



CONNECT SKILLED CONTRACTOR SERVICE LTD

SEXUAL HARASSMENT PREVENTION POLICY

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Effective Date: 30 June 2026

Review Date: 30 June 2027

Approved By: Director

Company: Connect Skilled Contractor Service Ltd

1. Policy Statement

Connect Skilled Contractor Service Ltd is committed to providing a safe, respectful and professional working environment where sexual harassment of any kind is not tolerated.

The Company recognises its legal duty under the Equality Act 2010 and the Worker Protection (Amendment of Equality Act 2010) Act 2023 to take reasonable steps to prevent sexual harassment in the workplace.

We are committed to preventing, addressing and eliminating sexual harassment in all forms across our operations and supply chain.

2. Purpose

The purpose of this policy is to:

- Prevent sexual harassment in the workplace.
 - Create a culture of dignity and respect.
 - Ensure all staff understand acceptable behaviour.
 - Provide clear reporting and investigation procedures.
 - Protect employees, contractors, and third parties.
 - Ensure compliance with UK legislation and industry standards.
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3. Scope

This policy applies to:

- Employees
- Directors
- Apprentices
- Agency workers
- Temporary workers
- Self-employed contractors
- Subcontractors
- Labour providers
- Suppliers
- Visitors
- Anyone acting on behalf of Connect Skilled Contractor Service Ltd

It applies in all work-related situations including:

- Construction sites
 - Offices
 - Client premises
 - Travel for work
 - Training events
 - Social events linked to work
 - Digital communication (email, messaging, social media)
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4. Definition of Sexual Harassment

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

- Violating a person's dignity, or
- Creating an intimidating, hostile, degrading, humiliating or offensive environment.

Examples include:

- Unwanted sexual comments or jokes
 - Sexualised remarks about appearance
 - Inappropriate touching or physical contact
 - Displaying sexually explicit material
 - Sexual advances or propositions
 - Sending sexual messages or images
 - Sharing inappropriate content
 - Sexual gestures or remarks
 - Persistent unwanted attention
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5. Zero Tolerance Approach

Connect Skilled Contractor Service Ltd operates a strict zero-tolerance approach to sexual harassment.

Any breach of this policy may result in:

- Immediate removal from site
 - Disciplinary action
 - Termination of employment
 - Termination of subcontractor agreements
 - Reporting to authorities where appropriate
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6. Responsibilities

Director

The Director is responsible for:

- Ensuring this policy is implemented.
 - Promoting a safe workplace culture.
 - Ensuring reasonable preventative steps are taken.
 - Reviewing policy effectiveness annually.
 - Ensuring appropriate training and awareness.
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Managers and Supervisors

Managers must:

- Lead by example.
 - Identify and address inappropriate behaviour.
 - Act promptly on complaints.
 - Support investigations.
 - Ensure workers understand expectations.
 - Escalate serious issues immediately.
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Employees and Contractors

All workers must:

- Treat others with respect and dignity.
 - Avoid any form of sexual harassment.
 - Report concerns immediately.
 - Cooperate with investigations.
 - Complete required training where applicable.
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7. Preventative Measures (Reasonable Steps)

The Company will take reasonable steps to prevent sexual harassment, including:

- Induction training on expected behaviour.
- Toolbox talks where appropriate.
- Clear reporting channels.

- Manager awareness training.
 - Inclusion of this policy in subcontract agreements.
 - Monitoring workplace behaviour.
 - Prompt investigation of complaints.
 - Disciplinary enforcement where required.
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8. Reporting Procedure

Anyone experiencing or witnessing sexual harassment should:

1. Report it to their supervisor or manager immediately.
2. If inappropriate, report directly to the Director.
3. Provide as much detail as possible.
4. Keep records where appropriate.
5. Report even if the behaviour involves a senior colleague or third party.

All reports will be taken seriously and investigated promptly.

9. Investigation Process

The Company will:

- Treat all complaints seriously and sensitively.
 - Carry out a fair and impartial investigation.
 - Interview relevant parties.
 - Review available evidence.
 - Maintain confidentiality where possible.
 - Ensure no retaliation occurs.
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10. Protection from Victimisation

No one will suffer retaliation for:

- Making a complaint
- Assisting in an investigation

- Reporting concerns in good faith

Victimisation will be treated as serious misconduct.

11. False or Malicious Allegations

False allegations made knowingly may result in disciplinary action.

However, no action will be taken where a complaint is made honestly but not upheld.

12. Support for Individuals

The Company will, where appropriate:

- Provide support to affected individuals.
 - Adjust working arrangements if needed.
 - Ensure a safe working environment.
 - Signpost external support services where appropriate.
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13. Training and Awareness

The Company will provide appropriate training and awareness covering:

- What constitutes sexual harassment
 - Behaviour expectations
 - Reporting procedures
 - Bystander responsibilities
 - Manager responsibilities
 - Workplace culture standards
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14. Monitoring and Review

The effectiveness of this policy will be monitored through:

- Incident reporting
- Investigation outcomes
- Workforce feedback
- Management reviews
- Training records

The policy will be reviewed annually or sooner if legislation or operational needs change.

15. Related Policies

This policy should be read alongside:

- Anti-Bullying & Harassment Policy
 - Equality, Diversity and Inclusion Policy
 - Grievance Procedure
 - Disciplinary Procedure
 - Whistleblowing Policy
 - Code of Conduct
 - Health & Safety Policy
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16. Review

This policy will be reviewed annually or sooner where:

- Legal requirements change
 - Workplace incidents occur
 - Company operations change
 - Client requirements are updated
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Statement of Intent – Sexual Harassment Prevention Policy

Connect Skilled Contractor Service Ltd is committed to providing a safe, respectful and inclusive working environment where everyone is treated with dignity and respect. We operate a zero-tolerance approach to sexual harassment and will not tolerate any form of unwanted conduct of a sexual nature that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive working environment.

We are committed to preventing sexual harassment through clear policies, employee awareness, training and effective reporting procedures. All complaints will be taken seriously, investigated fairly and confidentially, and appropriate action will be taken where necessary. No employee, worker, subcontractor or visitor will suffer retaliation for raising a genuine concern in good faith.

As Director, I am fully committed to ensuring this policy is implemented, communicated and regularly reviewed to maintain a workplace where everyone can work free from harassment and discrimination.

Approved by:

Aleem Aziz

Director

Connect Skilled Contractor Service Ltd