



## **CASP Staff, Volunteer, and Client Sexual Misconduct and Abuse Prevention Policy**

The Community Asylum Seekers Project, Inc. (CASP) is committed to maintaining an environment that respects the rights of asylum seekers, clients, staff, and volunteers.

**Sexual harassment or other unwelcome conduct is strictly prohibited.**

No CASP staff member or volunteer may subject another staff member, volunteer, CASP client or CASP community member to any unwelcome conduct of a sexual nature. This includes both physical conduct (such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs) and verbal conduct (such as sexual propositions, slurs, insults, jokes, and other sexual comments).

We ask that anyone who observes such misconduct report it to CASP staff or to the CASP board. No reprisal, retaliation, or other adverse action will be taken against any person who in good faith reports abuse or misconduct or assists in an investigation of such abuse or misconduct, and we will make every effort to protect the confidentiality of those involved.

CASP will promptly and thoroughly investigate any alleged violation of this policy, provided that the allegation is made in good faith and in sufficient detail for the organization to conduct a confidential but thorough investigation. During an investigation, every effort will be made to protect the confidentiality of those involved and of information gained. However, information will be disclosed as necessary in order to conduct a thorough investigation. The results of the investigation will be reported to the complainant and to the staff member or volunteer found to have engaged in sexual harassment or misconduct.

**Sexual abuse** is defined as undesired sexual behavior of one person upon another using physical or psychological force. Reasonable allegations of sexual abuse will be reported to local law enforcement agencies for investigation and further action as appropriate. The accused will be suspended from any involvement in CASP until the investigation is complete.

If you need clarification of what constitutes sexual misconduct, abuse, or unwelcome behavior, please contact the CASP Executive Director at [director@caspvt.org](mailto:director@caspvt.org).