

Title of POL: Sexual Harassment in the Workplace

Custodian: Chief People Officer

Version Number: 01

Issue date: 26.11.25

Review date: 26.11.28

**POLICY (POL)**

<b>Title of Policy</b>	<b>Sexual Harassment in the Workplace</b>					
<b>What type of document is this?</b>	Policy (POL)	<b>Policy Reference Number</b>	HHH-POL-077			
<b>Purpose of POL</b>	<p>The purpose of this policy is to promote a safe, respectful, and inclusive work environment by outlining the expectations, processes, and consequences related to the prevention of sexual harassment in the workplace. We are committed to providing a work environment free of any form of sexual harassment and ensuring that all employees are treated with respect and dignity.</p>					
<b>ROLES AND RESPONSIBILITIES</b>						
Include in this section details of the key roles and associated responsibilities relevant to the document						
<b>Roles</b>	<b>Responsibility</b>					
Management	<ul style="list-style-type: none"> <li>• Managers and supervisors have a responsibility to: <ul style="list-style-type: none"> <li>◦ Foster a work environment free from sexual harassment.</li> <li>◦ Address and report any concerns or complaints of harassment immediately.</li> <li>◦ Ensure no employee is retaliated against for raising a concern or participating in an investigation.</li> </ul> </li> </ul>					
Employees:	<ul style="list-style-type: none"> <li>• Every employee is responsible for: <ul style="list-style-type: none"> <li>◦ Treating colleagues and others with respect and refraining from any behaviour that could be perceived as harassment.</li> </ul> </li> </ul>					

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	<ul style="list-style-type: none"> <li>○ Reporting any incidents of sexual harassment they experience or witness to the People Team or designated authorities.</li> <li>○ Cooperating with any investigations related to harassment complaints.</li> </ul>
Scope of POL	<p>This policy applies to all employees, contractors, consultants, apprentices, and any other individuals working on behalf of or within the premises of Helping Hands, regardless of location or job level. It covers behaviour at the workplace, during work-related activities or events, and through all forms of communication, including digital platforms.</p>

### **1.0 Definitions**

Sexual Harassment is unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment
- Submission to or rejection of such conduct is used as the basis for employment decisions (e.g., promotions, benefits, assignments) Such conduct creates a hostile, intimidating, or offensive work environment.

Examples of sexual harassment include, but are not limited to:

- Unwelcome touching or physical contact
- Sexual comments, jokes, or gestures
- Display of sexually explicit materials
- Unwanted sexual advances or propositions
- Inappropriate comments about an individual's appearance or body
- Sending sexually explicit emails, texts, or social media message

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### **2.0 Prohibited Conduct**

Any form of sexual harassment in the workplace, regardless of its degree or frequency, is strictly prohibited. This includes harassment between peers, supervisors, employees, and third parties (e.g., clients, vendors). Helping Hands takes sexual harassment very seriously, any breach of this policy may result in disciplinary action.

### **3.0 Reporting Procedures**

Employees who believe they have been subjected to sexual harassment, or who have witnessed such behaviour, are encouraged to report it as soon as possible to their manager or through the grievance process.

### **4.0 Confidentiality**

Helping Hands is committed to handling all complaints of sexual harassment with sensitivity and confidentiality. Information about the complaint and investigation will only be shared with those who need to know to resolve the issue.

### **5.0 False Accusations**

While we encourage the reporting of sexual harassment, knowingly making a false complaint is considered a serious violation of company policy and may result in disciplinary action.

<b>TRAINING</b> Is training required?	Yes
Details of training	Helping Hands is committed to preventing sexual harassment through: <ul style="list-style-type: none"><li>• <b>Regular Training:</b> All employees will undergo mandatory sexual harassment prevention training upon joining the</li></ul>

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	<p>company and periodically throughout their employment, as part of the online Equality and Diversity module.</p> <ul style="list-style-type: none"> <li>• <b>Awareness Campaigns:</b> The People Team will ensure awareness of this policy through internal communications, posters, and other materials.</li> </ul>	
<b>COMPLIANCE</b>  How is compliance within this document going to be monitored?	Compliance with this policy will be monitored by line managers and the People Team.	
<b>EQUALITY IMPACT ASSESSMENT AND PROCEDURAL INFORMATION</b>		
	Positive/Negative/N/A	Comments
Does the document have a positive or negative impact on one group of people over another based on their:		
• Age?	N/A	
• Disability	N/A	
• Gender assignment?	N/A	
• Pregnancy and maternity (which includes breastfeeding)	N/A	
• Race (including nationality, ethnic or national origins or colour)?	N/A	

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• Marriage or civil partnership?	N/A	
• Religion or belief?	N/A	
• Sex?	N/A	
• Sexual orientation?	N/A	
If you have identified any potential impact (including any positive impact which may result in more favourable treatment for one particular group of people over another), are any exceptions valid, legal and/or justifiable?	N/A	
If the impact on one of the above groups is likely to be negative:		
Can the impact be avoided?	N/A	
What alternatives are there to achieving the document's aim without the impact?	N/A	
Can the impact be reduced by taking different action?	N/A	
Is there an impact on staff, customer or someone else's privacy?	N/A	
Changes since previous version	No changes at point of last review	
Who was involved in developing /reviewing/amending the document? (list titles)	People Team	

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How confidential is this document	Restricted	Can be shared freely within Helping Hands but NOT outside
References	Employment Law	
Associated Documents	POL-060 – Equality, Diversity & Inclusion Policy	

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