



QCC ANTI SEXUAL HARASSMENT POLICY

QCC has a "zero tolerance" approach to Sexual Harassment.

Scope

The law (Equality Act 2010) protects the following people against sexual harassment at work:

- employees and workers
- contractors and self-employed people hired to personally do the work
- job applicants

Definition of sexual harassment

"Sexual harassment is unwanted behaviour of a sexual nature"

What constitutes sexual harassment?

- 1) The harassment must be of a **sexual nature**
- 2) The **unwanted behaviour** must have either;
 - ❖ violated someone's dignity
 - ❖ created an intimidating, hostile, degrading, humiliating or offensive environment for someone.
- 3) It can still be sexual harassment if the behaviour;
 - ❖ has one of these effects, even if it was not intended
 - ❖ intended to have one of these effects even, if it did not have that effect.

Some **examples** of what may be considered of a **sexual nature**

(this list is not exhaustive)

sexual comments or jokes

displaying sexually graphic pictures, posters or photographs

suggestive looks, staring or leering

propositions and sexual advances

making promises in return for sexual favours

sexual gestures

intrusive questions about a person's private or sex life or a person discussing their own sex life

sexual posts or contact on social media

spreading sexual rumours about a person

sending sexually explicit emails or text messages

unwelcome touching, hugging, massaging or kissing

Quality Care Cleaning confirms that;

- we **will not** tolerate sexual harassment
- complaints will be **taken seriously** and will not be ignored
- this **policy applies to everyone** in the organisation, regardless of role or status

Quality Care Cleaning has a 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:

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





Reporting Sexual Harassment

You may report to

- your line manager
- the Payroll, HR and Accounts assistant
- a more senior manager (Managing Director)
- your trade union representative, if you are a member

You can choose to either:

- 1) raise a complaint informally, or
- 2) raise a formal grievance – this is where someone makes a formal complaint to the Company.
 - a) You should follow the “**Company grievance procedure**” in relation to “Sexual harassment”. There are additional provisions in place to appropriately manage the sensitivity of this type of grievance.
 - b) If you are **concerned for your immediate welfare or safety**, you must contact your line manager or the QCC Managing Director on 07712 199284 to report your concerns as soon as you can.

The Company process upon receipt of a complaint.

The Company process will include:

- Acknowledging receipt of the complaint
- Conducting a thorough, fair and impartial investigation
- Keeping all parties informed of the progress
- Ensuring confidentiality as much as possible
- Communicate the outcome of the investigation to all parties involved
- Carry out appropriate actions
- Carry out further risk assessment to prevent future re-occurrence.

The outcome

Subject to the outcome of an investigation, we may consider a range of formal and, potentially, informal options whereby both the Company and the person making a complaint agree is appropriate;

- 1) **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.
- 2) **Formal Action.** A formal procedure, such as the disciplinary procedure will be followed either:
 - when informal options have not, or would not work or be appropriate *i.e. criminal offence has occurred.*
 - A formal complaint is made at the outset

Agreement to follow this policy

This Anti Sexual Harassment policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives provisions.

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Joanna Goode, Managing Director

Date: 01.09.2026

