

Sexual & Racial Harassment Policy

Induction

Sexual or racial harassment at work is unlawful, and both the company and the harasser may be held liable to pay damages for such unlawful actions.

Policy

UK Care Partnership will not tolerate harassment based on the sex, sexuality, ethnic origin or colour of its employees, students or other users of its services, and will take all necessary steps to ensure employees, students and service users have access to information regarding its policies and procedures as regards sexual and racial harassment and complaints arising there from. All victims of sexual and racial harassment will be assisted in attempting to prevent its continuation.

Sexual harassment is unreasonable behaviour that makes a person feel embarrassed, disadvantaged, demeaned, ridiculed or intimidated because of his or her sex or sexual orientation. This can take many forms including;

- Comments about appearance
- Embarrassing jokes about sex or sexual orientation
- Offensive/pornographic pictures displayed in the workplace
- Unwanted physical contact v demands or requests for sexual favours.

Racial harassment encompasses a wide variety of behaviour, the effects of which is to create a stressful or threatening environment in the manner similar to that described above. It can be an open display of hostility towards a person because of his or her ethnic origin or colour and can include;

- Open expression of racist views
- Derogatory racist statements
- Use of racist abuse
- Repetition of racist jokes and offensive remarks

Informal Action

If you consider that you are, or have been, a victim of minor sexual or racial harassment or other intimidation you should make it clear to the alleged harasser that the behaviour is unacceptable and must stop. If you feel unable to do this by word of mouth, then a written request (explaining the distress that the behaviour is causing) handed to the harasser may be effective. You may also discuss your complaints with your manager, in total confidence.

Formal Action

Where informal methods fail, or serious harassment occurs, employees should bring a formal complaint under the company's grievance procedure. The complaint should be made in writing to the Managing Director and state;

- The name of the harasser
- The nature of the harassment
- Dates and times when harassment occurred
- Name of witnesses, if any to any incidents of harassment
- Any action already taken by the complainant to stop the harassment
- Any suggested remedy

The Managing Director will carry out a thorough investigation as quickly as possible, and in any event within two weeks and if he or she feels that there is a case to answer action will be taken against the harasser under the company's disciplinary procedure.