturally appropriate statements of comfort and support.</p>	<p>Exaggerate your skills or influence, make false promises or provide false information.</p>
<p>Share information on all services available.</p>	<p>Offer your own advice or opinion</p>
<p>Share with the survivor the process of reporting and next steps.</p>	<p>Assume that you know what someone wants or needs</p>
	<p>Make assumptions about someone's experience</p>

## APPENDIX C

### OCIC INCIDENT REPORTING FORM - REPORTING AS A SURVIVOR

*Please use this form if you have experienced an incident or incidents of sexual exploitation, abuse and/or harassment while engaged in the activities of the Council. Gathering information regarding an incident or incidents of sexual exploitation, abuse and harassment is a critical element of the reporting process. We ask that this incident report be objective and precise, focusing on the facts and relevant information. Incident Report Forms are sent directly to the Executive Director and Chair of the Board of Directors when submitted from the website.*

***Please note that your response to any of the following questions is optional, if you wish to remain anonymous.***

1. First Name:
2. Last (Family) Name:
3. Age:
4. Gender:  
Woman / Man / Transgender / Non-binary / Choose not to respond
5. Phone number:
6. Address:
7. Title/Position(s) held (if applicable):
8. Organization (if applicable):
9. How do you prefer to be contacted (if at all):
10. Name(s), Phone Number and Address of Parent/Guardian, if you are under 18 years of age:

#### **Incident details**

11. Date of incident:
12. Time of incident:
13. Location(s) of incident:

14. Brief description of incident:
15. Physical and emotional state (describe any cuts, bruises, lacerations, behaviour and mood):
16. Were there any witnesses:  
Yes / No / Unsure
17. Witness(es) Name(s), Phone Number, Address and email (if applicable):
18. Have you been informed of available medical care?  
Yes / No / Unsure
19. Have you sought medical treatment after the incident?  
Yes / No
20. Would you like any assistance contacting medical care?  
Yes / No
21. Have you contacted the police?  
Yes / No
22. Would you like any assistance contacting the police?  
Yes / No
23. Have you contacted legal services?  
Yes / No
24. Would you like any assistance contacting legal services?  
Yes / No
25. What immediate security measures have you undertaken or have been undertaken to support you?
26. What other support would you like OCIC to provide at this time, if any?

**Information about the alleged perpetrator(s) (if known)**

27. First Name:
28. Last (Family) Name:
29. Age:

30. Gender:  
Woman / Man / Transgender / Non-binary / Choose not to respond
31. Phone number:
32. Address:
33. Title/Position(s) held (if applicable):
34. Organization (if applicable):
35. Relationship to you:
36. Physical description:

**Consent to be contacted**

OCIC does not tolerate sexual exploitation, abuse and harassment and has a duty of care to ensure that everyone engaged with the Council is treated with dignity and respect, regardless of identity, and is able to safely and equitably access OCIC.

We are committed to upholding a survivor-centered trauma informed response to survivors, and will provide referrals to support services that can offer comprehensive quality assistance and support in line with your wants and needs. Assistance will be made available regardless of whether a formal internal response or investigation has been concluded.

- I consent to OCIC contacting me for further support.
- I do not consent to OCIC contacting me for further support.

Consent to submit this Incident Report

I consent to this Incident Report being submitted to the

- OCIC Executive Director AND Chair of the Board of Directors
- OCIC Executive Director ONLY
- Chair of the Board of Directors ONLY

Thank you for submitting this Incident Report.



## APPENDIX D

### OCIC INCIDENT REPORTING FORM - REPORTING ON BEHALF OF A SURVIVOR

*Please use this form if you have received a disclosure of sexual exploitation, abuse and harassment by anyone involved with OCIC, while engaged in the activities of the Council.*

*Gathering information regarding an incident or incidents of sexual exploitation, abuse and harassment is a critical element of the reporting process. The incident report should be objective and precise, focusing on the facts and relevant information. Incident Report Forms are sent directly to the Executive Director and Chair of the Board of Directors when submitted from the website.*

*If you are reporting on behalf of a survivor with their consent, please write a clear record of what is said by them in their own words, and allow them to read what you have written. If they are not able to read your report themselves, please read the text to them and then ask them to verify if they are satisfied with what you have written. If they are not, please correct the text with them and then verify again.*

