



Sexual Harassment Policy

Version number:	Version 1	Document owner:	HND Children's Care Ltd.
Version Date: Review Date:	January 2026 January 2027	Document ID number:	1.17 Sexual Harassment Policy
Version expiry:	January 2027	Document classification:	Final
Version status:	Live document		

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1. The Policy Statement:

HND Children's Care Ltd has a zero-tolerance approach to any form of sexual harassment in the workplace and will take all complaints of this nature extremely seriously. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

2. Definition of Sexual Harassment:

Sexual harassment is unwanted conduct of a sexual nature which has the purpose or effect of violating the dignity of an employee, or creating and intimidating, hostile, degrading humiliating or offensive environment for the recipient.

Sexual harassment can involve one off incidents and ongoing incidents. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

- Written or verbal comments of a sexual nature, such as remarks about an employee's appearance, questions about their sex life or offensive jokes.
- Displaying pornographic or explicit images.
- Emails, messages, or communications with content of a sexual nature.



- Unwanted physical contact and touching.
- Sexual assault.
- Sexual advances.
- Requests for sexual favours.

Anyone can be subject to sexual harassment, regardless of their gender and sexual orientation, and of the gender of the harasser. HND Children's Care Ltd recognises that sexual harassment may also occur between people of the same gender.

Sexual harassment can come from anyone, including:

- Someone on the same team.
- A supervisor or manager.
- Another member of staff.
- Someone else that a worker comes into contact with while they are working.

All sexual harassment is prohibited whether it takes place within HND Children's Care Ltd premises or outside, including at social events, business trips, training sessions or conferences supported by HND Children's Care Ltd.

3. Complaints Procedures:

Any employee who feels they have been sexually harassed, or any employee who feels they have seen sexual harassment take place, should make a complaint to a member of management.

All complaints of sexual harassment will be taken very seriously by HND Children's Care Ltd and will be handled fairly and sensitively.

When an authorised person receives a complaint of sexual harassment, he/she will arrange a meeting to discuss the following:

- dates, times, and facts of the incident(s).
- ascertain the views of the individual as to what outcome he/she wants.
- ensure that the individual understands HND Children's Care Ltd' procedures for dealing with the complaint.
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not prevent the individual from pursuing a formal complaint if he/she is not satisfied with the outcome.

4. External Complaints Methods:

Some types of sexual harassment, such as sexual assault and other physical threats, are a criminal matter as well as an employment matter and should be reported to the police.

5. Monitoring and Evaluation:

HND Children's Care Ltd recognises the importance of monitoring this sexual harassment



policy. Managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made when necessary and / or required. In light of these recommendations, HND Children's Care Ltd will evaluate the effectiveness of this policy and make any changes needed.

END.