



Australian Government
Department of Foreign Affairs and Trade

Sexual Exploitation, Abuse and Harassment (SEAH)

Incident Notification Form

What is this form for?

In accordance with the Department of Foreign Affairs and Trade (DFAT) *Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) Policy*, all DFAT staff and all DFAT partners must report alleged sexual exploitation, abuse and harassment (SEAH) incidents when they occur in the delivery of DFAT business. This form is for organisations or individuals (including DFAT staff, and members of the community) to report an alleged incident to DFAT. For more information please see the DFAT *PSEAH Policy* available at www.dfat.gov.au/pseah.

Please complete the form below and email to: seah.reports@dfat.gov.au. If you do not have email access please telephone +61 2 6178 5100 to report a SEAH incident. If you require assistance in completing this form please contact us by email or telephone.

It may not always be obvious if a SEAH incident relates to a DFAT program or activity. If in doubt please still report.

What about the privacy of those included in this form?

DFAT takes a victim/survivor centred approach to the reporting of alleged SEAH incidents. Incidents should only be reported where it is safe to do so and where it is in line with the victim/survivor's wishes. Information that identifies individuals does not need to be reported.

Privacy Notification

This notice explains how DFAT will collect, use and disclose the personal and sensitive information collected through this form in accordance with our obligations under the Australian Privacy Principles (APP) and the *Privacy Act 1988 (Cth)* (Privacy Act).

Personal information may include an individual's name, signature, address, telephone number, date of birth and any commentary or opinion about a person. Sensitive information may include information about a person's health or racial/ethnic origin.

DFAT's collection, use and disclosure of information collected in this form

DFAT reasonably believes that the collection, use or disclosure of the information, including personal information in this form is necessary in order for DFAT to:

- (a) manage the risks of SEAH and SEAH incidents in the delivery of our business;
- (b) take appropriate action where it suspects that unlawful activity or misconduct of a serious nature has been or is being engaged in, in the context of DFAT's business; and
- (c) lessen or prevent a serious threat to the life, health or safety of an individual or to public health or safety, in the context of DFAT's business.

If we are unable to collect your personal information, DFAT may not be able to contact you and to make further enquiries about the alleged incident you have reported.

DFAT may share the information provided in this form to:

- (a) senior management in relevant line areas within DFAT to enable the department to:
 - (i) effectively manage its contracts and grants; (ii) conduct internal reviews in relation to DFAT's operations; and (iii) identify and address any integrity issues relating to DFAT's systems or operations; and
- (b) senior management in DFAT's partner organisation (for example, managing contractor, non-government organisation or multilateral organisation) to enable the partner organisation to: (i) conduct internal reviews in relation to its operations; and (ii) identify and address any integrity issues relating to its systems or operations.

DFAT's Privacy Policy

Further information about how: (a) you can access and seek correction of personal information that DFAT holds about you; and (b) to make a complaint if you have a concern or believe DFAT may have breached an Australian Privacy Principle is available through the DFAT Privacy Policy: <http://dfat.gov.au/about-us/about-this-website/pages/privacy.aspx>

If anyone related to this notification is in imminent danger:

In Australia - please telephone 000

Outside Australia - please phone or visit your local law enforcement office (if safe to do so) or another support service (eg. a medical centre, hospital, sexual violence support centre, rape support centre, etc).

Declaration

By completing and submitting this form, I declare that:

- I have read, understood and agree to the collection, use and disclosure of my personal information in accordance with this incident notification form.
- I confirm that the victim/survivor is aware and they have consented to me providing information on this incident, as outlined in this incident notification form.
- I confirm that if any whistleblowers have provided their details in this form, they have consented to do so.

If you do not consent or if you have any concerns about how the personal information collected in this form will be used, disclosed or shared, you should notify DFAT as soon as possible by emailing seah.reports@dfat.gov.au or telephoning +61 2 6178 5100.

Name

Signature

Date

Notification Details

In line with the *PSEAH Policy* principles, DFAT takes a victim/survivor centred approach to the reporting of SEAH. Please provide as much information as possible, and in line with the wishes of the victim/survivor.