***Please note that response to any of the following questions is optional, if you wish to remain anonymous.***

#### **Information of the person reporting an incident on behalf of a survivor**

1. First Name:
2. Last (Family) Name:
3. Age:
4. Gender:  
Woman / Man / Transgender / Non-binary / Choose not to respond
5. Phone number:
6. Address:
7. Title/Position(s) held (if applicable):
8. Organization (if applicable):
9. How do you prefer to be contacted (if at all):
10. Name(s), Phone Number and Address of Parent/Guardian, if you are under 18 years of age:

### **Survivor information**

11. First Name:

12. Last (Family) Name:

13. Age:

14. Gender:

Woman / Man / Transgender / Non-binary / Choose not to respond

15. Phone number:

16. Address:

17. Title/Position(s) held (if applicable):

18. Organization (if applicable):

19. Has the survivor given consent to the completion of this form?

Yes / No / Unsure

20. How does the survivor prefer to be contacted, if at all?:

21. Name(s), Phone Number and Address of Parent/Guardian, if the survivor is under 18 years of age:

### **Incident details**

22. Date of incident:

23. Time of incident:

24. Location(s) of incident:

25. Brief description of incident:

26. Physical and emotional state of the survivor (describe any cuts, bruises, lacerations, behaviour and mood):
27. Were there any witnesses:  
Yes / No / Unsure
28. Witness(es) Name(s), Phone Number, Address and email (if applicable)
29. Has the survivor been informed of available medical care?  
Yes / No / Unsure
30. Has the survivor sought medical treatment after the incident?  
Yes / No / Unsure
31. Would the survivor like any assistance contacting medical care?  
Yes / No / Unsure
32. Has the survivor contacted the police?  
Yes / No / Unsure
33. Would the survivor like any assistance contacting the police?  
Yes / No / Unsure
34. Has the survivor contacted legal services?  
Yes / No / Unsure
35. Would the survivor like any assistance contacting legal services?  
Yes / No / Unsure
36. What immediate security measures have been undertaken for the survivor?
37. What other support would you like OCIC to provide at this time, if any?

**Information about the alleged perpetrator(s) (if known)**

38. First Name:
39. Last (Family) Name:
40. Age:
41. Gender:  
Woman / Man / Transgender / Non-binary / Choose not to respond

42. Phone number:

43. Address:

44. Title/Position(s) held:

45. Organization (if applicable):

46. Relationship to the survivor:

47. Physical description:

### **Consent to be contacted**

OCIC does not tolerate sexual exploitation, abuse and harassment and has a duty of care to ensure that everyone engaged with the Council is treated with dignity and respect, regardless of identity, and is able to safely and equitably access OCIC.

We are committed to upholding a survivor-centered trauma-informed response to survivors, and will provide referrals to support services that can offer comprehensive quality assistance and support in line with the survivors' wants and needs. Assistance will be made available regardless of whether a formal internal response or investigation has been concluded.

- I consent to OCIC contacting me for further support.
- I do not consent to OCIC contacting me for further support.

Consent to submit this Incident Report

I consent to this Incident Report being submitted to the

- OCIC Executive Director AND Chair of the Board of Directors
- OCIC Executive Director ONLY
- Chair of the Board of Directors ONLY

Thank you for submitting this Incident Report.



## **APPENDIX E TYPES OF REFERRALS**

### **Safe and Ethical Referral**

Referral pathways for survivors should include the following information:

- Specific information on how and where a survivor can access services
- Types of services available (health, psychosocial, police/security, legal/judicial) and specific local contact information
- Timely information regarding financial or other relevant support the Council can offer to the survivor, once a report has been received
- Programmatic sources of support available
- Any protocols for having someone accompany survivors (if needed)
- Follow up services and other forms of support

### **Types of Referral**

Women, girls, boys, men, transgender and non-binary individuals who experience sexual exploitation, abuse or harassment may have a variety of needs. These include:

