



## Sexual Harassment Policy

### 1 Introduction

Kingsbury Parish Council is committed to providing a work environment free from all forms of discrimination and harassment, including sexual harassment. This policy outlines the council's zero-tolerance approach to sexual harassment and the procedures for reporting and addressing such behaviour.

### 2 Definition

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.

### 3 Scope

This policy applies to all councillors and employees, including full-time, part-time, temporary, and contract workers, as well as volunteers associated with Kingsbury Parish Council

### 4 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.

### 5 Reporting Procedure

Any councillor or 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
- The Vice Chair of the Parish Council
- The Clerk 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.

**6 Investigation Procedure**

Upon receiving a report of sexual harassment, Kingsbury Parish Council will promptly and impartially investigate the allegations. The investigation will be conducted by the Chair or Vice Chair, who will interview the parties involved and any witnesses. All parties will be afforded due process and confidentiality to the extent possible.

**7 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.

**8 Compliance**

All councillors and employees are expected to comply with this policy at all times. Failure to do so may result in disciplinary action, up to and including termination.

**9 Conclusion**

Kingsbury Parish Council is dedicated to fostering a respectful and inclusive workplace where all employees can thrive. The council takes allegations of sexual harassment seriously and will take prompt and appropriate action to address them.

**10 Reviews**

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

**Adopted at the Parish Council Meeting on 20th February 2025 Minute Number 441**

**Revision Control**

<b>Revision</b>	<b>Details of Change</b>
Feb 2025	New