

POLICY: PREVENTION AND PROCEDURES OF SEXUAL HARASSMENT AND ABUSE

1. Introduction

At the Finnish Red Cross, we do not tolerate any form of sexual harassment or abuse. We are committed to ensuring that the Finnish Red Cross is a safe environment for employees, volunteers, beneficiaries and third parties.

The purpose of the Finnish Red Cross is, in all conditions, to protect life and health, defend human dignity and human rights, promote cooperation and peace between nations, save human lives in and outside Finland, help those in the most disadvantaged position to prevent and alleviate human suffering, support and assist public authorities in times of both peace and war and armed conflict in order to promote people's well-being, promote solidarity and willingness to help among citizens, increase understanding towards the Red Cross' work and universal efforts, and affirm the organisation's readiness and operational capacity. (Decree on the Finnish Red Cross)

Realising the purpose of the organisation requires that all those working and acting within the organisation act in accordance with its values and principles and are aware of their own responsibility in maintaining the trustworthiness of the organisation.

Sexual harassment and abuse are gross violations of the principles and values of the organisation. Even one case is too many for us. The Finnish Red Cross is doing its utmost to prevent sexual harassment and abuse and responds immediately to allegations and incidents of sexual harassment and abuse that it is made aware of. It is vital that workers, volunteers, beneficiaries and third parties have the opportunity to report sexual harassment and abuse and that inappropriate behaviour is dealt with promptly. This requires the organisation to engage in constant internal and external dialogue.

When discussing within the work community as well as in public (e.g. social media), it should be remembered that people should not be judged based on rumours or unverified information. We work to ensure that anyone accused of sexual harassment or abuse is treated fairly. The problems must also be addressed without blaming the people who bring them up. Ensuring the victim's well-being and the dependability of the organisation in the communities in which we operate are an integral part of this policy.

The policy reinforces existing policies and monitoring and reporting guidelines. The annexes to this policy provide guidance on how to prevent sexual harassment and abuse and address the incidents that arise, as well as how the content of the policy is taken into account in orientation and training. The policy also reinforces the practices designed to ensure that those who are sexually harassed or abused are able to report the incidents without fear of retaliation.

This policy applies to all employees, volunteers, beneficiaries and third parties of the Finnish Red Cross. Definitions of sexual harassment and abuse related to the policy are included in the annex.

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2. Key principles

- a) At the Finnish Red Cross, we do not tolerate any form of sexual harassment or abuse. We shall commit to ensuring that the Finnish Red Cross is a safe environment for employees, volunteers, beneficiaries and third parties.
- b) Our starting point is prevention. We shall focus on creating an atmosphere where it is clear to everyone that sexual harassment and abuse are not tolerated by the Finnish Red Cross and where everyone is able and unafraid to report sexual harassment and abuse against themselves or others.
- c) We shall immediately report suspicions of sexual harassment or abuse through the official channel.
- d) It is important that anyone who becomes a victim of sexual harassment or abuse quickly raises the issue with an employee, volunteer in charge or trustee.
- e) It is important that every volunteer, employee, beneficiary and partner of the Finnish Red Cross knows the channels through which they can report any suspicions or incidents of sexual harassment or abuse they become aware of.
- f) If the incident does not require involving the authorities, the Finnish Red Cross shall investigate the incident with the victim and suspected perpetrator and take appropriate action.
- g) In the event of a crime, the police shall be contacted.
- h) Particularly when the victim is a minor, the employees or volunteers must not start interviewing the child or assessing the veracity of the suspicion on their own. The police shall be contacted even in uncertain cases. If there is reason to suspect that the minor's parents are unaware of the situation, they will be immediately contacted by a Red Cross representative. In the event of serious allegations, a child welfare notification shall also be made as needed.
- i) We shall also respect the suspect's right to due process and will not spread rumours.
- j) We shall always refer victims of sexual harassment and abuse to support outside the organisation.
- k) Agreements with third parties shall include a clause on compliance with this policy.
- l) Our measures must in no way aggravate the situation of the victim, and their safety and sense of security must be the highest priority in our measures.
- m) We shall respect the victim's choices.
- n) We shall adhere to strict confidentiality in our measures.
- o) We shall treat all victims of sexual harassment and abuse in a non-discriminatory and fair manner.
- p) We shall pay particular attention to the need to protect minors and shall cooperate with professionals in the field.

