



Yesoid - 07942819976 - info@yesoid.co.uk

Sexual Harassment Policy

This policy applies to all trustees, volunteers, employees, contractors, and third-party representatives of **Yesoid**.

We are committed to preventing and addressing sexual harassment and this policy aims to ensure a safe and respectful environment for everyone in **Yesoid**.

Definition of Sexual Harassment

Sexual harassment is any unwanted behaviour of a sexual nature that makes someone feel offended, humiliated, or intimidated. It can include, but is not limited to:

- Unwelcome sexual advances.
- Inappropriate touching or physical contact.
- Sexual jokes or comments.
- Displaying sexually explicit materials.
- Sending sexually explicit emails or messages.

Duty to Prevent Sexual Harassment

In accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, effective from 26 October 2024, we have a duty to take reasonable steps to prevent sexual harassment in the workplace. This includes:

- Implementing preventive measures such as regular training and clear communication of this policy.
- Creating a culture of respect and inclusion.
- Taking proactive steps to identify and mitigate risks of sexual harassment.

Reporting Procedure

If you experience or witness sexual harassment, you should report it to your line manager. If you do not feel able to do so, report it to the Chair of Trustees or another senior member of **Yesoid**. Reports can be made in person or via email.

Line manager - Mr Yehuda Heller

Chair of Trustees - Rabbi Yisroel Rose

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Handling Complaints

All complaints will be taken seriously and handled promptly and sensitively. If proven, we will take prompt and effective action. Any employee found to have engaged in sexual harassment may face disciplinary action, which may include dismissal. Volunteers and beneficiaries may also be subject to appropriate actions.

Procedure.

The process will include:

- Acknowledging receipt of the complaint
- Conducting a thorough and impartial investigation
- Keeping all parties informed of the progress
- Ensuring confidentiality as much as possible
- Subject to the outcome of an investigation, we may consider a range of formal and, potentially, informal options where both **Yesoid** and the person making a complaint think this is appropriate.

Informal Action. For example, this might include:

- Explaining to the person who's been complained about why their behaviour was not acceptable and that it needs to change.
- Arranging mediation between the people involved.

Formal Action. A formal procedure will be followed either:

- When informal options have not or would not work or be appropriate or,
- A formal complaint is made at the outset.

Disclosure of Sensitive Communications

We will handle sensitive communications with the utmost care. This includes:

- Maintaining the confidentiality of all parties involved
- Ensuring that any sensitive information disclosed during the investigation is protected
- Following legal guidelines on privilege and disclosure to ensure that sensitive communications are only shared with those who need to know.

Supporting People in Speaking Up

We recognise the importance of supporting individuals in speaking up. We do not use non-disclosure agreements (NDAs) or confidentiality clauses to stop people from reporting sexual harassment. We recognise that creating and maintaining an open, respectful culture is key to doing so and, to foster a safe environment for reporting, we will:

- **Reduce Psychological Barriers:** Acknowledge the difficulty of speaking up and provide reassurance that reports will be taken seriously and handled with sensitivity.
- **Lessen Social Threats:** Make it clear that the intention of reporting is to improve the workplace environment, not to target individuals.
- **Provide Clear Reporting Channels:** Ensure that people know how and where to report incidents and that they can do so without fear of retaliation.
- **Offer Support and Resources:** Provide access to counselling and support services for those who report harassment.
- **Encourage a Speak-Up Culture:** Regularly communicate the importance of speaking up and, if reasonably possible, provide training on how to do so effectively.

Additional Steps for Management

We also recognise that creating an open and respectful culture is primarily the responsibility of **Yesoid's** leadership team. To further ensure a harassment-free workplace, management will:

- **Include in Policies and Training:** Ensure that our zero tolerance of sexual harassment is properly reflected in other policies, induction and on-the-job training.
- **Lead by Example:** Demonstrate zero tolerance for sexual harassment through their own behaviour and actions.
- **Communicate Clearly:** Communicate the importance of a harassment-free workplace and the steps being taken to ensure it.
- **Report Instances:** Any complaints about sexual harassment will be reported to the chair and, if appropriate, other reporting action taken, such as to regulators.

Resources

Equality and Human Rights – Workplace Sexual Harassment Guidance.

RSM Final Countdown to New Duty to Prevent Sexual Harassment.

Harvard Business Review – How to speak up when it matters.

Acas: Sexual harassment.

Charity Commission – serious incident reporting.

Bates Wells: Investigations and disclosure of sensitive communications (Jun 24).

RSM: What to do if you receive a whistleblowing allegation (2018).

Checklist for Yesoid management

1. Make sure everyone is made aware of this policy and understands that sexual harassment is unacceptable.
2. Ensure all staff are made aware of our whistleblowing policy and our point of contact is for raising concerns.
3. Carry out a sexual harassment risk assessment to identify risk areas and take appropriate action to reduce this risk. For example, factors might include:
 - Lone working.
 - The presence of alcohol.
 - Power imbalances between staff and/or others.
4. Consider the need for training. Acas provides training on dealing with unacceptable behaviours at work – including training on the new sexual harassment law.
5. Get out of the office, be approachable and listen, so that people feel confident enough to speak up, if they feel they need to.
6. Take any complaints seriously, respond sensitively and quickly and, if proven, ensure that the action taken is prompt and effective.
7. When you're talking to someone about their sexual harassment complaint, some things will not be appropriate or acceptable. For example:
 - Don't say that it could be a long and difficult process, or ask if they're sure they want to go ahead – this could imply you think they should not.
 - Don't say their complaint does not seem that serious – treat all complaints seriously.
8. Keep an open mind and do not let your own views influence a situation or dismiss a concern.
9. Do not doubt a sexual harassment complaint because it happened away from other people or there are no other witnesses.
10. Most importantly, work to create a culture of openness and respect in which anyone feels able to speak up and sexual harassment is unacceptable to everyone.

Sexual harassment is gender-neutral, but frequently, the abuser is a man in a position of authority.

Consequently, it is for those of us in leadership roles, to help create this culture by being the change we wish to see in others.

Make your expectations regarding respecting women clear and live up to them.

Nobody is just a bystander - always speak up, because if you don't, you're condoning it.

'Bloke jokes' when there are no women present, are no more acceptable than when they are.

Be sensitive to the needs of women, particularly where there is or they may perceive

there to be a power imbalance, such as younger women or those in more junior roles.

Disclaimer & Legal

This policy was given to **Yesoid** by Bury VCFA. They take no legal responsibility for the content of this policy. Please contact Bury VCFA for more information.

<https://www.buryvcfa.org.uk/>

admin@buryvcfa.org.uk

This policy was created on the 19th Jan 2025 and we are committed to updating it yearly.

Line manager Mr Yehuda Heller

Chair Trustee Rabbi Yisroel Rose

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