PREVENTION OF SEXUAL HARASSMENT - ACTION PLAN

Our steps to prevent sexual harassment - 21/10/2024

- Communication to staff of zero tolerance approach which means recognising that no worker should have to experience sexual harassment at work
- Taking all concerns raised about sexual harassment seriously
- Acting to promptly take appropriate action when concerns are raised
- Encouraging staff to report any instances of sexual harassment, including third party sexual harassment, that occur
- Developing a protocol for how any reports of sexual harassment, including third-party harassment, will be dealt with and share this with staff
- All external contractors to be informed of our zero-tolerance policy by email
- Sexual Harassment policy to be displayed on our website for access by the public.
- · Dedicated risk assessment for lone working
- Dedicated policy on lone working that is communicated with staff so they understand what to do offsite if they are uncomfortable

| Action plan monitoring | This action plan will be monitored on a 6 |
|------------------------|---|
| | monthly basis to ensure its |
| | effectiveness. Any necessary |
| | adjustments will be made at each |
| | review or sooner where necessary |
| Designated Lead | Josh Heron - Director |