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3. Procedures

Five principles of action we cannot compromise on

1. Do not expose anyone to sexual harassment or abuse.
2. Do not demand sex in exchange for goods, money, services or other aid.
3. Do not engage in sexual activities with a beneficiary.
4. Promote an environment free from sexual harassment and abuse in your activities.
5. Report all incidents and suspicions related to sexual harassment and abuse.

Risk identification

The risks of sexual harassment and abuse increase in humanitarian disasters. At other times as well, situations with a skewed power structure entail risks. Prevention needs to particularly focus on children, women, people with disabilities, sexual minorities, people dependent on the help of others, illiterate people and people who, for whatever reason, do not have equal opportunities to look after themselves and their rights.

In our activities, we shall identify situations where there is a risk of sexual harassment and abuse as well as the people who are the most likely to be victims of such acts. We shall plan in advance how to prevent these risks in our programmes.

We shall use the early intervention model when there is a risk of harassment and abuse.

We shall regularly identify and monitor the risks associated with our international aid operations. We shall plan and control our work through actions that reduce risks and prevent sexual harassment and abuse. In international aid operations, a feedback mechanism tailored to the local context shall be created together with the local partner for each programme. The programmes will appoint an on-site contact person who the employees, volunteers and beneficiaries will be informed about. They may also contact the internal auditor through the feedback link on the website.

Reporting incidents

We encourage anyone who has been subjected to sexual harassment or abuse to report it to one of the organisation's employees or volunteers in charge.

All employees, supervisors, volunteers, volunteers in charge and trustees shall understand their responsibility to take the matter forward if they hear about sexual harassment or abuse.

The Finnish Red Cross contact person in these matters is the internal auditor, who can be notified of the incidents in person or through the feedback channel on the website.

We shall take immediate action and ensure that each report is investigated and the conclusions and recommendations of the investigation are implemented.

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When the matter concerns staff and volunteers, incidents of sexual harassment and abuse shall be reported to the internal auditor. If the matter is not a serious allegation of harassment and the victim agrees, the case may be dealt with by a supervisor or person in charge of volunteer activities.

In Finland, sexual harassment and abuse of beneficiaries shall also be reported to the internal auditor.

For international operations, a feedback system will be set up to allow beneficiaries to report misconduct. Cases raised in international aid operations shall also be reported to the internal auditor when they come to the attention of the FRC staff.

The process for handling allegations of sexual harassment and abuse

A. When the victim is an employee and/or volunteer

The matter will be handled with the parties concerned in their own unit. The process will be led by the person in charge of the activity in the case of a volunteer, or by a representative of the employer in the case of an employee. The employer representative / person in charge of the activity reports the incident and its handling to the internal auditor with permission from the person concerned.

In the event of serious harassment or abuse, the matter will be referred to the internal auditor, with permission from the person concerned, and the internal auditor will decide how to proceed and will be responsible for completing the process.

In the event of a suspected crime, the police shall be contacted.

B. When the matter concerns a beneficiary

The matter shall always be referred to the internal auditor, who will decide how to proceed and will be responsible for completing the process.

In the event of a suspected crime, the police shall be contacted.

For international operations supported by the FRC, a feedback system for the beneficiaries will be created together with the local partner. The proper functionality of the feedback system and investigating and addressing misconduct is primarily the responsibility of the local partner, in accordance with its own regulations, the ethical principles and policies of the Red Cross and local legislation. The FRC's staff shall monitor that the process functions properly. Encountered incidents shall also be reported to the FRC's internal auditor.

The internal auditor will record the conclusions and instructions given and monitor their implementation until the matter can be considered resolved and adequate support for the potential victim has been organised. If the employer, the volunteer in charge of activities or the internal auditor deems that there has been no harassment, this will be communicated and justified to the people concerned, and any other factors that influenced the situation will be corrected as needed.

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Possible sanctions

If an employee is guilty of sexual harassment or abuse, the employer can apply the following sanctions in accordance with labour legislation: written warning, termination or cancellation of the employment contract.

In volunteer activities, a volunteer may be given a permanent or temporary ban on volunteering, as decided on by the branch chair or board. If necessary, the matter may also be referred to the organisation's conciliation board in accordance with Section 57 of the Decree on the Finnish Red Cross.

4. Roles and responsibilities

Responsibilities of upper management

The commitment of the upper management is a prerequisite for the prevention of sexual harassment and abuse and the success of measures.

