Company Name:	The Staff Room ("the Company")
Policy No:	71
Policy Name:	Sexual Harassment Policy
Date:	May 2026
Version:	Version 03

OUR POLICY
The Staff Room Agency Limited is committed to ensuring that all its staff and applicants are treated with dignity and respect and treat others in the same way. We believe that all staff and applicants have the right to work in an environment which is free from any form of harassment, including sexual harassment.

The Staff Room Agency Limited has a zero-tolerance approach to sexual harassment.

The Staff Room Agency Limited is committed to ensuring that reasonable steps are taken to prevent sexual harassment to all employees, workers, and applicants. This policy will be reviewed and updated from time to time to ensure The Staff Room Agency Limited's compliance with its duties under the Equality Act 2010 as amended by the Worker Protection (Amendment of Equality Act 2010) Act 2023 to ensure that all reasonable steps are taken to prevent sexual harassment.

Harassment
Under the Act, harassment is defined as unwanted conduct that relates to a protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual, including conduct of a sexual nature.

Sexual Harassment
In accordance with the Equality Act 2010, The Staff Room Agency Limited is committed to providing a work environment free from unlawful sexual harassment.

Sexual harassment is unwanted behaviour of a sexual nature which has the purpose or the effect of:

- violating the victim's dignity; or
- creating an environment that is intimidating, hostile, degrading, humiliating or offensive to the victim.

An individual of any gender may be the victim of sexual harassment. Whilst not an exhaustive list, forms of sexual harassment can include:

- Slurs or unwanted sexual advances;
- Visual conduct such as derogatory or sexually oriented posters;

- Physical conduct such as assault, unwanted touching, or any interference because of sex, race, or any other protected characteristic basis;
- Threats and demands to submit sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favours;
- Sexual comments or jokes;
- Unwelcome touching, hugging, massaging, or kissing.

If an individual believes that they have been sexually harassed by a colleague or third party not employed by The Staff Room they have come into contact with in the course of their work, they should make an immediate report to **Chris Wood (Director)** or **Claire Radford (Compliance Manager)** followed by a written complaint as soon as possible after the incident. The details of the complaint, should include:

- name of the alleged harasser
- the nature of the alleged harassment
- the dates and times when the alleged harassment occurred
- the names of any witnesses; and
- any action already taken by you to stop the alleged harassment

The Staff Room Agency Limited will undertake a thorough investigation of the allegations. If it is concluded that harassment has occurred, remedial action will be taken.

Where an incident/complaint of sexual harassment relates to a temporary agency worker or work-seeker The Staff Room Agency Limited will not carry out instructions from a hirer/and/or intermediary which it considers will amount to sexual harassment and victimisation.

The Staff Room Agency Limited will take reasonable steps to safeguard temporary workers it supplies and internal members of staff from harassment.

The Staff Room Agency Limited will ensure that the hirer has a sexual harassment policy in place, and temporary agency workers are made aware of them.

The Staff Room will take all reasonable steps to ensure that third parties' members of staff come into contact with, in the course of their work, are aware of its policies on sexual harassment.

The Staff Room Agency Limited will ensure that all staff are given training on sexual harassment, and this is monitored and done on a regular basis. Regular training will be provided to all staff on sexual harassment.

The Staff Room Agency Limited will carry out due diligence checks on hirers/intermediaries who we engage in the supply of temporary agency workers to ensure that they are taking reasonable steps to carry out their duties as employers under the Equality Act 2010.

All employees, workers and third parties they engage with in the course of their work will be expected to comply with The Staff Room Agency Limited's policy on sexual harassment in the workplace. Any breach of such a policy will lead to appropriate disciplinary action and/or other sanction in the case of third parties.

Employees who The Staff Room Agency Limited finds to be responsible for sexual harassment will be subject to disciplinary procedures and the sanction may include termination.

Temporary agency workers who The Staff Room Agency Limited finds to be responsible for sexual harassment will be subject to The Staff Room Agency Limited's complaints procedure even where such sexual harassment involves individuals who are not engaged by The Staff Room Agency Limited.

Complaints and monitoring process

The Staff Room Agency Limited has procedures for monitoring compliance with this policy and for dealing with complaints of sexual harassment. These are available from **Chris Wood (Director)** or **Claire Radford (Compliance Manager)** and will be made available immediately upon request. Any discrimination complaint will be investigated fully.