

President

Prof. Dame Hilary Chapman DBE RN

H. M. Lord-Lieutenant of South Yorkshire

Chairman

Prof Chris Booth-Mayblin

Chief Executive

Martin Singer

Sexual Harassment Policy

South Yorkshire Community Foundation (SYCF) is committed to providing a working environment free from sexual harassment and ensuring all staff are treated, and treat others, with dignity and respect. SYCF recognises that sexual harassment can occur both in and outside the workplace, such as on business trips, or at work-related events or social functions, or on social media.

Sexual harassment or victimisation of any member of staff, or anyone they come into contact with during the course of their work, is unlawful and will not be tolerated. We will take active steps to help prevent the sexual harassment and victimisation of all staff. Anyone who is a victim of, or witness to, sexual harassment is encouraged to report it in accordance with this policy. This will enable us to take appropriate action and provide support. Sexual harassment can result in legal liability for both the business and the perpetrator, whether they work for us or are a third party outside of our control. Sexual harassment may result in disciplinary action up to and including dismissal.

This policy does not form part of any contract of employment or contract, and we may amend it at any time

1. What is sexual harassment?

- 1.1 Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to sexual harassment.
- 1.2 It also includes treating someone less favourably because they have submitted or refused to submit to unwanted conduct of a sexual nature, or that is related to gender reassignment or sex, in the past.
- 1.3 Sexual harassment may include, for example:

- (a) unwanted physical conduct or prank, including touching, pinching, pushing and grabbing;
- (b) continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome;
- (c) sending or displaying material that is pornographic or that some people may find offensive (including emails, text messages, video clips and images sent by mobile phone or posted on the internet);
- (d) unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless); or
- (e) offensive emails, text messages or social media content.

1.4 A person may be sexually harassed even if they were not the intended target. For example, a person may be sexually harassed by pornographic images displayed on a colleague's computer in the workplace.

1.5 Victimisation includes subjecting a person to a detriment because they have done, or are suspected of doing or intending to do, any of the following protected acts:

- (a) bringing proceedings under the Equality Act 2010;
- (b) giving evidence or information in connection with proceedings under the Equality Act 2010;
- (c) doing any other thing for the purposes of or in connection with the Equality Act 2010;
- (d) alleging that a person has contravened the Equality Act 2010.

1.6 Victimisation may include, for example:

- (a) Denying someone an opportunity because it is suspected that they intend to make a complaint about sexual harassment.
- (b) Excluding someone because they have raised a grievance about sexual harassment.
- (c) Failing to promote someone because they accompanied another staff member to a grievance meeting.
- (d) Dismissing someone because they gave evidence on behalf of another staff member at an employment tribunal hearing.

1.7 Sexual harassment and victimisation are unlawful and will not be tolerated. They may lead to disciplinary action up to and including dismissal if they are committed:

- (a) in a work situation;

- (b) during any situation related to work, such as at a social event with colleagues;
 - (c) against a colleague or other person connected to us outside of a work situation, including on social media;
 - (d) against anyone outside of a work situation where the incident is relevant to your suitability to carry out your role.
- 1.8 We will take into account any aggravating factors, such as abuse of power over a more junior colleague, when deciding the appropriate disciplinary action to take.
- 1.9 If any sexual harassment or victimisation of staff occurs, we will take steps to remedy any complaints and to prevent it happening again.
- 1.10 Third-party harassment occurs where a person is harassed or sexually harassed by someone who does not work for, and who is not an agent of, the same employer, but with whom they have come into contact during the course of their employment. Third-party harassment could include, for example, unwelcome sexual advances from a client, customer or supplier visiting our premises, or where a person is visiting a client, customer or supplier's premises or other location in the course of their employment.
- 1.11 Third-party sexual harassment can result in legal liability and will not be tolerated. All staff are encouraged to report any third-party harassment they are a victim of, or witness, in accordance with this policy.
- 1.12 Any sexual harassment by a member of staff against a third party may lead to disciplinary action up to and including dismissal.
- 1.13 We will take active steps to try to prevent third-party sexual harassment of staff.
- 1.14 If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. These may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and placing warning notices in our premises.

2. If you are being sexually harassed: informal steps

- 2.1 If you are being sexually harassed, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult, you should speak to the Chief Executive, who can provide confidential advice and assistance in resolving the issue formally or informally. If you feel unable to speak to your line manager because the complaint concerns them, you

should speak informally to the Chief Executive. If this does not resolve the issue, you should follow the formal procedure below.

- 2.2 If you are not certain whether an incident or series of incidents amounts to sexual harassment, you should initially contact your line manager or HR informally for confidential advice.
- 2.3 If informal steps are not appropriate, or have been unsuccessful, you should follow the formal procedure set out in our Grievance Policy.
- 2.4 As a general principle, the decision whether to progress a complaint is up to you. However, we have a duty to protect all staff and may pursue the matter independently if, in all the circumstances, we consider it appropriate to do so.

3. If you witness sexual harassment or victimisation

- 3.1 Staff who witness sexual harassment or victimisation are encouraged to take appropriate steps to address it. Depending on the circumstances, this could include:
 - (a) intervening where you feel able to do so;
 - (b) supporting the victim to report it or reporting it on their behalf;
 - (c) reporting the incident where you feel there may be a continuing risk if you do not report it;
 - (d) co-operating in any investigation into the incident.
- 3.2 All witnesses will be provided with appropriate support and will be protected from victimisation.

4. Reporting outcomes, confidentiality and record-keeping

- 4.1 Confidentiality is an important part of the procedures provided under this policy. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. Breach of confidentiality may give rise to disciplinary action under our Disciplinary Procedure.
- 4.2 When appropriate and possible, where a complaint is upheld, we will advise the complainant of the action that has been taken to address their specific complaint and any measures put in place to prevent a similar event happening again.

- 4.3 Information about a complaint by or about a staff member may be placed on their personnel file, along with a record of the outcome and of any notes or other documents compiled during the process.

Signed on behalf of the Trustees

Chris Booth-Mayblin (e-signed)

Date 13th November 2025

Review date: 13.11.27

I confirm that I have read and understood the above.

Name:.....

Signature:.....

Date:.....