The upper management is responsible for ensuring that the organisation has policies and orientation/training to prevent sexual harassment and abuse and that materials are available and used in orientation and when making contracts with third parties.

The upper management is responsible for ensuring that each employee, volunteer and partner is aware of the zero tolerance for sexual harassment and abuse and that everyone is aware of the policies and knows how to act in their role.

The upper management is also responsible for ensuring that the beneficiaries in all activities are informed of the policies and practices of the Finnish Red Cross in relation to sexual harassment and abuse.

Upper management refers to the Secretary General and the management group at the headquarters, the executive director at the districts, the manager of youth shelters at youth shelters, the chain director at the Kontti chain, the chief executive of the Blood Service at the Blood Service, the branch chair at the branches and the head of operation or field supervisor in international operations.

Responsibilities of supervisors and people in charge of volunteer activities

Sexual harassment is always above all the responsibility of the harassers themselves. Elimination of the harassment becomes the responsibility of the employer or the person in charge of the activities when the harassment is brought to their attention. Everyone who is in charge of the activities of others has a responsibility to intervene in sexual harassment and abuse, at least by bringing the matter to the attention of the internal auditor. The employer is entitled to take appropriate action if an employee of the organisation has not reported suspected harassment upon becoming aware of it.

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Even the Occupational Safety and Health Act dictates that a person in a supervisory position has a responsibility to intervene in sexual harassment and abuse. A volunteer in charge of volunteer activities has a responsibility to intervene in sexual harassment and abuse in accordance with the volunteering policy and the sexual harassment and abuse prevention policy.

Supervisors and persons in charge of activities are responsible for the orientation of new employees and volunteers and ensuring that everyone has the competence to act according to their respective roles. Supervisors and those in charge of activities have a duty to ensure that any sexual harassment or abuse ceases.

Responsibilities of all operators

Everyone is responsible for their own actions.

Everyone has an obligation to attend training on sexual harassment and abuse. Anyone who has not received the necessary orientation or training or is unaware of the procedures is obliged to obtain the necessary information by contacting the supervisor or person in charge of the activities.

Employees are responsible for ensuring that volunteers and beneficiaries in their area are aware of this policy and related guidelines and know how to act accordingly. Employees are also responsible for providing support and guidance to volunteers and beneficiaries.

Everyone has a responsibility to report any sexual harassment or abuse they discover.

Volunteers are entitled to assistance, support and guidance from the organisation's employees in reporting, investigating and addressing any potential sexual harassment.

Responsibilities of the internal auditor

Reports made through the website of the Finnish Red Cross will be processed by the internal auditor.

The internal auditor is responsible for investigating, monitoring and reporting incidents of sexual harassment and abuse that come to their attention. The internal auditor decides on a case-by-case basis how the incident will be investigated and who will be involved and is responsible for ensuring that incidents are fully dealt with.

Responsibilities of the international and domestic HR units

HR units shall include questions of sexual harassment and abuse in the staff survey.

They shall keep the instructions and orientation and training materials up to date and make them available to operators.

In addition to this, the units shall support the management and supervisors in incidents of sexual harassment and abuse.

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5. Reporting and monitoring

Once per year, the internal auditor shall report to the Board of the organisation on the number of cases brought to their attention and the conclusions of the investigation process, taking into account the privacy of the individuals involved.

6. Policy approval

Version	Date	Comments
Draft	1–30 November 2019	Given to the headquarters management group, district executive directors and institution directors for commenting
Draft	4 November 2019	Processed by the Finance and Development Committee
Draft	28 November 2019	Processed by the Programme Committee
Draft	17 December 2019	Processed by the headquarters management group
Final draft	24 January 2020	Approved by the organisation board
Updated		

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Annex

INSTRUCTIONS AND PROCEDURES CONCERNING SEXUAL HARASSMENT AND ABUSE

Prevention

- Communication of policy
- Atmosphere
- Recruitment
- Orientation and training
- Particular attention to children

Reporting sexual harassment or abuse

If you have experienced sexual harassment or abuse

If you have seen or heard about sexual harassment or abuse of another

How to act as a supervisor / person in charge of activities if you detect or are informed of incidents or suspicions of sexual harassment or abuse

In the event of a crime or suspected crime

Reporting a crime

Support for victims of sexual harassment or abuse

Definitions

Form: Report of sexual harassment and acknowledgement of receipt

Prevention

Communication of policy

The policy on the prevention and procedures of sexual harassment and abuse as well as electronic educational material will be available in Finnish, Swedish and English on the Finnish Red Cross website and intranet.