#### **1. Medical Assistance**

- Post-exposure prophylaxis
- Treatment for sexually transmitted infections
- Emergency contraception
- Care of wounds
- Treatment for life-threatening complications
- Support for children conceived as a result of sexual exploitation and abuse as well as their parent or guardian

#### **2. Psychosocial Assistance**

- Counselling, or local equivalent (survivor/victim support groups/organizations)
- Family mediation
- Reintegration assistance
- Community sessions

#### **3. Legal Assistance or Support to Access Formal Justice**

- Travel costs to visit a police station
- Legal clinics or support groups
- Access to legal representation

#### **4. Protection Assistance**

- Safe shelters
- Relocation assistance
- Transport assistance

**Some services include:**

**Assaulted Women's Helpline** 416-863-0511 / Toll Free: 1-866-863-0511 / <https://www.awhl.org>  
**Toronto Rape Crisis Centre / Multicultural Women Against Rape** 416-597-8808 / <https://trccmwar.ca>  
**Native Women's Resource Centre of Toronto** - 416-525 9653 / <https://nwrct.ca/programs/svrt/>  
**Support Services for Male Survivors of Sexual Abuse Program** 1-866-887-0015 /  
[https://www.attorneygeneral.ius.gov.on.ca/english/ovss/male\\_support\\_services/](https://www.attorneygeneral.ius.gov.on.ca/english/ovss/male_support_services/)  
**1 in 6** (Services for men) <https://1in6.org>

**If you would like more information about filing a human rights or criminal complaint, contact:**

**Human Rights Legal Support Centre** Toll Free: 1-866-625-5179 / [www.hrlsc.on.ca](http://www.hrlsc.on.ca)  
**Human Rights Tribunal of Ontario** Toll Free: 1-866-598-0322 / [www.hrto.ca](http://www.hrto.ca)  
**Independent Legal Advice for Survivors of Sexual Assault Pilot Program**  
<https://www.attorneygeneral.ius.gov.on.ca/english/ovss/ila.php>  
**Barbara Schlifer Clinic** 416-323-9149 / <https://www.schliferclinic.com>  
**Toronto Police** 416-808-2222 / <https://yourchoice.to/reporting.php>

## APPENDIX F

### PSEAH RESPONSE POSTER

#### Steps to take in the case of sexual exploitation, abuse and harassment

##### 1. Keep a Record

- Take notes.
- Save screenshots and emails.
- Keep your records at home, rather than in the workplace.

##### 2. Tell Your Employer

- There are two ways for an employee to file a complaint at OCIC. You may complete an Incident Report available on the OCIC website, or you may report directly to the Executive Director or Chair of the Board of Directors.
- Refer to the records you saved when filing a complaint.

##### 3. Seek External Help

- You can also file a human rights or criminal complaint by contacting:
  - Human Rights Legal Support Centre - Toll Free: 1-866-625-5179 / [www.hrlsc.on.ca](http://www.hrlsc.on.ca)
  - Human Rights Tribunal of Ontario - Toll Free: 1-866-598-0322 / [www.hrto.ca](http://www.hrto.ca)
  - Independent Legal Advice for Survivors of Sexual Assault Pilot Program - <https://www.attorneygeneral.jus.gov.on.ca/english/ovss/ila.php>
  - Barbara Schlifer Clinic - 416-323-9149 / <https://www.schliferclinic.com>
  - Toronto Police - 416-808-2222 / <https://yourchoice.to/reporting.php>

##### 4. Find Allies

- There are many institutions and organizations that are able to provide immediate support, including:
  - Assaulted Women's Helpline - 416-863-0511 / Toll Free: 1-866-863-0511 / <https://www.awhl.org>
  - Toronto Rape Crisis Centre / Multicultural Women Against Rape - 416-597-8808 / <https://trccmwar.ca>
  - Native Women's Resource Centre of Toronto - 416-525 9653 / <https://nwrct.ca/programs/svrt/>
  - Support Services for Male Survivors of Sexual Abuse Program - 1-866-887-0015 / [https://www.attorneygeneral.jus.gov.on.ca/english/ovss/male\\_support\\_services/](https://www.attorneygeneral.jus.gov.on.ca/english/ovss/male_support_services/)
  - 1 in 6 (Services for men) - <https://1in6.org>