



# Sexual Harassment Policy

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### 1. Purpose

This policy aims to prevent sexual harassment and create a safe educational and working environment at Nescot. Sexual harassment is illegal and against our values of dignity and respect.

It works as a part of the safeguarding measures.

### 2. Definition of Sexual Harassment

Sexual harassment includes any unwanted conduct of a sexual nature, such as:

- Unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature
- Sexual jokes, innuendos, gestures or teasing
- Display of sexual images or pornography
- Spreading sexual rumours about a person
- Touching, hugging, massaging without consent
- Repeatedly asking someone out who has said no

### 3. Scope

This policy applies to all staff, students, contractors, volunteers, visitors, and others on college premises or engaged in college activities. It covers harassment by or against any of these categories of people.

### 4. Responsibilities

All staff and students have a responsibility to help ensure a harassment-free environment. Anyone who witnesses or experiences potential harassment should report it promptly. Managers have a duty to act on harassment reports and ensure no retaliation against those reporting it.

### 5. Reporting Procedures

Anyone who experiences or witnesses potential sexual harassment should immediately report it to the safeguarding team, line manager, student support services, or HR. Reports can be verbal or written, and anonymous if preferred. All reports will be treated seriously, promptly and confidentially.

## **6. Investigation Procedures**

Formal complaints will trigger a prompt investigation led by a manager. Investigations will be objective, sensitive, and as confidential as possible. Both parties will have a full chance to give their account. The college may suspend respondents pending investigation if appropriate. Investigations will result in a written report with conclusions on whether harassment occurred. Investigators will recommend appropriate corrective action to senior management.

## **7. Consequences of Sexual Harassment**

If harassment is established, the college will take action designed to stop the harassment, prevent recurrence, and remedy any effects. Discipline can range from warning to dismissal/expulsion, depending on the circumstances. The college may involve law enforcement if criminal activities are involved.

## **8. Protection from Retaliation**

Retaliation against anyone who reports or participates in an investigation is prohibited. Any such retaliation should also be reported and will result in discipline.

## **9. Training and Awareness**

The college will provide regular harassment awareness training for staff and students. The policy will be highlighted during student and new staff orientation. Posters and leaflets will help maintain awareness.

## **10. Monitoring and Evaluation**

The college will regularly monitor harassment incident reports as part of the safeguarding reporting updates, they will survey staff and students to assess policy effectiveness. The policy will be reviewed annually and updated as needed.

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