

Sexual Harassment Policy

Playford Parish Council

1. Introduction

Playford Parish Council is committed to providing a work environment free from all forms of discriminative 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 employees, including full-time, part-time, temporary and contract workers as well as volunteers and elected officials with Playford Parish Council.

4. Prohibited Conduct

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

- Making sexual proposition, 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 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 HR panel
- 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.

6. Investigation Procedure

Upon receiving a report of sexual harassment, Playford Parish Council will promptly and impartially investigate the allegations. The investigations will be conducted by the Chair of the HR panel, 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 offence and the circumstances involved.

8. Training and awareness

Playford 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. Compliance

All 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.

10. Review and Revision

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

Conclusion

Playford 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.

Policy adopted date:5.3.25.....

Policy Review date :May 2026.....