**Training Programme: Sexual Harassment Prevention and Policy Compliance**

**Overview:**

This training programme is designed to help employees at all levels of [Company Name] understand the company’s zero-tolerance policy on sexual harassment, identify unacceptable behaviours, and learn how to prevent, report, and address sexual harassment in the workplace. The training also covers third-party harassment and the steps the company is taking to comply with legal duties, including the new anticipatory duty.

**Learning Objectives:**

By the end of this training, participants will be able to:

1. Understand what constitutes sexual harassment.
2. Recognise the importance of preventing harassment and fostering a respectful workplace culture.
3. Identify the steps to take if they witness or experience sexual harassment.
4. Understand the company's policy and procedures on sexual harassment.
5. Apply best practices to help prevent sexual harassment.
6. Recognise their role in creating a harassment-free environment, including how to interact with third parties.

**Module 1: Understanding Sexual Harassment**

**Time:** 30 minutes

**Objective:**
To provide a clear understanding of what sexual harassment is and the different forms it can take.

**Key Topics:**

* **Definition of Sexual Harassment**:
	+ Sexual harassment is any unwanted behaviour of a sexual nature that makes a person feel uncomfortable, intimidated, degraded, or violated.
* **Forms of Sexual Harassment**:
	+ **Verbal harassment**: Inappropriate comments, jokes, or advances.
	+ **Physical harassment**: Unwelcome touching, proximity, or physical intimidation.
	+ **Non-verbal harassment**: Inappropriate gestures, lewd looks, or displaying sexual content (e.g., posters, emails).
	+ **Online harassment**: Inappropriate emails, messages, or social media contact.

**Interactive Exercise:**

* Group discussion: Ask participants to identify real-life examples of behaviour that may constitute sexual harassment. Discuss these in the context of what is and isn’t acceptable.

**Module 2: The Legal and Ethical Framework**

**Time:** 20 minutes

**Objective:**
To provide an overview of the laws related to sexual harassment and [Company Name]’s duty to prevent it.

**Key Topics:**

* **The New Anticipatory Duty**:
	+ Explanation of the employer's responsibility to take proactive steps to prevent sexual harassment, both from internal staff and third parties.
	+ Third-party harassment: Employers are not liable for acts of harassment by third parties but must take reasonable steps to prevent it.
* **Relevant Legislation**:
	+ Overview of the Equality Act 2010 and its provisions related to sexual harassment.
	+ Penalties for non-compliance, including potential increased compensation by up to 25% in tribunal cases where the duty has been breached.

**Case Study:**

* Present a real or hypothetical case where an organisation was found liable for failing to prevent harassment, and discuss how taking proactive steps could have changed the outcome.

**Module 3: Reporting and Responding to Sexual Harassment**

**Time:** 40 minutes

**Objective:**
To explain the process for reporting and responding to incidents of sexual harassment, as outlined in [Company Name]’s policy.

**Key Topics:**

* **Reporting Procedures**:
	+ Who to report to: Line managers, HR, or the CEO.
	+ Confidential reporting options, including the company’s online reporting tool (if available).
	+ The importance of reporting incidents, even if the harassment seems minor.
* **What Happens After Reporting**:
	+ Acknowledge the report within 24 hours.
	+ Investigation process: The timeline, collection of statements and evidence.
	+ Confidentiality and support provided throughout the process.
* **Actions After an Investigation**:
	+ Possible outcomes of an investigation, including disciplinary actions for the accused or mediation (where appropriate).

**Role-Play Exercise:**

* In small groups, participants role-play a scenario where they are approached by a colleague who reports harassment. One person will act as the employee reporting harassment, another as the manager, and a third as a witness. Debrief and discuss how well the report was handled and what could be improved.

