

Sexual Harassment Prevention Policy and Procedure

Purpose

The purpose of this policy is to establish a zero-tolerance stance on sexual harassment within Greentop and to set out clear procedures for reporting, handling, and preventing such incidents. The policy ensures compliance with legal obligations, including the new anticipatory duty, and provides a framework for creating a safe and respectful working environment.

Scope

This policy applies to all employees, contractors, freelancers, clients, and third parties who interact with [Company]. It covers sexual harassment that occurs in the workplace, during work-related events, in online communications, or at external locations where employees are representing [Company].

Policy Statement

[Company] is committed to creating a workplace free from sexual harassment. We will take all reasonable steps to prevent sexual harassment and will respond appropriately if it occurs. This policy applies to all individuals within the organisation and extends to interactions with third parties such as clients and contractors. We expect everyone to uphold our values of respect, dignity, and professionalism.

Definitions

- **Sexual Harassment:** Unwanted conduct of a sexual nature that violates a person's dignity, creates an intimidating, hostile, degrading, or offensive environment, or leads to unfavourable treatment. Sexual harassment may include:
 - Inappropriate physical contact
 - Unwelcome sexual advances, requests for sexual favours
 - Inappropriate comments, jokes, or gestures of a sexual nature
 - Display of offensive or explicit materials
 - Online harassment, including inappropriate emails or messages
- **Third-Party Harassment:** Harassment that occurs as a result of interactions with individuals who are not employees but have a business relationship with [Company], including clients, contractors, or site visitors.

Examples of Sexual Harassment

Sexual harassment takes many forms. While this is not an exhaustive list, examples include:

- Physical conduct of a sexual nature, unwelcome physical contact or intimidation
- Persistent suggestions to meet up socially after a person has made it clear they do not welcome such suggestions
- Showing or sending offensive or pornographic material by any means (e.g., by text, video clip, email, or by posting on the internet or social media)
- Unwelcome sexual advances, propositions, suggestive remarks, or gender-related insults
- Offensive comments about appearance or dress, innuendo, or lewd comments
- Leering, whistling, or making sexually suggestive gestures
- Gossip and speculation about someone's sexual orientation or transgender status, including spreading malicious rumours

Responsibilities

Employer Responsibilities:

- To provide a safe working environment and take proactive steps to prevent sexual harassment.
- To communicate and implement this policy to all staff and third parties.
- To investigate all complaints of sexual harassment fairly and without delay.
- To support employees affected by sexual harassment.
- To review this policy regularly and update it as necessary.

Employee Responsibilities:

- To behave professionally and treat all colleagues, contractors, and third parties with dignity and respect.
- To report any incidents of sexual harassment to a line manager or as per the procedure below.
- To cooperate fully with any investigations of sexual harassment.

Manager Responsibilities:

- To lead by example and maintain a work environment free of harassment.
- To ensure that employees are aware of this policy and encourage them to report any concerns.
- To act promptly and confidentially when sexual harassment is reported.

Procedure for Reporting Sexual Harassment

Step 1: Reporting an Incident

- **Who to report to:**
Employees who experience or witness sexual harassment should report the incident to their line manager. If the individual does not feel comfortable reporting to their direct line manager, they may escalate the issue directly to the Directors.
- **Reporting channels:**
Reports can be made in writing via email, in person. Employees should include details such as the date, time, location of the incident, and the people involved.

Step 2: Initial Response

- **Acknowledgement:**
Upon receiving a report of sexual harassment, the person receiving the complaint will acknowledge receipt within 24 hours and provide initial support, which may include offering counselling or other relevant resources.
- **Confidentiality:**
All reports of sexual harassment will be treated sensitively and confidentially. Information will only be shared with relevant parties involved in investigating and resolving the complaint.

Step 3: Investigation

- **Assignment of investigator:**
An impartial investigator will be assigned to conduct a thorough investigation. In cases where the complaint involves a senior leader, an external investigator may be brought in to ensure impartiality.
- **Investigation process:**
The investigator will:
 - Collect statements from the complainant, the accused, and any witnesses.
 - Review any available evidence, such as emails, text messages, or video footage.
 - Complete the investigation within a reasonable time frame, usually within 14 days, unless exceptional circumstances require more time.

Step 4: Outcome and Resolution

- **Decision-making:**
Once the investigation is complete, a report will be prepared detailing the findings. The Company will decide on the appropriate course of action, which may include:
 - Disciplinary action against the offender, up to and including dismissal.
 - Mediation between parties (only if appropriate and mutually agreed upon).
 - Training or counselling for the accused.
- **Communication of outcome:**
Both the complainant and the accused will be informed of the outcome in writing. The complainant will also be advised of any actions taken to prevent further harassment.

Step 5: Appeals Process

- If the complainant or the accused is dissatisfied with the outcome, they may appeal the decision. Appeals should be submitted in writing to manager@greentop.org within 7 days of receiving the outcome. The manager or an independent party will review the appeal and respond within 14 days.

Preventative Measures

1. **Policy Communication:**
 - This policy will be shared with all employees during induction and made accessible via the company intranet and handbook.
 - All third parties, such as contractors and clients, will be informed of our zero-tolerance stance on sexual harassment, which will be outlined in contractual agreements and posted on-site (if applicable).
2. **Training and Awareness:**
 - All employees will undergo mandatory training on sexual harassment at least once per year. This will cover recognising inappropriate behaviours, reporting procedures, and the organisation's commitment to a harassment-free environment.

- Managers will receive additional training on how to handle reports of sexual harassment effectively and sensitively.

3. Risk Assessments:

- Regular risk assessments will be conducted to identify potential risks of sexual harassment, both internally and from third parties, particularly in high-risk settings such as client sites.

4. Culture of Respect:

- We are committed to fostering a culture where all employees feel comfortable raising concerns. Regular surveys and feedback opportunities will be provided to monitor workplace culture and make necessary improvements.

5. Third-Party Conduct:

- [Company] will proactively communicate expectations of respectful conduct to all contractors, clients, and visitors. Any complaints of harassment by third parties will be taken seriously, and appropriate actions, including contract termination, may be taken.

Support for Affected Employees

Employees affected by sexual harassment, whether directly or as witnesses, will be offered support. This may include counselling, adjustments to working conditions, or paid leave while an investigation is ongoing.

We will not tolerate retaliation against anyone who reports sexual harassment or participates in the investigation process. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Disciplinary Action

Any employee found to have violated this policy will face disciplinary action, which may include:

- Written warning
- Mandatory retraining
- Suspension or termination, depending on the severity of the misconduct

Contractors, clients, or third parties found to be in violation may face termination of contracts or refusal of future business engagements.

Monitoring and Review

This policy will be reviewed annually, or sooner if required by legal changes, to ensure it remains effective and reflective of current best practices. All incidents of sexual harassment will be logged and analysed to identify trends or areas for improvement in the organisation's approach.