Reporting Sexual Harassment, Exploitation, Abuse and Child Protection Concerns All employees have a You see, are told about or hear about duty of good faith to something concerning - this could be an report any instances incident, allegation, belief, suspicion, rumor, of suspected or suspected misconduct misconduct Write down or draw the information as Document the 24 soon as possible to Hours help remember the Review risk matrix, processes details and procedures to ensure staff Referral and community safety to support services for NO victim/ survivors Report information to Safeguarding FP, should be Manager, HR, CD, or CA COO considered YES CD and CA COO Report to be CD and CA COO assess report **Notify Donor** investigated? Actions to protect victim/ survivor and other Person/s of interest possible victim/ survivors may be taken, including Investigation findings are either: substantiated likely to have happened, supported by evidence; unsubstantiated not supported or proven by evidence. Information gathering and I investigation could take a few I days up to a few weeks. These steps may be repeated Person/s of interest has opportunity to more than once Referral to support services Finding and recommendation based on information gathered for victim/ sent to CO and CA COO Review risk matrix, processes survivors should and procedures to ensure staff be considered and community safety Substantiated CD and CA COO take follow up actions based on Notify Donor Report finding seriousness of misconduct and needs of victim/ survivors Unsubstantiated Disciplinary action, up to and Report externally (Police - locally including termination and country of origin) Notify Donor CARE Australia. Reviewed September 2020