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SEXUAL HARASSMENT POLICY

Policy

SB Cheerleading Ltd aka SB Talent Agency will not tolerate sexual harassment under any circumstances. A breach of this policy will result in disciplinary action. Depending upon the severity of the case, consequences may include apology, counselling, transfer, demotion, dismissal, or other forms of disciplinary action deemed appropriate.

What is Sexual Harassment

Sexual harassment is unlawful and it is defined under the Equality Act 2010 and occurs when a person is subjected to unwanted conduct of a sexual nature which has the purpose or the effect of:

- violating the person's dignity
- creating an intimidating, hostile, degrading, humiliating or offensive environment for that person or others.

What is 'unwanted conduct'

Unwanted conduct covers a wide range of behaviour which is unwanted or unwelcome.

Types of behaviours which constitute sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging
- Fondling, or inappropriate touching

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- Physical violence, including sexual assault and rape
 - The use of job-related threats or rewards to solicit sexual favours
 - Unwanted body touching or physically molesting a person
 - Standing too close to someone
 - Excessively lengthy handshakes
 - Unwanted brushing against another's body
 - Sexual assault

Verbal conduct

- Banter
- Mimicry
- Comments on a worker's appearance, age, private life, etc
- Sexual comments, stories, jokes or pranks
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending/sharing sexually explicit messages/images (by any medium)
- Coercion
- Gaslighting (a form of covert emotional abuse)
- Intrusive enquiries into an employee's private life
- Reference to their sexuality or physical appearance
- Unwanted sexual compliments or excessive flirting

Non-verbal conduct

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- Display of sexually explicit or suggestive material or imagery
 - Graffiti
 - Acts affecting a person's surroundings
 - Posts or contact on social media
 - Sexually suggestive gestures
 - Facial expressions
 - Whistling
 - Predatory behaviour, obscene, suggestive or offensive communications, including electronic mail and social media
 - Pornographic or offensive posters, handouts or screensavers
 - Indecent exposure
 - Leering or staring

Behaviour that is based on mutual attraction, friendship and respect is not sexual harassment.

Procedures

Sexual harassment can occur at any level of the organisation, can be experienced by both men and women and may involve a co-worker, line manager, senior manager, service provider, contractors or a client.

Lack of intent is no defence in sexual harassment cases.

Employees who believe they are the subject of sexual harassment should take firm, positive and prompt action. If such a course is deemed appropriate, the employee

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should make the perceived harasser(s) aware that they find their behaviour offensive, unwelcome, unacceptable, and that it needs to stop immediately.

Taking Action

SB Cheerleading strongly encourages any employee who feels they have been sexually harassed to take immediate action, preferably by making it clear that such behaviour is unwelcome and offensive; alternatively, or in addition, they may follow the procedures for reporting the behaviour.

Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential up to the point where a formal or informal complaint is lodged against a particular person, at which point that person must be notified under the rules of natural justice.

Complaint Process

If the behaviour continues, or if the employee feels unable to speak to the person(s) directly, they should contact their Manager.

The reporter/s does not have to request a full formal investigation if they will be satisfied by less formal treatment of the issue. For example, Human Resources or a manager to have a discreet word.

Further Information and Support

If you have experienced sexual harassment at work, you can contact the following organisations for free and confidential support and advice:

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- **ACAS www.acas.org.uk**
 - **Rights of Women free and confidential legal helpline for women who have experienced sexual harassment at work: 020 7490 0152**
 - **Galop, the LGBT+ anti-violence charity, 0800 999 5428**
 - **Citizens Advice Bureaux**
 - **Equality and Human Rights Commission (EHRC)**
 - **Equality Advisory and Support Service (EASS) For advice on discrimination issues: Phone 0808 800 0082**
 - **Protect Confidential advice for individuals who have witnessed wrongdoing in their workplace but are unsure how to raise their concerns: Phone 020 3117 2520**