

Sexual Harassment in the Workplace Policy

1. Purpose

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.

2. Scope

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.

3. 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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4. 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.

5. Responsibilities

- **Management:** Managers and supervisors have a responsibility to:
 - Foster a work environment free from sexual harassment.
 - Address and report any concerns or complaints of harassment immediately.
 - Ensure no employee is retaliated against for raising a concern or participating in an investigation.
 - **Employees:** Every employee is responsible for:
 - Treating colleagues and others with respect and refraining from any behaviour that could be perceived as harassment.
 - Reporting any incidents of sexual harassment they experience or witness to the People Team or designated authorities.
 - Cooperating with any investigations related to harassment complaints.
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6. 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.

7. 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.

8. 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.

9. Training and Prevention

Helping Hands is committed to preventing sexual harassment through:

- **Regular Training:** All employees will undergo mandatory sexual harassment prevention training upon joining the company and periodically throughout their employment, as part of the online Equality and Diversity module.
- **Awareness Campaigns:** The People Team will ensure awareness of this policy through internal communications, posters, and other materials.

Signed off by	Group Managing Director
Held By	People Team
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References	Employment Law