



## **Sexual Harassment Policy**

### **Explanation of sexual harassment**

Sexual harassment is unwanted behavior of a sexual nature. The Law (Equality act 2010) protects the following people against sexual harassment.

- Employees and workers
- Contractors and self-employed people hired to personally do the work.
- Job applicants

To be sexual harassed the unwanted behavior must have either -

- Violate someone's dignity.
- Create an intimidating, hostile, degrading, humiliating or offensive environment for someone.

It can be sexual harassment if the behavior -

- Has one of these effects, even if it was not intended.
- Intended to have one of these effects even if it did not have that effect.

ARC (Norwich) Ltd will not tolerate any form of sexual harassment, it can happen to men, women, and people of any sexual orientation. It can be conducted by anyone of the same sex or anyone of any sexual orientation.

Any complaint of sexual harassment will be taken seriously and fully investigated where necessary.

You could experience sexual harassment from anyone you come into contact with because of your job, including:

- someone you work with
- a manager, supervisor, or someone else in a position of authority
- third parties – for example customers, clients, and members of the public
- permanent workers and temporary workers

Sexual harassment can be a one-off incident or an ongoing pattern of behavior.

It can happen in person, online, in meetings, email, social media or in messaging tools

Examples include -

- Making sexual remarks about someone's body, clothing, or appearance.
- Asking questions about someone's sex life.
- Making conditions of employment or advancement dependent on sexual favors, either explicitly or implicitly.
- Physical acts of sexual assault.
- Requests for sexual favors.
- Verbal harassment of a sexual nature, including jokes referring to sexual acts or sexual orientation or gender reassignment.
- Unwanted touching or physical contact, including hugging.
- Unwelcome sexual advances.
- Discussing sexual relations/stories/fantasies at work, or in other inappropriate places.
- Feeling pressured to engage with someone sexually.
- Exposing oneself or performing sexual acts on oneself.
- Unwanted sexually explicit photos, emails, or text messages.

## **If you experience or witness sexual harassment**

### As a witness

- If you witness, support the complaint made by the person who experienced the sexual harassment.
- Report on what you have seen.
- Give evidence as a witness.

### As a victim

- If you experience sexual harassment report to your line manager (if your line manager is the harasser, then a director)
- Report on the harassment to the HR Director
- A senior member of ARC Group staff (for temporary workers and clients)
- Your trade union representative if they are a member or ACAS.

## Raising a Complaint

- You have the option to make a complaint and choose whether it is managed informally or formally. However, please be aware that some situations may be too serious to be addressed informally.
- All complaints will be managed fairly, sensitively, and as promptly as possible.
- Your complaint will be treated with confidentiality.
- It is advisable to make your complaint as soon as possible after the incident. Nevertheless, even if a significant amount of time has passed, your complaint will still be taken seriously.

## If the problem is not resolved

If your problem is not resolved by trying informal or formal steps, you might be able to make a claim to an employment tribunal.

There are strict time limits for making a claim. In most cases, you have 3 months minus 1 day from the date of the most recent sexual harassment.

If the time limit has passed, you can still make a claim to an employment tribunal. It is up to the judge to decide whether they will accept your claim. They will consider:

- if there is a good reason for you taking more than 3 months
- if it is fair to the employer to allow your case to go ahead

Find out more about –

- making a claim to an [employment tribunal](#)
- [employment tribunal time limits](#)

ARC (Norwich) Ltd will always follow advice from ACAS with regards to any form of harassment within the workplace, as this type of behavior will not be tolerated.



## **Support for Individuals Making a Complaint About Sexual Harassment**

At ARC (Norwich) Ltd we are committed to supporting anyone who reports sexual harassment throughout the entire complaints process. To ensure their well-being and confidence, we will -

- Make reporting sexual harassment as easy and accessible as possible.
- Ensure the individual feels safe, protected, and supported at all stages.
- Offer appropriate mental health support to help them cope with the situation.
- Conduct private discussions, allowing sufficient time and avoiding any sense of being rushed.
- Assign an investigator who is impartial, trained, and experienced in managing such sensitive cases.

We are dedicated to creating a safe and respectful environment where all individuals feel confident to come forward.

## **Managing the Risk of Sexual Harassment**

ARC (Norwich) Ltd is committed to taking all necessary steps to prevent and address sexual harassment both inside and outside of the workplace. These steps include:

- Implementing and maintaining a comprehensive sexual harassment policy
- Ensuring the policy is communicated to everyone involved with ARC (Norwich) Ltd, including permanent and temporary staff, clients, and contractors.
- Making the policy accessible and visible to all at all times
- Taking any complaint of sexual harassment seriously and responding appropriately
- Following up promptly and thoroughly on all complaints received
- Taking necessary actions and steps to address and resolve complaints, regardless of their severity.
- Seeking advice from ACAS (Advisory, Conciliation and Arbitration Service) on handling complaints
- For serious complaints, consult with our legal advisors to ensure proper legal procedures are followed.



Reviewed by the board of Directors of ARC (Norwich) Ltd

Signed on behalf & Part of the Board

*J Tingle*

Josie Tingle  
30<sup>th</sup> May 2025