

# Sexual Harassment Policy Statement

GW Highways LTD is committed to taking reasonable steps to prevent sexual harassment of their workers. Action is taken to prevent sexual harassment from occurring and there are clear reporting procedures for staff to make a complaint about sexual harassment.

## Management will:

- Meet legal obligations as specified in the legislation, codes of practice and any relevant standards or guidelines and comply with Equality Act 2010 (EqA) as amended
- Ensure that all levels of management are trained on implementing this policy, including preventing and managing sexual harassment in the workplace and the procedure to follow if an allegation is reported.
- Provide training to all our staff on sexual harassment to ensure there is a clear understanding of:
  - what sexual harassment is, how it may occur and that it will not be tolerated,
  - expected levels of behaviour
  - how they can report any incidents of having been sexually harassed or having witnessed it
  - how harassment will be dealt with under the disciplinary procedure, potentially resulting in dismissal.
- Not tolerate sexual harassment of their employees by taking action to prevent sexual harassment from occurring and have clear reporting procedures for our staff to make a complaint about sexual harassment
- Commit to safeguarding against sexual harassment/victimisation in a work situation (extending to outside normal working place/hours), involving a colleague / person connected to the Organisation, including social media or outside of a work situation where the incident is relevant to your suitability to perform the role.
- Support you in raising such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper
- Support you, if you witness sexual harassment/victimisation, to encourage you to take action appropriate to address it. If you feel able, you should intervene to prevent the matter continuing. Alternatively, your action may include offering support and encouraging them to report the incident or reporting yourself.
- Provide a thorough investigation of any matters raised. Instances of sexual harassment should be reported to the Finance Director, Philippa Eadington, in the first instance. Alternatively, please contact any other Director
- Support you in respect of third-party sexual harassment, including but not limited to, warning the client/customer other third party about their behaviour, ban their involvement with GW Highways and report to the Police if Criminal Acts are committed.
- Not tolerate sexual harassment by any member of our workforce against a third party. Instances of sexual harassment of this kind may lead to disciplinary action, including termination of employment.

## Policy Authorised By



David Gibbins, Director

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01/04/2026



Luke Wenham, Director



NHSS: 16