# Logo, company name Description automatically generated

# **Sexual Exploitation, Abuse & Harassment** Incident Notification Tool

This form is to be completed by any individual who suspects or receives an allegation regarding sexual exploitation, abusive, or harassment behaviour, including:

* sexual exploitation, abuse and/or harassment of an adult
* criminal proceedings being undertaken in regard to sexual exploitation and abuse of an adult
* breach of KTF’s PSEAH Policy.

This form must be emailed to the Chair of the PSEAH Working Group, Mike Nelson ([mike@kokodatrackfoundation.org](mailto:mike@kokodatrackfoundation.org)) .

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| Name of person lodging the Form: |  |
| Contact details of person lodging the Form (address/ phone number/ email address): |  |
| Date/s of Incident/s: |  |
| Name of organisation/s involved: |  |
| Alleged offender’s details including name, nationality and occupation or relationship to KTF or Implementing Partner organisation: |  |
| Details of alleged incident/s (including details of victim (anonymous or deidentified options are available), location, response to date, is the victim still in danger: |  |
| Whether local law enforcement authorities, child protection authorities and/or Australian Federal Police have been involved: |  |
| If incident/s occurred in the course of a KTF activity or KTF funded activity, the name of the activity: |  |
| If incident/s occurred in the course of a DFAT funded KTF activity? If so, additional reporting to DFAT required. |  |
| Any other relevant information: |  |
| Signature: |  |
| Date: |  |