Ryder

Prevention of Sexual Harassment Policy	Project number	**2010:00**
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1.0 Purpose and scope

1.1 Ryder Architecture Ltd has a legal duty to take reasonable steps to prevent sexual harassment in the workplace. Ryder Architecture will not tolerate sexual harassment by our people or by clients, project partners or visitors.

1.2 This policy will be reviewed and updated, in line with regular risk assessments and in conjunction with Ryder policies.

2.0 Responsibility

2.1 The managing director takes ultimate responsibility for this policy. However, our people have individual responsibility for ensuring harassment is eliminated, both in employment practices and business dealings.

2.2 On joining, people will be informed of Ryder's policy and are obligated to comply with its requirements. We expect everyone to adhere to our policy.

3.0 What is sexual harassment

3.1 Terminology

3.1.1 Sexual harassment is a specific form of harassment that involves unwanted conduct of a sexual nature. It is unlawful under the Equality Act 2010 and can occur between individuals of the same or different genders. The law protects the following people against sexual harassment at work:

- Employees
- Contractors and self employed people hired to personally do the work
- Job applicants

3.1.2 To be sexual harassment, the unwanted behaviour must have either:

- Violated someone's dignity
- Created an intimidating, hostile, degrading, humiliating or offensive environment for someone

3.1.3 It can 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

3.1.4 You could experience sexual harassment from anyone you come into contact with because of your work:

- Someone you work with
- A manager, supervisor or someone else in a position of authority
- Third parties – for examples clients and members of the public

3.2 Examples of sexual harassment

3.2.1 Sexual harassment can be a one off incident or an ongoing pattern of behaviour. It can happen in person. It can also happen online, for example in meetings, email, social media or messaging tools, eg:

- Making sexual remarks about someone's body, clothing or appearance
- Intrusive questions about a person's private or sexual life
- Telling sexually offensive jokes
- Making sexual comments or jokes about someone's sexual orientation or gender reassignment
- Displaying or sharing pornographic or sexual images, or other sexual content
- Repeated and unwelcome sexual advances or physical contact, such as touching, hugging, massaging, or kissing
- Sexual assault or rape
- Unwanted sexual advances, propositions, or invitations.
- Sending or displaying sexually explicit messages, emails, or social media content.
- Offering benefits (such as promotions) in return for sexual favours, or making threats for refusal.

3.2.2 What some people might consider as joking, banter or part of their workplace culture can still be sexual harassment.

3.2.3 Sexual harassment is usually directed at an individual, but it's not always the case. Sometimes there can be a culture of behaviour that is not specifically aimed at one person – such as sharing sexual images. Someone could still make a complaint of sexual harassment in this situation.

3.3 Third party harassment

3.3.1 Third party harassment refers to any form of bullying, harassment, or sexual harassment of employees by individuals who are not directly employed by Ryder, including clients, suppliers, contractors, or members of the public.

3.3.2 Third party harassment could be incidents such as:

- A client making sexual comments towards a person in the workplace
- A supplier or client making racially offensive or derogatory remarks
- Aggressive behaviour, bullying, or threats from a visitor to the workplace
- Repeated unwanted invitations or social advances from third parties during work related interactions

4.0 Preventing harassment

4.1 Online training is mandatory for all Ryder people, to ensure they understand what sexual harassment is and what to do to report incidents of harassment. Training will be reviewed on an ongoing basis and records kept to confirm completion.

4.2 Risk assessment will be carried out in line with our values, behaviours, working environment and practices. Reasonable steps will be taken based on the risks identified.

4.3 Ryder policies will be updated in line with the duty to prevent sexual harassment:

- Social media
- Grievance
- Disciplinary
- Inclusivity
- Drug and alcohol

4.4 Reports of harassment must be notified to the managing director and will be recorded by the director's personal assistant (DPA) to recognise any trends or lessons learnt to inform our risk assessment.

5.0 Reporting harassment

5.1 Reports of sexual harassment will be treated as a protected disclosure and managed in line with the whistleblowing policy.

5.2 If a person feels they have experienced or witnessed sexual harassment, they can report it to their team leader, managing director or a trusted colleague. It can be reported informally or raised as a grievance.

5.3 All reports will be dealt with in confidence and be taken seriously, regardless of role or rank.

5.4 Reports will be investigated fully and follow our grievance and disciplinary procedures.

5.5 Reports involving third parties will be reported to leaders of that organisation.

6.0 Support

If you have been affected by sexual harassment and need support you can speak to any member of the leadership team, a trusted friend or colleague, or our employee assistance providers BHSF Rise on 0800 285 1538.

Mark Thompson
Managing Director