**Sexual Harassment Prevention and Response Policy**

**Purpose**

This policy aims to ensure all employees, including on-site, remote, and third-party contractors, work in an environment free from sexual harassment.

**Scope**

This policy applies to:

* All employees, contractors, and agency workers.
* Interactions with colleagues, managers, customers, vendors, and other third parties.

**Definition of Sexual Harassment**

Unwelcome behaviour of a sexual nature that:

1. Violates an individual’s dignity.
2. Creates an intimidating, hostile, or offensive work environment.

Examples include:

* Inappropriate jokes, comments, or gestures.
* Unwelcome touching or advances.
* Sharing offensive material via messages or social media.
* Harassment by customers or vendors during assignments.

**Employee Responsibilities**

* Treat everyone with respect.
* Report incidents promptly using the company’s reporting procedure.
* Participate in harassment prevention training as required.

**Manager Responsibilities**

* Act on all reports of harassment immediately.
* Ensure a safe environment for the complainant during investigations.
* Lead by example and promote respectful workplace behaviour.

**Reporting Procedure**

Employees can report concerns using the methods outlined on the “Speak Up” poster.

**Investigation Process**

* **Initial Acknowledgment:** Complaints will be acknowledged within 2 working days.
* **Confidential Investigation:** HR or an appointed investigator will review the complaint.
* **Actions Taken:** Based on findings, actions may include mediation, disciplinary measures, or legal reporting if necessary.

**Support for Complainants**

* Confidential support from HR.
* Access to mental health resources if required.

**Zero Tolerance for Retaliation**

* Any form of retaliation against a complainant will result in disciplinary action.

**Disciplinary Actions**

Employees or third parties found guilty of harassment may face:

* Verbal or written warnings.
* Termination of employment or contracts.
* Legal action, if applicable.

**Prevention Strategies**

* Mandatory annual training for all staff.
* Anti-harassment clauses in third-party contracts.
* Regular updates to company policies and communication channels.

**Policy Review**

This policy will be reviewed annually or in response to changes in UK law.

**Policy Owner:** Prestige Cleaning and Maintenance Ltd
**Date:** 12th February 2025