



## Sexual Abuse and Harassment Policy

The Engage Foundation (“the organization”) prohibits and does not tolerate sexual abuse or harassment in the workplace or in any organization related activity. The organization provides procedures for employees, volunteers, family members, board members, patients, victims of sexual abuse and harassment, or others to report sexual abuse and disciplinary penalties for those who commit such acts. No employee, volunteer, patient or third party, no matter his or her title or position has the authority to commit or allow sexual abuse or harassment.

The organization has a Zero-Tolerance policy for any sexual abuse or sexual harassment committed by an employee, volunteer, board member, third party, or child, regardless of whether such conduct was committed against a minor or adult. Upon completion of the investigation, disciplinary action up to and including termination of voluntary status, membership, or employment, and criminal prosecution may ensue.

Sexual abuse is inappropriate sexual contact of criminal nature or interaction for gratification of the adult who is a caregiver and responsible for the child's care. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury, but does not include sexual harassment. Any incidents of sexual abuse reasonably believed to have occurred will lead to disciplinary action and will be reportable to appropriate law enforcement agencies and regulatory agencies.

Sexual harassment is sexual contact or verbal communication that may or may not be criminal in nature, but is nevertheless inappropriate under the circumstances. Any incidents of sexual harassment reasonably believed to have occurred will lead to disciplinary action and may be reportable to appropriate law enforcement or other regulatory agencies.

Physical evidence of abuse:

- Difficulty in walking
- Torn, stained or bloody underwear
- Pain or itching in genital area
- Bruises or bleeding of the external genitalia
- Sexually transmitted diseases

Behavior signs of sexual abuse:

- Reluctance to be left alone with a particular person
- Wearing lots of clothing
- Fear of touch
- Apprehension when sex is brought up
- Verbal communication and/or complaints that such abuse has occurred.

## **Reporting Procedure**

If you are aware of or suspect sexual abuse or harassment taking place, you must immediately report it to your President/CEO, board member, or another person you designate such as a human resource person. If the suspected abuse is to an adult, you should report the abuse to your local or state Adult Protective Services (APS) Agency. If it is a child who is the victim then you should report the suspected abuse to your local or state Child Abuse Agency. If you do not know your state child abuse agency you can call the Child Help's National Child Abuse Hotline, 1-800-422-4453, TDD 1-800-222-4453. Appropriate family members will be notified of alleged instances of sexual abuse.

The organization will report the alleged sexual abuse incident to their insurance agent.

## **Anti-retaliation**

The organization prohibits retaliation made against any employee, volunteer, board member or patient who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. The organization prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

## **Investigation and Follow-up**

The organization will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place. The organization will use an outside third party to conduct an investigation. If the organization has a trained internal investigation team in place, the team will be used to investigate the incident. The organization will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. It is the organization's objective to conduct a fair and impartial investigation. The organization provides notice that they have the option of placing the accused on a leave of absence or on a reassignment to non-player contact.

The organization will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

## **Appropriate vs. Inappropriate Interactions**

The Engage Foundation acknowledges that its program will produce healthy, friendly relationships between both adult and child members, and understands that the recreational nature of the program will require coaching that may involve close contact between adults and children. Minimal and brief physical contact is appropriate for the purpose of teaching children the fundamentals of the designated recreational activity, or as a necessity in playing the designated recreational activity (i.e. two-hand touch). Celebratory contact such as high fives or hugs are appropriate so long as such celebratory contact is minimal, brief, and consensual. Under no circumstances is it appropriate for a child or adult member of the organization to intentionally or negligently make any physical contact with another member's genital area, buttocks, or breasts.

All interactions between adult members and child members of the organization are to occur during the organization's sanctioned events, which all occur under the supervision of numerous adults. Unless the legal parent(s) or guardian(s) provide consent, under no circumstances is it appropriate for an adult Engage member to use his or her status as an Engage member to spend time with a child member outside of the organization's sanctioned event. Even if such consent is granted, under no circumstances is the adult member considered within the scope or purpose of their volunteer status or employment as an Engage member outside the organization's sanctioned events.

## **Training and Screening**

All Engage adult members are required to fill out an Engage Volunteer Application form truthfully. As a part of the application process, all Engage adult members are required to read, acknowledge, and sign the organization's Sexual Abuse and Harassment Policy. As a part of the application process, the organization reserves the right to conduct a background check on anyone who decides he or she wants to become an Engage member.

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**Form Acknowledging Receipt and Understanding of Sexual Abuse/Harassment Policy**

I acknowledge that I have received and read the sexual abuse policy and/or have had it explained to me. I understand that the organization will not tolerate any employee, volunteer, board member or third party who commits sexual abuse or harassment. Disciplinary actions will be taken against those who are found to have committed sexual abuse or harassment.

I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse as set forth in the abuse policy, including retaliating against any employee/volunteer exercising his or her rights under the policy.

Employee/Volunteer  
Printed  
Name

Employee/Volunteer's  
Signature

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\_\_\_\_\_

Date of Annual Review: \_\_\_\_\_