Sexual Harassment Policy

Temporary Workers

Statement

We are committed to providing a working environment free from sexual harassment and ensuring all staff are treated, and treat others, with dignity and respect. We recognise that sexual harassment can occur both in and outside the workplace, such as on work-related trips or events or social functions, or on social media.

Sexual harassment or victimisation of any member of staff, or anyone they come into contact with during the course of their work, is unlawful and will not be tolerated. Anyone who is a victim of sexual harassment is encouraged to report it in accordance with this policy. This will enable us to take appropriate action and attempt to provide support. Anyone who sexually harasses someone at work is responsible for their own actions. Sexual harassment may result in the Company no longer providing work seeking services to an individual.

This policy does not form part of any contract and we may amend it at any time.

Who does this policy apply to?

This policy applies to all self-employed contractors, casual workers, agency workers, volunteers and interns. There is a separate policy for employees of the Company.

What is sexual harassment?

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

It also includes treating someone less favourably because they have submitted or refused to submit to unwanted conduct of a sexual nature, or that is related to gender reassignment or sex, in the past.

Sexual harassment may include, for example;

- Making sexual remarks about someone's body, clothing or appearance
- Asking questions about someone's sex life
- Telling sexually offensive jokes
- Making sexual comments or jokes about someone's sexual orientation or gender reassignment
- Displaying or sharing pornographic images, or other sexual content
- Unwanted physical conduct, including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcomes
- Sexual assault or rape

Victimisation includes subjecting a person to a detriment because they have done, or are suspected of doing or intending to do, any of the following protected acts:

- Bringing proceedings under the Equality Act 2010
- Giving evidence or information in connection with proceedings under the Equality Act 2010
- Alleging that a person has contravened the Equality Act 2010

Victimisation may include, for example;

- Denying someone an opportunity because it is suspected that they intend to make a complaint about sexual harassment
- Excluding someone because they have raised a complaint about sexual harassment

Sexual harassment and victimisation is unlawful and will not be tolerated.

If you are being sexually harassed whilst on assignment: informal steps

If you are being sexually harassed, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult, you should speak to a manager whilst on assignment. If you feel you cannot do this, please raise with the branch, who will liaise with a senior person at the client site.

If informal steps are not appropriate, or have been unsuccessful, you should follow the procedure below.

Raising a formal complaint – on assignment

If you wish to make a formal complaint about ***sexual harassment***, you should submit it in writing to a senior person at the client site. Alternatively you could send it to the branch, who will forward it to a senior person at the client site.

- Your written complaint should set out full details of the conduct in question, including the name of the harasser, nature of the sexual harassment, date(s) and time(s) and the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

If you wish to make a formal complaint about ***victimisation***, you should submit it in writing to a senior person at the client site. Alternatively you could send it to the branch, who will forward it to a senior person at the client site.

- Your written complaint should set out full details of the conduct in question, including the name of the person(s) you believe have victimised you, the reasons you believe you have been victimised, the nature of the victimisation, date(s) and time(s) and the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

As a general principle, the decision whether to progress a complaint is up to you.

If you send the complaint to the Company, the branch will forward it on to a senior person at the client site, for them to follow their internal Sexual Harassment Policy & procedure.

Formal investigation – on assignment

The client would need to follow their own internal Sexual Harassment Policy & procedure. We would expect they would arrange a meeting. Their policy may allow you to be accompanied by a TU rep or fellow colleague, who must respect the confidentiality of the investigation. They will usually meet the alleged harasser to hear their account of events. They have a right to be told the details of the allegations against them, so that they can respond. It may also be necessary for the client to interview any witnesses. They will conclude their investigation, in line with own procedure.

Any person who deliberately provides false information, or who acts in bad faith as part of an investigation, will no longer be provided with a work seeking service by the Company.

If you are being sexually harassed by a member of our Company: informal steps

If you are being sexually harassed, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult, you should speak to the branch manager. If you feel you cannot do this, please raise with head office complaints@academicsltd.co.uk.

If informal steps are not appropriate, or have been unsuccessful, you should follow the procedure below.

Raising a formal complaint – about a member of our Company

If you wish to make a formal complaint about ***sexual harassment*** about a member of our staff, you should submit it in writing to complaints@academicsltd.co.uk .

- Your written complaint should set out full details of the conduct in question, including the name of the harasser, nature of the sexual harassment, date(s) and time(s) and the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

If you wish to make a formal complaint about ***victimisation***, you should submit it in writing to complaints@academicsltd.co.uk .

- Your written complaint should set out full details of the conduct in question, including the name of the person(s) you believe has victimised you, the reasons you believe you have been victimised, the nature of the victimisation, date(s) and time(s) and the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

As a general principle, the decision whether to progress a complaint is up to you.

Formal investigations

We will investigate complaints in a timely, respectful and confidential manner.

The investigation will usually include:

- A meeting with you (face to face or telephone) where you have the right to be accompanied by a trade union rep or fellow colleague, who must respect the confidentiality of the investigation
- Meeting (face to face or telephone) with the alleged harasser to allow them to respond
- Interview any witnesses
- An outcome will be sent to you, usually within 10 working days, although this may be delayed and you will be informed of this
- If you are not satisfied with the outcome, you may appeal in writing within 5 working days of the date of the outcome.
- Any appeal, where practical will be heard by a manager who has not previously been involved
- The appeal outcome will usually be provided within 10 working days of any appeal meeting

The Company will conclude if there is a case to answer and the matter will be dealt with. Whether or not your complaint is upheld, the Company will consider how to best manage the ongoing working relationship between you and the person concerned.

Any person who deliberately provides false information, or who acts in bad faith as part of an investigation, will no longer be provided with a work seeking service by the Company.

If you witness sexual harassment or victimisation

Staff who witness sexual harassment or victimisation are encouraged to take appropriate steps to address it. Depending on the circumstances, this may include:

- Support a complaint made by the person who experienced the sexual harassment
- Report what you have seen
- Give evidence as a witness
- Complain because what you have seen has violated your dignity or created an intimidating, hostile, degrading, humiliating or offensive environment for you

Protection

Staff who make complaints, report that they have witnessed wrong doing, or who participate in good faith should not suffer any form of retaliation or victimisation as a result.

Confidentiality

Confidentiality is an important part of the procedure and will only be disclosed to those involved.

Policy Review

This policy is usually reviewed on an annual basis.