Sexual misconduct policy overview

# What is this policy about?

This policy is for everyone working, volunteering, visiting and learning at insert organisation name. It will help you to:

* understand your rights and responsibilities
* recognise and report sexual misconduct at work
* get advice and support

# What is sexual misconduct?

Sexual misconduct is any unwanted behaviour of a sexual nature. It could include:

* flirting, gesturing or making sexual advances or suggestions
* sexual comments about someone’s body, clothing or appearance
* asking questions or making comments about someone’s relationships or sex life
* asking questions or making comments about someone’s sex or gender
* telling sexual jokes
* showing or sharing sexual pictures
* touching someone when they don’t want to be touched
* sexual assault or rape

It can happen anywhere at work, wherever that might be, including at work events or online.

# What should you do if you experience or see sexual misconduct?

* If you can, record what happened and include dates, times and details of any witnesses.
* You can talk to someone about what happened and what to do next. This could be someone you trust at work, like your manager or a colleague.
* We encourage you to report the behaviour. You can do this by talking to your line manager, insert HR department name, or a Freedom to Speak Up Guardian or by using insert link to form.
* In any conversation about the misconduct, you can bring someone with you for support.
* If you do not want to use your name, use the reporting form to make a report.

# What will happen after you make a report?

* + Your report will be taken seriously.
  + Insert HR department name will request a group to review the report and decide on the next steps, including investigation.
  + The group will be independent. Experts may be asked to support the group if there is a specific need.
  + Support will be offered to everyone involved if they need it.
  + The safeguarding team might need to provide advice.
  + The police might need to be told. If possible, we will tell you before we tell the police.
  + You will receive information about what will happen next.

# What support is available?

* + You could talk to insert HR department name, a domestic abuse and sexual violence ally (delete if not available), insert link to employee assistance programme, a mental health first aider, the freedom to speak up team or your trade union representative. More information about these roles is provided in insert link to the full policy here.
  + We can look at making changes to support you including to your hours, where you work and who you work with.
  + You could have time off to attend appointments to get help and support.

# Our promise to help everyone feel safe at work:

* + We’re here to help and support you.
  + We will take action to understand patterns and areas of concern.
  + Your report will be used to help us prevent sexual misconduct at work.

If you want to talk to someone about this policy, you can ask your manager or contact insert HR department name. **Insert link to Read the full version of the sexual misconduct policy.**