**Module 4: Preventing Sexual Harassment in the Workplace**

**Time:** 45 minutes

**Objective:**
To equip employees with strategies to help prevent sexual harassment and promote a respectful culture.

**Key Topics:**

* **Proactive Measures**:
	+ The importance of creating a culture of transparency and respect.
	+ Fostering a zero-tolerance approach by communicating clear behavioural expectations to all employees, contractors, and visitors.
	+ Encouraging open discussions about respect and boundaries in the workplace.
* **Personal Accountability**:
	+ Each employee’s responsibility to model respectful behaviour.
	+ The impact of bystander intervention: how speaking up or addressing inappropriate behaviour early can prevent escalation.
* **Safe Interactions with Third Parties**:
	+ How to handle interactions with clients, contractors, and visitors to avoid harassment or inappropriate behaviour.
	+ Reporting harassment by third parties: What to do when harassment comes from external individuals.

**Interactive Exercise: Bystander Intervention Training**

* Present scenarios where sexual harassment or inappropriate behaviour may occur, e.g., during a client visit. Participants discuss how they would intervene or report the behaviour to stop the harassment or support the victim.

**Module 5: Support for Employees Affected by Harassment**

**Time:** 20 minutes

**Objective:**
To provide information about the support resources available to employees who experience or witness harassment.

**Key Topics:**

* **Support Mechanisms**:
	+ Access to counselling services or Employee Assistance Programmes (EAP).
	+ Internal support through HR and management.
	+ Temporary adjustments to working conditions (e.g., transfers, remote work) during investigations.
* **Handling Emotional Impact**:
	+ Strategies for coping with the emotional stress caused by harassment.
	+ The role of colleagues in providing a supportive environment for affected employees.

**Resource Handout:**
Provide a resource handout listing support services, both internal (company-provided resources) and external (charities, helplines, legal advice), available to employees.

**Module 6: Manager-Specific Responsibilities**

**Time:** 30 minutes

**Objective:**
To ensure managers understand their specific roles in preventing and addressing sexual harassment within their teams.

**Key Topics:**

* **Managerial Accountability**:
	+ Leading by example: Managers set the tone for acceptable behaviour.
	+ Creating a safe environment for employees to report concerns without fear of retaliation.
* **Handling Complaints**:
	+ Best practices for managers when receiving a complaint.
	+ How to protect confidentiality and take appropriate action swiftly.
* **Preventative Oversight**:
	+ Conducting regular team meetings or check-ins to promote a culture of respect.
	+ Monitoring risk factors in the workplace, particularly with interactions involving third parties, and taking preemptive action to address risks.

**Discussion Exercise:**

* Present a situation where a manager has to address subtle inappropriate behaviour (e.g., jokes or comments that may make others uncomfortable). Discuss how the manager should intervene and prevent future occurrences.

**Module 7: Reviewing the Policy and Continuous Improvement**

**Time:** 20 minutes

**Objective:**
To ensure that employees are aware of how the sexual harassment policy will be reviewed and improved.

**Key Topics:**

* **Policy Review Process**:
	+ Regular reviews of the sexual harassment policy, at least annually, or when legal changes occur.
	+ Encouraging employees to provide feedback on the policy and suggest improvements.
* **Ongoing Training**:
	+ Annual refresher training for all employees.
	+ Additional training for managers on creating inclusive and respectful work environments.

**Final Assessment and Certification**

**Time:** 15 minutes

* **Quiz or Scenario-Based Assessment**:
Each participant will complete a short quiz or answer scenario-based questions to demonstrate understanding of the policy and procedures. Questions should focus on recognising harassment, knowing the reporting process, and understanding preventative measures.
* **Certification**:
Upon successfully completing the assessment, participants will receive a certificate acknowledging their understanding of the sexual harassment policy and their role in preventing and addressing harassment in the workplace.

**Resources Provided**

1. **Sexual Harassment Policy** document.
2. **Reporting Flowchart**: A visual guide for how to report harassment.
3. **Bystander Intervention Guidelines**.
4. **Support Resources**: Internal and external contacts for counselling and legal support.

**Training Evaluation**

**Objective:**
To gather feedback from participants to improve future training sessions.

* At the end of the training, participants will complete an evaluation form, rating aspects such as clarity, relevance, and engagement of the training.
* Feedback will be used to refine content, scenarios, and delivery in future sessions.

This comprehensive training programme equips employees with the knowledge and tools to recognise, report, and prevent sexual harassment, ensuring a respectful and safe work environment at [Company Name].