1. DFAT Program/Activity/Agreement details related to the incident	
DFAT Program or Activity: <i>(e.g Australian NGO Cooperation Program (ANCP), Australian Humanitarian Partnership Program, public diplomacy program, etc)</i>	
Location of DFAT Program or Activity: <i>(country, province, city/village/town etc. Please provide as much detail as possible)</i>	
DFAT Agreement Title: <i>(can be found in the DFAT agreement document)</i>	
DFAT Agreement Number: <i>(where available; may be found in the DFAT agreement document)</i>	
DFAT Agreement Type: <i>(e.g grant, agreement etc)</i>	
Name of DFAT partner(s) associated with the program/activity/agreement: <i>(e.g name of organisation(s); include downstream partners¹)</i>	

¹ A downstream partner is a supplier, individual or organisation engaged by a DFAT partner to perform DFAT business.

2. Details of Reporting Organisation or Individual

Note, please consider the privacy and protection of any individuals reporting SEAH (whistleblowers). Only provide details of any individuals if permission has been granted to share this information with DFAT, as per the privacy declarations on p.2.

Name of Reporting Organisation/Individual:	
Contact name:	
Telephone:	
Email:	
Location of Reporting Organisation/Individual: <i>(country/province/city etc)</i>	

3. SEAH Incident	
Type of allegation: (please nominate one or more allegation types – definitions below)	Sexual exploitation ² Sexual abuse ³ Sexual harassment ⁴ Policy non-compliance ⁵
Date(s) of alleged incident:	
Location of alleged incident: <i>(country, province, city/village/town etc. Please provide as much detail as possible)</i>	
Date incident report was received by your organisation:	

² Sexual exploitation refers to any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes profiting monetarily, socially, or politically from sexual exploitation of another.

³ Sexual abuse refers to the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It covers sexual offences including but not limited to: attempted rape (which includes attempts to force someone to perform oral sex); and sexual assault (which includes non-consensual kissing and touching). All sexual activity with someone under the age of consent (in the law of the host country or under Australian Capital Territory law [16 years], whichever is greater) is considered to be sexual abuse.

⁴ A person sexually harasses another person if the person makes an unwelcome sexual advance or an unwelcome request for sexual favours, or engages in other unwelcome conduct of a sexual nature, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

Sexual harassment can take various forms. It can be obvious or indirect, physical or verbal, repeated or one-off and perpetrated by any person of any gender towards any person of any gender. Sexual harassment can be perpetrated against beneficiaries, community members, citizens, as well as staff and personnel.

Some examples of behaviour that may be sexual harassment include:

- staring or leering;
- unnecessary familiarity, such as unwelcome affection or touching;
- suggestive comments or jokes;
- insults or taunts of a sexual nature;
- intrusive questions or statements about your private life;
- displaying posters magazines or screen savers of a sexual nature;
- sending sexually explicit emails or text messages;
- inappropriate advances on social networking sites;
- accessing sexually explicit internet sites;
- requests for sex or repeated unwanted requests to go out on dates; and
- behaviour that may also be considered to be an offence under criminal law such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

⁵ Policy non-compliance refers to the failure to abide by DFAT's *Preventing Sexual Exploitation, Abuse and Harassment Policy* available at www.dfat.gov.au/pseah

<p>Details of alleged incident: <i>(please provide details of the alleged incident. Include any specific vulnerabilities such as disability, sex worker etc)</i></p>	
<p>Is the victim/survivor a recipient or client of a DFAT program/activity? If so, please provide details <i>(e.g. name of residential facility, name of volunteer host organisation etc)</i></p>	
<p>What support has been/is being provided to the victim/survivor? <i>(e.g. referral to a medical clinic, counselling services, etc)</i></p>	
<p>Have referrals been made to support services such as a medical facility or counselling services? <i>(if yes, please provide details)</i></p>	
<p>What investigation or reporting has been undertaken by the DFAT partner organisation? <i>(please provide details e.g. an internal investigation will be conducted and a final report produced etc)</i></p>	

4. Reporting to police or other authorities

If the alleged incident/allegation occurred outside Australia, are local police aware of the incident/allegation?

If yes, please provide:

- *A contact name and contact details for the local police including the full title of the local police station*
- *Date the incident/allegation was reported to local police*

Have the Australian Federal Police (AFP), either in Australia or overseas, been informed of the incident/allegation? If so, what is their response or proposed action?

If yes, please provide:

- *The response or proposed action from the AFP*
- *AFP contact name and contact details*
- *Date the incident/allegation was reported the AFP*

Have any other authorities, other than the local police or AFP been informed of the incident/allegation?

If yes, please provide:

- *The name of the other authority*
- *A contact name and contact details for the other authority*
- *Date the incident/allegation was reported the other authority*

6. Other information

(please provide any other relevant information here that has not already been mentioned above)