

# Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy

## Policy

- 1.1 APTC is committed to providing a safe, inclusive and empowering work and training environment for all staff and students.
- 1.2 APTC has a zero tolerance approach to sexual exploitation, abuse or harassment of any kind.
- 1.3 This policy addresses the sexual exploitation, abuse and harassment of adults. It does not replace the APTC Child Protection Policy.
- 1.4 APTC will identify and mitigate the risks of sexual exploitation, abuse and harassment associated with its courses and activities, include the requirements in the [APTC Staff Code of Conduct](#) and [APTC Student Code of Conduct](#), and train all staff and students on their rights and obligations under this policy.
- 1.5 APTC recognises the frequent barriers to reporting sexual exploitation, abuse and harassment and will ensure processes are in place to facilitate reporting by victims, witnesses or supporters and provide support for complainants.
- 1.6 Criminal history checks will be undertaken during recruitment for all staff members. All employees engaged by APTC will be required to sign the [APTC Staff Code of Conduct](#) as part of their employment arrangements.
- 1.7 Employment contracts will contain a provision that APTC has the right to dismiss personnel who breach the [APTC Staff Code of Conduct](#).
- 1.8 All students enrolled at APTC will be required to sign the [APTC Student Registration and Orientation Acknowledgement](#) agreeing to abide by the APTC Student Code of Conduct, Rules and Responsibilities as part of the orientation process.
- 1.9 APTC will not knowingly engage with individuals or organisations who pose an unacceptable risk of sexual exploitation, abuse and harassment, nor fund any individual or organisation that does not meet Department of Foreign Affairs and Trade (DFAT) Preventing Sexual Exploitation, Abuse and Harassment compliance standards.
- 1.10 All APTC consultants and partner key staff will be required to complete PSEAH training.
- 1.11 This policy complies with and supports the seven principles of the [DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy](#).
  - i. PSEAH policy and other documents in place and clearly communicate the expectations of the policy
  - ii. Reporting and investigating procedures in place
  - iii. Risk management processes that include the risk of SEAH
  - iv. Effective PSEAH training
  - v. Recruitment and screening processes and employee practices to manage the risk of SEAH
  - vi. Prohibit transactional sex for all personnel, whilst engaged in the direct delivery of DFAT business
  - vii. Prohibit fraternization for all non-national personnel, while engaged in the direct delivery of the DFAT business

## Who or what does this policy apply to?

This document applies to all APTC students, employees, volunteers, consultants, partners, suppliers and contractors engaged by APTC, and host organisations providing vocational placement to APTC students.

## Associated documents

### Work instructions

[W-MG21 Preventing Sexual Exploitation, Abuse and Harassment](#)

[W-HR09 Recruitment and Selection](#)

[W-SS13 Student Orientation](#)

### References

[DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy](#)

## Definitions and acronyms

[Glossary](#)

## Version history

Version	Date	Approved by	Details of change
1.0	15/03/2021	Executive	Approved version

Uncontrolled when printed. The current version of this document is kept on APTCentral