

## Sexual Harassment Policy (Temporary Workers)

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### Policy 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 actions. Sexual harassment may result in the Company no longer providing work seeking services to an individual.

We take a zero-tolerance approach to sexual harassment or victimisation.

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 agency workers, self-employed contractors, casual 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. A single incident can amount to sexual harassment.

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:

- (a) Unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing.
- (b) Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome.
- (c) Sending or displaying material that is pornographic or that some people may find offensive (including emails, text messages, video clips and images sent by mobile phone or posted on the internet).

## Sexual Harassment Policy (Temporary Workers)

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- (d) Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless).
- (e) Offensive emails, text messages or social media content.

A person may be sexually harassed even if they were not the intended target. For example, a person may be sexually harassed by pornographic images displayed on a colleague's computer in the workplace.

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:

- (a) Bringing proceedings under the Equality Act 2010.
- (b) Giving evidence or information in connection with proceedings under the Equality Act 2010.
- (c) Doing any other thing for the purposes of or in connection with the Equality Act 2010.
- (d) Alleging that a person has contravened the Equality Act 2010.

Victimisation may include, for example:

- (a) Denying someone an opportunity because it is suspected that they intend to make a complaint about sexual harassment.
- (b) Excluding someone because they have raised a grievance about sexual harassment.
- (c) Failing to promote someone because they accompanied another staff member to a grievance meeting.
- (d) Dismissing someone because they gave evidence on behalf of another staff member at an employment tribunal hearing.

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 senior person whilst on assignment. If you feel you cannot do this, please raise this with your Step Teachers consultant, who will liaise with a senior person at the client school.

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 school. Alternatively, you could send it to your Step Teachers consultant, who will forward it to a senior person at the client school.

## Sexual Harassment Policy (Temporary Workers)

---

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 school. Alternatively, you could send it to your Step Teachers consultant, who will forward it to a senior person at the client school.

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, your Step Teachers consultant will forward it on to a senior person at the client school, for them to follow their internal Sexual Harassment Policy and procedure.

### **Formal investigation – on assignment**

The client school would need to follow their own internal Sexual Harassment Policy and procedure. We would expect they would arrange a meeting. Their policy may allow you to be accompanied by a trade union representative 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 school to interview any witnesses. They will conclude their investigation, in line with their 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 work seeking services 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 Step Teachers Branch Manager. If you feel you cannot do this, please raise this with our head office at [complaints@stepteachers.co.uk](mailto:complaints@stepteachers.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@stepteachers.co.uk](mailto:complaints@stepteachers.co.uk).

## Sexual Harassment Policy (Temporary Workers)

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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@stepteachers.co.uk](mailto:complaints@stepteachers.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 investigation – about a member of our Company**

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

The investigation will include:

- (a) A meeting with you (face to face or telephone) where you have the right to be accompanied by a trade union representative or fellow colleague, who must respect the confidentiality of the investigation.
- (b) Meeting (face to face or telephone) with the alleged harasser to allow them to respond.
- (c) Interview any witnesses.
- (d) An outcome will be sent to you, usually within a week, although this may be delayed, and you will be informed of this.
- (e) If you are not satisfied with the outcome, you may appeal in writing within one week of the date on which the decision was sent to you.
- (f) Any appeal, where practical will be heard by a senior manager who has not previously been involved.
- (g) The appeal outcome will usually be provided within 1 week of the appeal meeting.

The Company will conclude if there is a case to answer and the matter will be dealt. Whether or not your complaint is upheld, the Company will consider how best to 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 seeing 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:

- (a) Intervening where you feel able to do so.
- (b) Supporting the victim to report it or reporting it on their behalf.

## Sexual Harassment Policy (Temporary Workers)

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- (c) Reporting the incident where you feel there may be a continuing risk if you do not report it.
- (d) Co-operating in any investigation into the incident.

### **Protection**

Staff who make complaints, report that they have witnessed wrongdoing, 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 will be reviewed on an annual basis.