



PASSPORT TO LANGUAGES

"Kindness Connects Us All"

SEXUAL ABUSE POLICY

Purpose:

Passport to Languages Inc. prohibits and has a zero tolerance for any sexual abuse.

Procedure:

Screening – All contractors and employees must undergo a comprehensive background check before being allowed to work.

Training – All contractors and employees will be trained on what constitutes abuse and molestation and how to respond by referring to <https://static1.squarespace.com/static/5597f49ce4b07b7dda504921/t/5995f33b1e5b6c564a79fe40/1502999358619/Breaking+Silence+Training+Manual.pdf> . These general procedures are to be strictly adhered by all interpreters.

- Passport to Languages, Inc requests that you do not sit next to the patient or LEP person you will be interpreting for or members of the family while waiting for your appointment to begin.
- Passport to Languages, Inc. requests that the only time that you call the patient or LEP person is to relay information regarding the appointment date/time or for cancelation information.
- Passport to Languages, Inc. requests that the patient/LEP individual not be touched at all at any time. This refers to showing concern or happy information. This is all done with words that you are repeating from the speaker, in charge of the encounter. You are not to add any of your own words. By using the speaker's tone your response will be shared.
- We encourage our clients to notify us regarding any inappropriate behavior from the interpreter.

Prevention – Passport to Languages Inc. has a detailed listing of ways to minimize occurrences and reviews the listing annually and distributes to all contractors and employees alike at <https://www.cdc.gov/violenceprevention/sexualviolence/prevention.html>.

Contractors are never allowed to engage with anyone while waiting for their appointment to begin, (with the exception of the reception person when checking in, to confirm that they have arrived)

Identification – Passport to Languages Inc. monitors events, patterns or trends that can indicate abuse. Physical and behavioral evidence or signs that someone is possibly being sexually abused include, but are not limited to:

- Difficulty in walking
- Torn, stained or bloody clothing.

- Pain
- Bruises or bleeding in the genitalia
- Reluctance to be left alone with a particular person.
- Wearing lots of clothing
- Nightmares or fear of night.

Reporting – Passport to Languages Inc. will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place.

- We have two people identified to report any suspected abuse to. All contractors and employees have been educated on the names and how to contact them, and by signing below understand that retaliation is prohibited against the person who makes the good faith complaint of sexual abuse.

Investigation – It is Passport to Languages Inc.’s objective to conduct a fair and impartial investigation.

- Every reasonable effort will be made to keep the matters involved in the allegation as confidential as possible, while still allowing for a prompt and thorough investigation.
- Passport to Languages Inc, will report the incident to the police and/or other authorities as indicated.
- Passport to Languages Inc. will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies.

Protection – All victims will be protected from harm during the investigation.

- Remove the alleged perpetrator from contact with all residents and staff, pending outcome of the investigation.

Response – Analysis of the occurrences will be conducted to determine what changes to policies and procedures are needed, if any, to prevent further occurrences.

Review – Passport to Languages Inc.’s sexual abuse policy is to be reviewed periodically.

- An annual review for staff and volunteers will be provided on the following with a documented sign-off:
 - Passport to Languages Inc.’s sexual abuse policy
 - Identifying sexual abuse
 - Reporting sexual abuse.

I understand Passport to Languages, Inc. encounter procedures and zero tolerance sexual abuse policy:

Contractor/Employee Signature

Date

Contractor/Employee Name

6443 SW Beaverton-Hillsdale Highway Suite 390 Portland, Oregon 97221(503) 297-2707 Fax (503) 297-1703
www.passporttolanguages.com