All Red Cross premises will display a poster made by the headquarters communications unit stating that the premises are free from sexual harassment and abuse, as well as brief instructions. In international operations, either the general poster will be used or the poster will be adapted to the local context as part of the community-based reporting mechanism of the operation. Despite the operation-specific beneficiary feedback mechanism, beneficiaries and other interest groups can also use the FRC's general feedback mechanism. The brief instructions can also be translated into other languages.

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All employees shall go over the electronic learning material as part of their orientation programme. The electronic learning material will be available to volunteers and employees in the Red Cross electronic learning environment. Old employees shall go over the material as soon as it is finished. The material will be put on the Finnish Red Cross website, where it will be freely available to volunteers, beneficiaries and even third parties. The instructions will also contain information on the internal auditor who acts as the contact person for the organisation.

The upper management and supervisors receive their own training.

This policy will be communicated through all channels of the organisation:

- intranet
- www.redcross.fi
- Avun maailma
- Tässä ja nyt
- delegate reserve bulletins
- RedNet

Leaders in employee and volunteer activities are in charge of individual communications within their own units/activities.

Atmosphere

Through communication and training, we shall invest in creating an atmosphere in the Finnish Red Cross where everyone

- knows that we do not allow sexual harassment and abuse
- has the courage and ability to report harassment or abuse of themselves or others

In creating this atmosphere, upper management and superiors play a key role.

Recruitment

When recruiting employees, the top candidate will always be asked for two or three referees, who will be called before the selection decision.

The references of those applying for IMPACT training will be checked before the course.

Where the job integrally involves permanent work alone with minors, the person selected for the job shall be required to submit a criminal record extract before the employment contract is signed.

The Red Cross also has the right to request a criminal record extract from a volunteer who works alone with minors.

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Orientation and training

Volunteers, delegates and employees will be provided with orientation and information about the values of the Red Cross and ways of working in the organisation, including the ethical guidelines, staff's code of conduct, sexual harassment prevention policy and anti-discrimination guidelines. In addition to this document, employees in international operations are bound, in particular, by the following documents of the International Federation of Red Cross and Red Crescent Societies: Code of Conduct, Child Protection Policy and IFRC Secretariat Policy on Prevention and Response to Sexual Exploitation and Abuse.

Employees and volunteers in charge will be reminded of their responsibility to communicate the guidelines and encourage Red Cross operators to follow them. It is also the job of employees and volunteers in charge to know how to deal with a situation in which inappropriate or potentially criminal activity needs to be addressed.

The content of this policy will be taken into account in the content of staff and volunteer training, in particular the staff's basic course, the IMPACT course, volunteers' organisation training, group leader training, trustee training and mentor activity training. The additions to educational materials will be made during 2020.

Particular attention to children

Activities are aimed to be organised in such a way that volunteers and beneficiaries, particularly minors, would be instructed and supported by two instructors and volunteers in charge. The instructors and activity supporters can be volunteers, employees or delegates.

Those in charge of activities shall reinforce and create an open and safe culture of dialogue where people also feel able to talk about possible situations of sexual harassment or abuse. We shall make every effort to ensure the personal integrity of minors in our activities and protect the growth, development and well-being of children and young people. As an employer, the organisation has a duty to check the criminal record extracts of employees working with minors. The organisation also has the legal right to request criminal record extracts from volunteers over the age of 15 who regularly work alone instructing minors. Those working in international tasks shall observe the IFRC document 193: Child Protection Policy.

Reporting sexual harassment or abuse

If you have experienced sexual harassment or abuse

Do not downplay the sexual harassment you have experienced. If possible, tell the harasser to stop the harassment. The harasser may not be aware of the fact that their behaviour is perceived as unwanted. You can, for example, take a co-worker, safety representative, other volunteer, district employee or union representative along for support.

We understand that reporting incidents can feel difficult. However, the Finnish Red Cross wants to know about the sexual harassment and abuse that occurs within its activities, so that we can take the necessary steps and prevent similar incidents in the future.

