



## **GROW LEARN PLAY PROJECT CIC**

### **PREVENTING SEXUAL HARASSMENT IN THE WORKPLACE**

This policy statement outlines our organisation's commitment to providing a safe, respectful, and inclusive workplace free from sexual harassment. It establishes a clear zero-tolerance stance towards sexual harassment and outlines the steps we will take to prevent, investigate, and address such incidents.

This policy aligns with the Code of Practice issued by the Equality and Human Rights Commission and should be read in conjunction with our Equal Opportunities and Dignity at Work Policy, Bullying and Harassment Policy and Grievance Policy which outline the formal process that should be followed by individuals experiencing/reporting incidents and those conducting the investigations.

#### **Zero-Tolerance Stance**

Our organisation maintains a zero-tolerance policy for sexual harassment. Any form of sexual harassment, whether verbal, physical, or psychological, is strictly prohibited. This includes, but is not limited to:

- Unwanted sexual advances
- Requests for sexual favours
- Sexually suggestive comments or jokes
- Physical contact of a sexual nature
- Displaying or distributing sexually suggestive images or materials

#### **Our Approach**

To prevent sexual harassment, we have implemented a comprehensive approach that includes:

- A thorough risk assessment that has been conducted to identify potential areas of vulnerability and develop targeted prevention measures.

- All employees receive information and training on sexual harassment prevention, including the definition of harassment, the company's policies, and reporting procedures.
- Our Bullying and Harassment and Grievance Policies provide a clear framework for addressing all forms of harassment, including sexual harassment, swiftly and conclusively.
- We have established multiple channels for reporting sexual harassment, including direct supervisors, HR representatives, and anonymous hotlines.
- All reports of sexual harassment will be investigated promptly and thoroughly by designated individuals.
- Appropriate disciplinary action will be taken against any individual found to have engaged in sexual harassment which could result in termination of employment.
- We offer support services to victims of sexual harassment, including access to counselling and other resources.

By adhering to this policy, we aim to create a workplace where everyone feels safe, respected, and valued.