

HARVINGTON PARISH COUNCIL

SEXUAL HARASSMENT POLICY.

ADOPTED JULY 2025.

REVIEW JULY 2027.

Harvington Parish Council is committed to providing a work environment free from all forms of discrimination and harassment, including sexual harassment.

This policy outlines the Parish Council's zero tolerance approach to sexual harassment and the procedures for reporting and addressing such behaviour.

Sexual harassment is defined as any unwelcome conduct of a sexual nature, including but not limited to:

- Unwanted sexual advances
- Requests for sexual favours
- Verbal or physical conduct of a sexual nature
- Displaying sexually explicit materials.

This policy applies to the employee, including contract workers, volunteers and elected officials associated with Harvington Parish Council.

Prohibited Conduct - Sexual harassment in any form is strictly prohibited. This includes but is not limited to:

- Making sexual propositions, innuendos, or suggestive comments
- Physical contact of a sexual nature without consent
- Sending sexually explicit messages or materials
- Creating a hostile or offensive work environment based on gender or sexual orientation.

Reporting Procedure : An employee who believes they have experienced or witnessed sexual harassment is encouraged to report it immediately.

Reports can be made to: • The Chair of the Parish Council.

Reports can be made verbally, or in writing, and will be kept confidential to the extent possible. Retaliation against individuals who report sexual harassment is strictly prohibited and will result in disciplinary action, up to and including termination.

Investigation Procedure: Upon receiving a report of sexual harassment, Harvington Parish Council will promptly and impartially investigate the allegations.

The investigation will be conducted by the Chair of the Council, who will interview the parties involved and any witnesses. All parties will be afforded due process and confidentiality to the extent possible.

Disciplinary Action: If an investigation confirms that sexual harassment has occurred, appropriate disciplinary action will be taken. This may include verbal or written warnings, suspension, demotion, or termination, depending on the severity of the offense and the circumstances involved.

Training and Awareness: Harvington Parish Council is committed to preventing sexual harassment through education and training. All employees will receive training on this policy and their rights and responsibilities regarding sexual harassment prevention and reporting. 9.

Review and Revision: This policy will be reviewed periodically and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.