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You can tell any employee or volunteer of the Finnish Red Cross about the incident and ask them to help you with reporting your issue. Such persons include, for example:

- in volunteer activities
 - o group leader or other volunteer in charge
 - o branch chair
 - o district executive director or other district employee
- to employees in Finland and on foreign assignments
 - o own supervisor
 - o supervisor's supervisor or anyone in a supervisory role
 - o occupational safety representative or manager
 - o staff manager
 - o employees of the international HR unit
- to beneficiaries
 - o in Finland, all aforementioned people
 - o in international operations, the designated contact person/channel

You can also use the Red Cross online reporting channel, which can be found on our website at <https://www.redcross.fi/feedback> as well as the link below.

<https://response.questback.com/isa/qbv.dll/ShowQuest?QuestID=5154046&sid=ayDv6yWyTi>

Incidents reported through this channel will be transferred to the internal auditor to be processed. The internal auditor is an independent operator within the organisation. We promise to investigate your case confidentially and respecting your will.

In the event of harassment or abuse that meets the characteristics of a crime, contact the police immediately. Report what has happened, when, where, who the harasser was and what kind of witnesses or other evidence there is.

If you have seen or heard about sexual harassment or abuse of another

A good principle is that if you see, hear or suspect an incident, report it.

When possible, speak to the harasser directly and tell them to stop the harassment and/or abuse. Direct the victim of harassment or abuse to report the incident through the organisation's own channels.

If you suspect a crime, ask the victim to contact the police.

Respect the will of an adult victim. Refer them to outside support.

Remember to maintain confidentiality.

In the case of minors, all complaints and suspicions must always be taken seriously. Even when there is not a serious suspicion of abuse or sexual harassment yet, but the behaviour between an adult and young people is slipping towards an ethically improper direction, the situation must be addressed immediately.

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Report any incidents to the supervisor, the person in charge of the activities or directly to the internal auditor.

You can always use the feedback channel on the website of the Finnish Red Cross to refer the matter to the internal auditor.

How to act as a supervisor / person in charge of activities if you detect or are informed of incidents or suspicions of sexual harassment or abuse

Discuss confidentially with both parties. Include outside help when necessary, such as occupational safety and health officers, occupational healthcare, a workplace mediator, the branch chair, a district employee or other such person.

In the event of serious suspicion of harassment or abuse, communication between the suspected victim and perpetrator shall be suspended until the matter has been investigated. On the basis of the investigation, the employer or the person in charge of the activities will decide what action will be taken to resolve the situation.

It is the responsibility of the employer and the volunteer in charge of the activities (ultimately the branch chair) to stop the harassment by the means at their disposal. Employees are responsible for supporting the volunteers in charge of the activities in stopping the harassment by any means available.

If you suspect that the situation is a crime, direct the victim to file a crime report.

Remember to respect the victim's will. Refer them to outside support.

Remember to maintain confidentiality.

In the event of a crime or suspected crime

In the event of sexual harassment or abuse that meets the characteristics of a crime, the matter must not be investigated within the organisation. Instead, suspected crimes must always be handled by the police, regardless of the country, unit or form of operation where the suspected crime has taken place.

When a crime is suspected, the police must always be contacted immediately. If the victim is an adult, try to discuss the matter with the victim before reporting the crime. If the victim is a minor, their guardian must be contacted without delay.

If the matter is not immediately investigated by experts, it may become more difficult to solve. The report to the police can be made informally. It should include what has happened, to whom, where, when, how it came to light and who the offender is, if known, and possible contact details of the offender. The notifier's information shall also be provided.

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Reporting a crime

A crime report can be filed on the Police of Finland website (see https://www.poliisi.fi/crimes/report_of_an_offence) or in person at the police station.

To launch a pre-trial investigation, the police need as accurate a description as possible of what has happened and who is involved. Parties in an offence are the injured party and the alleged offender(s).

Information required in order to report an offence:

- a description of what happened and how
- the precise time and place of the incident
- the offender's name if known
- description of the offender (age, height, build, facial features, eye colour, teeth, speech, hands, way of walking, clothing)
- which way the offender fled and how
- if the offender used a vehicle, the registration number and description of the vehicle (make, colour, model)
- if the offender is dangerous (armed, state of mind, threats, substance abuse, etc.)

The police will enter this information in the Investigation and Legal Assistance System of the police data system.

Support for victims of sexual harassment or abuse

Anyone who becomes a victim of sexual harassment or abuse in the activities of the Finnish Red Cross will be referred to outside support.

