

Sexual Harassment Prevention Expectations, Third Party

Context and Purpose

We recognise that as a responsible and inclusive employer, and in full understanding of our obligations under the Worker Protection (Amendment of Equality Act 2010) Bill, dock10 is committed to taking proactive steps to prevent employees and third parties, such as a worker, client/customer or visitor to dock10, experiencing sexual harassment in the course of their employment and engagement with dock10. We are also committed to comprehensively investigating and finding resolution to any alleged acts of sexual harassment.

The purpose of this document is to ensure that dock10 is proactively managing the risk of sexual harassment in the workplace, employees and third parties are aware of their responsibilities relating to sexual harassment prevention and there is clarity on what to do should you be subject to or witness sexual harassment.

What is Sexual Harassment?

Sexual harassment is **unwanted** behaviour related to sex, or of a sexual nature. Examples of sexual harassment include, but are not limited to:

- Lewd or abusive comments of a sexual nature, such as regarding an individual's appearance or body
- Unwelcome touching of a sexual nature
- Displaying sexually suggestive or sexually offensive writing or material
- Asking questions of a sexual nature
- Sexual propositions or advances, whether made in writing or verbally.

Sexual harassment can take place in many forms within the workplace and may go undetected where individuals do not understand what behaviour is classed as sexual harassment.

Expected Behaviours

Dock10 requires its employees and engaged third parties to always behave appropriately and professionally during the working day and extends to events outside of working hours, which are classed as work-related, such as social events. Employees and engaged third parties should not partake in discriminatory, harassing or aggressive behaviour towards any other person at any time, this could include:

- During any situation related to work, such as a social event
- Against a colleague or other person connected to the employer outside of a work situation, including on social media
- Against anyone outside of a work situation where the incident is relevant to their suitability to carry out their role.

If you witness sexual harassment, employees and engaged third parties are encouraged to take appropriate steps to address it. Depending on the circumstances, this could include:

- Intervening where you feel able to do so
- Supporting the victim to report it or reporting it on their behalf
- Reporting the incident where you feel there may be a continuing risk if you do not report it
- Co-operating in any investigation into the incident

Line Managers, at all levels of seniority within dock10, have a particular responsibility to:

- Set a good example by their own behaviour
- Ensure that there is a supportive working environment

- Make sure that employees know what standards of behaviour are expected of them

A breach of this policy will be treated as a disciplinary matter for dock10 employees.

Employer Commitment

Dock10 will be responsible for ensuring all employees and third parties understand the expectations relating to the prevention of sexual harassment at work and during work-related social events. We will promote a professional and positive workplace whereby managers are alert and proactively identify areas of risk and incidents of sexual harassment.

Where an incident is witnessed, or a complaint is made under this policy, dock10 will take prompt action to deal with this matter. All incidents will be deemed serious and dealt within in a sensitive and confidential manner.

Dock10 will provide training to all existing and new employees and others engaged to work at the company to help them understand their rights and responsibilities under the Sexual Harassment Prevention policy and what they can do to help create a working environment free of sexual harassment. The company will provide additional training to managers to enable them to deal effectively with complaints of sexual harassment.

Dock10 will review the outcomes of cases where complaints of sexual harassment have been made to check that the proper procedures have been followed and to identify any points that can be learned from those cases and implement any necessary changes.

Third-party Harassment

Dock10 operates a zero-tolerance policy in relation to sexual harassment perpetrated against one of its employees by a third party, such as a client/customer or visitor to dock10. Dock10 will endeavour to take all reasonable steps to deter and prevent any form of sexual harassment from third parties taking place. All employees are encouraged to report all instances of sexual harassment that involve a third party in line with our reporting procedure, as outlined below.

If we find that the allegation is well-founded, we will take the steps we deem necessary to remedy this complaint. This can include, but is not limited to:

- Warning the individual about the inappropriate nature of their behaviour
- Banning the individual from dock10 premises
- Reporting the individual's actions to the police.

Reporting Sexual Harassment

We recognise that complaints of sexual harassment might be of a sensitive or intimate nature and that it may not be comfortable for you to raise it. In these circumstances you are encouraged to raise such issues with a senior colleague, a member of the dock10 Senior Management team or the People team, who can support you.

You can reach the people team at people@dock10.co.uk or on 0161 886 5216.