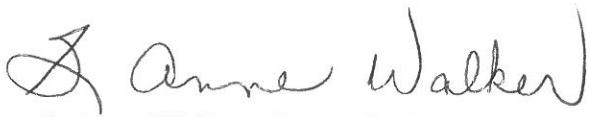


ALSTON WILKES SOCIETY Policy and Procedures	Policy Number S348	Pages 3
	Related PREA Standards: 115.211, 115.222, 115.261, 115.276	
Chapter: Personnel	Related ACA Standards: 4ACRS-7E-04	
Approved By:	Subject: Sexual Abuse, Harassment, and Misconduct	
 S. Anne Walker, Executive Director	Effective Date: September 1, 2013	

- I. **POLICY:** The Alston Wilkes Society has zero tolerance toward all forms of sexual abuse, sexual harassment, and sexual misconduct. Client-on-Client sexual abuse, Client-on-Client sexual harassment, Staff-on-Client sexual abuse, Staff-on-Client sexual harassment, Staff-on-Client indecent exposure, Staff-on-Client voyeurism, Staff-on-Staff sexual abuse, and Staff-on-Staff sexual harassment will not be tolerated. This includes all gender quadrants: male-on-female, female-on-male, and same gender relationships, as well as collateral contacts of clients (family and friends of clients).

Clients have the right to be free from fear of sexual abuse and harassment and if a report of sexual abuse or harassment is made, it will be investigated thoroughly and with respect to the client's safety, dignity, and privacy, without fear of retaliation. Staff also has the right to be free from retaliation for reporting sexual abuse or sexual harassment.

The Alston Wilkes Society tolerates neither a staff code of silence nor the mishandling or inappropriate sharing of information or the making of deliberately malicious or false reports.

Definitions:

Staff is defined as employees and volunteers/interns. An employee is defined as a person who works directly for the agency, or a person who provides direct services to clients on a recurring basis according to a contractual agreement with the agency.

Sexual abuse includes touching (either directly or through the clothing) of the genitalia, anus, groin, breast, inner thigh, or buttocks without the person's consent; penetration of someone without their consent; and coercion of sexual contact/penetration by threats of violence or of someone who is unable to consent or refuse. In the case of Staff-on-Client sexual abuse, even if the client consents, it is still considered sexual abuse.

Sexual harassment is repeated and unwelcome sexual advances, requests for sexual favors, verbal comments, or gestures or actions of a derogatory or offensive sexual nature by someone directed toward another.

Indecent exposure is the display by a staff member of his or her uncovered genitalia, buttocks, or breasts in the presence of a client.

Voyeurism is an invasion of a client's privacy by staff for reasons unrelated to official duties or when otherwise not necessary for safety and security reasons, such as peering at a client who is using a toilet in an area observable by staff, requiring a client to expose his or her buttocks, genitals, or breasts, or taking images of all or part of a client's naked body or a client performing bodily functions and distributing or publishing them.

II. PROCEDURES:

- A. Any sexual abuse/harassment/misconduct should be reported immediately to the staff's supervisor. If the supervisor is unavailable or the staff person believes it would be inappropriate to discuss with them, they should immediately contact the Director of Human Resources, follow the chain of command for upper management, speak directly to any relevant contracting body, or in the cases of the Residential Reentry Centers and the Group Home, contact the PREA Coordinator.
- B. Staff is required to report immediately and according to policy, suspicion or information they receive regarding an incident of sexual abuse/harassment/misconduct, retaliation against clients or staff who reported sexual abuse/harassment/misconduct, and any staff neglect or violation of responsibilities that may have contributed to an incident of sexual abuse/harassment/misconduct or retaliation.
- C. All allegations of sexual abuse/harassment/misconduct will be thoroughly and fairly investigated. The investigation may include AWS staff, local law enforcement, and/or investigative staff from the appropriate contracting body, if applicable (Federal Bureau of Prisons, OHAN, etc.). When the investigation is completed, the parties involved will be informed of the outcome of the investigation.
- D. Staff must not reveal any information related to a sexual abuse/harassment/misconduct allegation to anyone other than those who are involved in the investigation.
- E. Any employee who engages in actual or attempted sexual abuse/harassment/misconduct, failing to report an incident of sexual abuse/harassment/misconduct, failing to limit information received about an allegation to those who need to know, failing to cooperate with a sexual abuse/harassment/misconduct investigation, engaging in retaliation against clients or staff who report sexual abuse/harassment/misconduct, and failing to follow any other agency or house policy regarding sexual abuse/harassment/misconduct in which staff was trained, will be subject to disciplinary action, up to and including termination of employment in cases where sexual abuse/harassment/misconduct has

been substantiated. All termination for violations of agency sexual abuse/harassment/misconduct policies, or resignations by staff who would have been terminated if not for their resignation, will be reported to law enforcement agencies (unless the activity was clearly not criminal) and any relevant contracting body. The Executive Director will make the final decision regarding any disciplinary action to be taken.