**Ithaca Welcomes Refugees/Global Roots Play School  
Sexual Abuse and Misconduct: What You Need to Know**

**Overview**

* Ithaca Welcomes Refugees prohibits and does not tolerate sexual abuse or misconduct in the workplace, on Ithaca Welcomes Refugees property or during any organization-related activity. Ithaca Welcomes Refugees provides procedures to report such acts for employees, volunteers, board members or any other victims of sexual abuse who are involved with the organization.
* Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or participation, as well as criminally prosecuted.

**Reporting Procedure**

* Any volunteer, staff member, Board member, or community member engaging with IWR or the Global Roots Play School who suspects that sexual abuse or misconduct has been carried out by any individual affiliated with IWR should report this to the IWR Board Chair

**Mary Hutchens  
IWR Board Chair**

**mhutchens509@gmail.com   
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* It is not required to directly confront the person who is the source of the report, question or complaint before notifying IWR leadership. Ithaca Welcomes Refugees will take every reasonable measure to ensure that those named in a complaint of misconduct, or those that are too closely associated with those involved in the complaint, will not be part of the investigative team.

**Investigation Procedure**

* Ithaca Welcomes Refugees will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly and equitably respond to determine whether misconduct has taken place. The organization may utilize an outside third-party to conduct an investigation of misconduct.
* Ithaca Welcomes Refugees is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations.

**Training**

* Ithaca Welcomes Refugees commits to training its Board members, employees and volunteers on this policy on an ongoing basis through frequent, scheduled and required in-service training. Recipients of such training will be asked to sign acknowledgements stating that they have received such information.
* Failure to participate in this training may restrict an individual’s ability to work or volunteer with IWR and the Global Roots Play School.