



Parish Council

Sexual Harassment Prevention Policy

Change Log		
Review Date	Action	By Whom

March 2025

Central Swindon North Parish Council Policy on the Prevention of Sexual Harassment

1. Purpose Central Swindon North Parish Council is committed to fostering a safe, respectful, and inclusive working environment. This policy outlines the Council's stance on preventing sexual harassment, providing clear guidance to staff, volunteers, and contractors, and ensuring compliance with the Worker Protection (Amendment of Equality Act 2010) Act 2023.

2. Scope This policy applies to:

- All employees, contractors, and volunteers of the Council.
- Any individual interacting with Council staff or representatives in the course of Council activities.

It covers all workplaces, including offices, public spaces managed by the Council, virtual settings (e.g., video calls), and off-site events.

3. Definition of Sexual Harassment Sexual harassment is defined as unwanted conduct of a sexual nature that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. Examples include but are not limited to:

- Inappropriate or unwelcome comments or jokes.
- Physical contact, such as touching or groping.
- Displaying sexually explicit images or materials.
- Sexual advances or propositions.
- Sending inappropriate emails, texts, or messages.

4. Responsibilities

- **The Council:**
 - Take all reasonable steps to prevent sexual harassment.
 - Provide staff with clear policies and training on harassment prevention.
 - Monitor compliance and act on any complaints promptly.
- **Managers and Supervisors:**
 - Promote a respectful workplace culture.
 - Address and report any incidents or complaints of harassment.
- **Employees, Volunteers, and Contractors:**
 - Treat all colleagues and members of the public with respect.
 - Report any observed or experienced harassment promptly.

5. Preventive Measures To comply with legal requirements and create a harassment-free workplace, the Council will:

- **Develop and Communicate Policies:**
 - Ensure this policy is accessible to all staff and stakeholders.
 - Include anti-harassment provisions in the Code of Conduct for employees and tenants of Council-managed spaces.
- **Training and Awareness:**
 - Deliver regular training on recognising and preventing harassment.
 - Provide managers with resources to handle complaints sensitively and effectively.
- **Safe Reporting Mechanisms:**
 - Establish clear, confidential processes for reporting harassment.
 - Designate a named contact for handling harassment complaints.

6. Reporting and Handling Complaints

- **Reporting:**
 - Complaints can be made verbally or in writing to the designated line manager or Clerk.
 - Reports can be made anonymously, but anonymity may limit the Council's ability to investigate fully.
 - All complaints will be acknowledged within 5 working days.
- **Investigation:**
 - All complaints will be taken seriously and investigated promptly.
 - Investigations will be conducted impartially and confidentially.
 - Investigations will aim to be resolved within 30 working days, where possible.
- **Action:**
 - If harassment is found to have occurred, appropriate disciplinary action will be taken, up to and including dismissal.
 - The Council may also notify enforcement agencies if necessary.
- **Record Keeping:**
 - All complaints and investigations will be documented and stored securely in accordance with data protection regulations.

7. Protection Against Retaliation: The Council will not tolerate retaliation against anyone who reports harassment or participates in an investigation. Any acts of retaliation will be addressed as a serious disciplinary matter.

8. Monitoring and Review: This policy will be reviewed annually or as necessary to reflect changes in legislation or organisational practice. Staff feedback will be considered to improve and refine the policy.

9. Contact Information For questions about this policy or to report incidents of sexual harassment, please contact:

Mr Andrew Reeves

Email: Clerk@centralswindonnorth-pc.gov.uk

Phone: 01793 466499