In Finland, these include e.g. the following:

- Victim Support Finland <https://www.riku.fi/en/>
- Rape Crisis Centre Tukinainen's online service <https://www.nettitukinainen.fi/>
- MIELI Mental Health Finland's national crisis helpline in Finnish: 09 2525 0111
<https://mieli.fi/fi/tukea-ja-apua/kriisipuhelin-keskusteluapua-numerossa-09-2525-0111>
- In the case of an employee, it is also possible to turn to occupational healthcare.

Definitions

Beneficiary refers to a person seeking or receiving protection or aid from the Finnish Red Cross. This can apply to anyone in any community or country where the Finnish Red Cross operates.

Community-based reporting mechanisms are confidential channels through which anyone can safely report misconduct, including sexual harassment and abuse, and seek help after becoming a victim of sexual harassment or abuse.

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Staff refers to any person employed by the Finnish Red Cross in any country as well as any person who works in an operation/activity coordinated by the Finnish Red Cross without an employment relationship, such as consultants, trainees and commission-based workers.

Volunteer refers to persons who are involved in the activities of the Finnish Red Cross but are not in an employment relationship.

Internal instructions refer to the code of conduct of the Finnish Red Cross staff and other guidelines and policies, such as the volunteering policy and ethical guidelines.

Prevention and procedures of sexual harassment and abuse refers to policies, guidelines and measures designed to prevent the Finnish Red Cross staff, volunteers, aid workers (and other Red Cross representatives), beneficiaries or third parties from engaging in any form of sexual harassment or abuse and to instruct people to report any sexual harassment or abuse that they encounter.

Threat/retaliation refers to any direct or indirect threat, suggestion or act intended to intimidate or threaten a person who has reported their suspicion of sexual harassment or abuse with good intentions, who has reported sexual harassment or abuse targeted at themselves or who has been involved in an investigation or internal audit resulting from such reporting.

Retaliation can, for example, mean denying access to aid, limiting the amount of aid, administrative measures such as a poor employee review, changing the job description, hostile atmosphere or adverse effects on the conditions of a person's activities or employment. Threats and retaliation can also be harassment or psychological violence.

Sexual harassment refers to unwanted physical or verbal conduct of a sexual nature. For example, it may manifest as sexually suggestive expressions and gestures; lewd comments and jokes; remarks or questions concerning a person's body or private life; pornographic material; letters, emails, messages or calls with sexual overtones; physical touching or advances; proposals or demands for sexual intercourse or other sexual activity; rape or attempted rape.

Sexual harassment is criminalised under a narrower definition. For sexual harassment to be a punishable offence, it requires deliberate touching that violates the victim's sexual integrity and self-determination.

Sexual abuse refers to the realised or threatened physical or mental interference of a sexual nature with another person, either by violence, coercion or in an unequal situation. Sexual abuse also includes any accomplished or attempted acquisition of sexual gain based on the other person's vulnerability or the offender's own position of power or trust. This includes, for example, any economic, social or political gain from the sexual abuse of another person. Purchasing sexual services with money, goods or services is also considered to be sexual abuse.

In this document, **sexual harassment and abuse** refer to the actions defined above.

A safe working environment for children and young people means ensuring the personal integrity of minors in every way and protecting the growth, development and well-being of children and young people. As an employer, the organisation has a duty to check the criminal record extracts of employees working with minors. The organisation also has the legal right to request criminal record extracts from volunteers over the age of 15 who regularly work alone instructing minors. More

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detailed instructions can be found in the FRC guideline 'Lasten turvallisuuden edistäminen SPR:n vapaaehtoistoiminnassa' (Promoting children's safety in the FRC's volunteer activities).

Third-party operator refers to any employee, aid worker or volunteer who participates in an operation or activities of the Finnish Red Cross but works for another organisation or operates under the authority of some other organisation.

A volunteer in charge of activities is a person who is committed to being responsible for other volunteers and their activities. Volunteers in charge of activities includee.g. branch signatories, branch contact persons, activity group leaders and responsible persons.

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FORM Report of sexual harassment and acknowledgement of receipt

REPORT OF SEXUAL HARASSMENT to the employer or party in charge of the activities

Name of workplace / location / activity group
Name of reporting party
Reporting party's contact information
Who sexually harassed you
When did the harassment take place
Where did the harassment take place
Describe the course of events in as much detail as possible
Did you tell the harasser to stop
Is there evidence of the harassment
Are there witnesses for the harassment
Date Signature and name in block capitals

ACKNOWLEDGEMENT OF RECEIPT

I have received this report of sexual harassment as a representative of the organisation.

Date Signature and name in block capitals (organisation representative)
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