

Sexual Harassment Policy

This policy applies to all staff, coaches, volunteers and members, regardless of role or status.

Sexual harassment will not be tolerated by the Club and action will be taken should any form of sexual harassment take place. Complaints will be taken seriously and not ignored.

A Sexual Harassment risk assessment is in place and staff training will take place as well as informing members of the Sexual Harassment Policy.

What is sexual harassment?

- It is unwanted behaviour of a sexual nature.
- To be sexual harassment, it must either have:
 - violated someone's dignity
 - created an intimidating, hostile, degrading, humiliating or offensive environment for someone
- It can be sexual harassment if the behaviour:
 - Has one of these effects but is not intended
 - Is intended to have one of these effects even if it did not have that effect.

Who can experience sexual harassment?

- Sexual harassment can happen to men, women and people of any gender identity or sexual orientation. It can be carried out by anyone of the same sex, a different sex or anyone of any gender identity.
- 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 in a position of authority
 - Third parties – for example members, players and members of the public

Examples of sexual harassment:

- Sexual harassment can be a one off incident or an ongoing pattern of behaviour.
- It can happen in person. It can also happen online, for example in meetings, email, social media and messaging tools.
- Examples of sexual harassment include:
 - Making sexual remarks about someone's body, clothing or appearance
 - Asking questions about someone's sex life
 - Telling sexually offensive jokes
 - Making sexual comments or jokes about someone's sexual orientation or gender reassignment
 - Displaying or sharing pornographic or sexual images or other sexual content

- Touching someone against their will e.g. hugging them
- Sexual assault or rape

What should you do if you experience sexual harassment?

- Report to your line manager, or a member of the Committee, or a Welfare Officer
- You can choose to raise the issue informally or you can raise a grievance – where you are making a formal complaint
- As the person making the complaint, you can usually choose if you want it dealt with informally or formally. However, some situations may be too serious to deal with informally.
- Informal reports usually involve talking the issue over with your manager. A solution may be agreed informally between you. Should your complaint relate to your manager, you should raise it with the Club Secretary, Treasurer or the Chair of the Committee, or a Welfare officer.
- Formal reports need to be set out in writing to your manager. You should stick to the facts and avoid language that is insulting or abusive. Where the complaint is about your manager, you should talk to the Club Secretary, Treasurer or Chair, or a Welfare Officer.
- Your Manager (or member of the committee) will call you to a meeting, normally within 5 days, to discuss your complaint. You have the right to be accompanied by a colleague
- After the meeting, the Manager or Committee member will give you a decision in writing, normally within 24 hours
- If it is necessary to gather further information before making a decision, your Manager or Committee member will inform you of this and the likely timescale involved.

What will managers do?

- Anyone who reports an incident of sexual harassment will be listened to carefully and reports will be taken seriously
- Any reported experience of sexual harassment will be investigated and will involve listening carefully to all those involved
- We'll make sure that any sanctions are proportionate and fair if the complaint is upheld

Third party sexual harassment

- Third parties may be members, visitors, guests, suppliers – anyone who does not work for the Club
- Report any such incidents to your line manager, Committee member or a Welfare Officer
- The Club will ensure an investigation takes place to ascertain all the facts and appropriate action and sanctions will be taken if the complaint is upheld

Time off because of sexual harassment

- The Club will discuss time off with you on an individual case basis.
- Usual sickness policy will apply in the first instance, but further time off may be granted. This may be paid or unpaid at the discretion of the Committee.

Related policies and procedures

This policy should be read alongside our club policies and procedures, including:

- Safeguarding policy
- Grievance procedure
- Online safety and communication policy
- Photography and filming policy

Useful contacts

- Sexual Harassment at work advice line: 020 7490 0152
- Victim support: 0808 1689 111

This policy is reviewed every two years (or earlier if there is a change in national legislation).