

CODE OF CONDUCT ON THE PREVENTION OF SEXUAL EXPLOITATION AND ABUSE (PSEA)

Organization	Nimota Care Foundation
Effective Date	September 1, 2021
Current Revision	September 30, 2026
Approved By	Board of Trustees
Applies To	Trustees, employees, volunteers, interns/students, consultants, contractors, partners and other persons representing NCF

1. Purpose and Commitment

Nimota Care Foundation (NCF) is committed to providing services in an environment that protects the dignity, safety and rights of all people. NCF has zero tolerance for sexual exploitation and sexual abuse by anyone acting on behalf of the Foundation.

This Code complements NCF's Zero Tolerance for Abuse Policy and other safeguarding, human-rights, privacy and workplace policies. Where requirements differ, NCF will apply the higher standard of protection that is lawful and appropriate.

2. Scope

This Code applies at all times when a person is working for, volunteering with, representing, delivering services for, or otherwise associated with NCF. It applies to conduct involving program participants, community members, colleagues, partners and any other person encountered through NCF activities. NCF expects implementing partners, contractors and other associated personnel to comply with this Code or maintain equivalent standards of prevention, reporting and response.

3. Definitions

Sexual exploitation: Any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including profiting monetarily, socially or politically from the sexual exploitation of another person.

Sexual abuse: Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual harassment: Unwelcome conduct of a sexual nature that could reasonably be expected to cause offence or humiliation, including conduct that interferes with work or creates an intimidating, hostile or offensive environment.

Child: A person under 18 years of age, regardless of local age of majority or consent.

Survivor/victim: A person who has experienced sexual exploitation or abuse. NCF respects the person's preferred terminology.

Associated personnel: Any trustee, employee, volunteer, intern/student, consultant, contractor, partner representative or other person acting for or on behalf of NCF.

4. Standards of Conduct

All persons covered by this Code must maintain professional boundaries and must not use their position, authority, access to assistance, or a person's vulnerability for sexual purposes. The following conduct is prohibited:

- Sexual exploitation or sexual abuse of any program participant, community member or other person.
- Sexual activity with a child under 18 years of age. A mistaken belief about a child's age is not a defence under this Code.
- Exchanging or offering money, employment, goods, food, assistance, services, favourable treatment or any other benefit for sex, sexual activity or sexualized conduct.
- Using the promise, withholding or delivery of NCF assistance or services to obtain sexual access or sexual favours.
- Sexual harassment, unwanted sexual comments, advances, touching, messages, images or other unwelcome sexual conduct.
- Abusing a position of power, trust, dependency or vulnerability to initiate or maintain a sexual relationship connected to NCF services or activities.
- Retaliating against, threatening, intimidating or disadvantaging anyone who raises a concern, makes a report, participates in an investigation or supports a complainant or survivor.
- Knowingly concealing, obstructing or interfering with the reporting or investigation of suspected sexual exploitation or abuse.

5. Protection of Program Participants and Older Adults

NCF recognizes that unequal power, poverty, social isolation, disability, dependence on services, age, gender and other circumstances can increase vulnerability to exploitation or abuse. NCF will take particular care to protect older adults and other persons who may rely on NCF for food, health monitoring, referrals, social support or other assistance.

Access to NCF services must never depend on sexual, personal or financial favours. Services will be provided without discrimination and with respect for dignity, privacy, informed participation and personal autonomy.

6. Duty to Report and Reporting Channels

Anyone covered by this Code who becomes aware of, witnesses, suspects or receives information about possible sexual exploitation or abuse connected with NCF must report the concern promptly through an available NCF reporting channel.

NCF will maintain accessible options for confidential reporting and will permit anonymous reporting where practicable. Reports may be made to the Founder/CEO, a designated safeguarding focal person,

or a designated member of the Board of Trustees. If the concern involves the person who would normally receive the report, it must be directed to another designated recipient.

NCF will communicate current reporting contact information to personnel and program participants and will make reasonable efforts to ensure reporting mechanisms are understandable and accessible.

7. Non-Retaliation and Confidentiality

NCF prohibits retaliation against a person who reports a concern in good faith, seeks assistance, participates in an investigation or supports another person. A deliberately false or malicious allegation may be addressed through appropriate procedures, but an allegation that is not substantiated is not, by itself, evidence of bad faith.

Information will be shared only with persons who need it for safety, assessment, investigation, referral, legal obligations or organizational accountability. NCF will take reasonable steps to protect the privacy of survivors, complainants, witnesses and alleged perpetrators.

8. Survivor-Centred Response

NCF will respond in a manner that prioritizes safety, dignity, respect, non-discrimination, privacy and informed choice. Where appropriate and available, NCF will facilitate referrals for medical care, psychosocial support, protection, legal assistance or other services. NCF will avoid actions that unnecessarily expose a survivor to further harm, stigma or loss of privacy.

9. Assessment and Investigation

All reports will be taken seriously and assessed promptly. Where an investigation is required, NCF will use a fair, impartial and confidential process appropriate to the allegation and the organization's capacity. Persons with an actual or perceived conflict of interest must not lead the investigation or make disciplinary decisions concerning the matter.

NCF will document actions and decisions securely, preserve relevant information, provide procedural fairness to the person accused, and take reasonable interim measures when necessary to protect people or the integrity of an investigation. NCF may engage an independent investigator or seek external professional advice when warranted.

10. Disciplinary and Corrective Action

A substantiated breach of this Code may result in corrective or disciplinary action proportionate to the seriousness of the conduct, including training, restriction or removal of duties, suspension, termination of employment or volunteer service, termination of a contract or partnership, removal from an NCF role, and referral to appropriate authorities where required or appropriate.

NCF will also review whether systemic, supervisory, procedural or training changes are needed to reduce the risk of recurrence.

11. Reporting in Global Affairs Canada-Funded Activities

Where an allegation of sexual exploitation or abuse arises in the delivery of a project funded by Global Affairs Canada (GAC), NCF will follow applicable GAC reporting requirements. NCF will report a credible allegation to GAC within 48 hours after determining that the allegation is credible. A credible allegation is one where the source, nature and information available suggest that the allegation is plausible and warrants further investigation.

Reports to GAC will not include information that could identify victims/survivors, whistleblowers, witnesses or alleged perpetrators. NCF remains responsible for appropriately addressing and investigating allegations reported to it.

12. Training, Awareness and Acknowledgment

NCF will provide appropriate orientation or training on this Code to personnel and other relevant representatives. Training will address prohibited conduct, professional boundaries, reporting obligations, confidentiality, non-retaliation and survivor-centred response.

Persons covered by this Code may be required to acknowledge that they have received, understood and agree to comply with it. NCF will communicate safeguarding expectations to relevant partners and contractors.

13. Governance, Oversight and Review

The Board of Trustees has oversight responsibility for this Code. Management is responsible for implementation, maintaining reporting mechanisms, supporting training, documenting responses and bringing serious safeguarding matters to the appropriate level of governance without compromising confidentiality.

This Code will be reviewed periodically and may be revised to reflect lessons learned, changes in law, donor requirements, organizational growth or recognized safeguarding practice.

14. Public Availability

NCF will make this Code publicly available, including through its website, and will make it available in accessible formats or explain its key provisions to program participants when reasonably required.

15. Approval

This Code reflects NCF's safeguarding commitment effective September 1, 2021, and has been revised on September 30, 2026, to provide a more detailed framework for the prevention of, reporting of and response to sexual exploitation and abuse.

Approved by	Board of Trustees, Nimota Care Foundation
Name/Title	Nimota Raji Gambari/Chairperson/Trustee
Signature	
Date	September 30, 2026