HY-TEN

HY-TEN Sexual Harassment Policy Manual 2026

Hy-Ten Sexual Harassment Policy Manual

- Introduction
- Scope
- Definitions
- Circumstances
- What To Do If You Are Subject to Sexual Harassment or Victimisation
- Informal Complaint
- Formal Complaint
- What To Do If You Witness Sexual Harassment or Victimisation
- Third-Party Sexual Harassment
- Disciplinary Action
- Training
- Employee Assistance Programme

Hy-Ten Sexual Harassment Policy Manual

Introduction

All members of staff are entitled to be treated with dignity and respect in their place of work. This means freedom from sexual harassment, feeling safe and supported, and having access to redress if such behaviour does arise.

Sexual harassment takes many forms, but regardless of whatever form it takes, it is unlawful under the Equality Act 2010 and will not be tolerated.

The law requires employers to take reasonable steps to prevent sexual harassment of their employees. Hy-Ten Limited will take action to prevent sexual harassment from occurring and have clear reporting procedures for staff to make a complaint about sexual harassment if it occurs. If you have been sexually harassed, or you have witnessed sexual harassment, we encourage you to tell your Branch Manager or another Manager or Director, so that the matter can be dealt with swiftly and appropriately.

Branch Managers have overall responsibility for the operation of this policy and may delegate elements of implementation and/or decision making to other Managers/Supervisors. All Managers, Branch Managers and Directors will maintain an open-door policy for reporting incidents of sexual harassment. All staff have a responsibility to behave in line with the requirements of this policy.

Instances of sexual harassment or victimisation may lead to disciplinary action including termination of employment.

This policy is reviewed regularly to ensure it remains up to date and to monitor its effectiveness.
Any changes required will be implemented and communicated to employees.

Scope

Hy-Ten Limited deplore all forms of sexual harassment and seek to ensure that the working environment is safe and supportive to all those who work for the company. This includes employees, workers, agency workers, volunteers and contractors in all areas of Hy-Ten Limited.

Definitions

Sexual harassment is unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.
It also covers treating someone less favourably because they have submitted to or refused to submit to unwanted conduct of a sexual nature, or that is related to gender reassignment or sex.

Sexual harassment may be committed by a colleague, an agent of an organisation, or a third party. Sexual harassment does not need to occur in person, it can occur via digital means including social media sites or channels e.g. Facebook, Instagram, WhatsApp etc.
A person may be sexually harassed even if they were not the target of the behaviour.

Examples of sexual harassment include, but are not limited to:

- Sexual comments or jokes, which may be referred to as 'banter'
- Displaying sexually graphic pictures, posters or photos
- 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 in online communications including on social media
- Spreading sexual rumours about an individual or individuals
- Sending sexually explicit emails, text messages or social media messages
- Unwelcome physical touching

Definitions Next

www.hy-ten.co.uk
Contact Information
Last Page
Next Page

Definitions *(continued)*

Victimisation is subjecting an individual to detriment because they have done, are suspected of doing, or intend to do an act which is protected under discrimination and harassment laws.

It is not necessary for the person to have done the protected act for detrimental treatment to be considered as victimisation.

The protected acts are:

- Making a claim or complaint under the Equality Act 2010 (for example, for discrimination or harassment)
- Helping someone else to make a claim by giving evidence or information in connection with proceedings under the Equality Act 2010
- Alleging that someone has breached the Equality Act 2010
- Doing anything else in connection with the Equality Act 2010

Examples of victimisation may include:

- Failing to consider someone for promotion because they have previously made a sexual harassment complaint
- Dismissing someone because they accompanied a colleague to a meeting about a sexual harassment complaint
- Excluding someone from work meetings because they gave evidence as a witness for another employee as part of an employment tribunal claim about harassment

Definitions Back

www.hy-ten.co.uk

Contact Information

Last Page

Next Page

Circumstances

This policy covers behaviour which occurs in the following:

- Situations occurring in the workplace
- Situation occurring outside of the normal workplace or normal working hours which is related to work - for example, a working lunch, a business trip or social functions etc.
- Outside of a work situation but involving a colleague or someone connected to Hy-Ten Limited, including via social media
- Against anyone outside of a work situation where the incident is relevant to your suitability to carry out the role

What To Do If You Are Subject to Sexual Harassment or Victimisation

We are committed to ensuring that there is no sexual harassment or victimisation in our workplace.
Allegations of sexual harassment and victimisation will be treated as a disciplinary matter.

Every situation will be considered on an individual basis and in accordance with the principles of our disciplinary procedures, a copy of which is available in the Employee Handbook.

Informal Complaint

We recognise that complaints of sexual harassment or victimisation can be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through the normal grievance procedure.

In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (regardless of whether that person has a direct managerial responsibility for you) as a confidential helper. This person cannot be the same person who will be responsible for investigating the matter if it becomes a formal complaint.

If you experience sexual harassment and you feel comfortable to do so, you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally, you should hand a written request to the harasser – your confidential helper can assist you in this.

In addition, you may also choose to raise concerns during your regular communication with your manager, for example, in a 1-2-1 meeting.

Your manager will listen to you and take your concerns seriously if you do this but may encourage you to follow the reporting procedures set out below.

Formal Complaint

Formal Complaint

Where the informal approach fails or you do not wish to use the informal procedure, you should bring the matter to the attention of your Branch Manager, or another Manager or Director, as a formal written complaint – your confidential helper can assist you in this.

If possible, you should keep a record of what happened so that the formal written complaint can include:

- The name(s) of the alleged harasser(s)
- The nature of the alleged harassment
- The dates and times when the alleged harassment occurred
- Names of any witnesses
- Any action already taken by you to stop the alleged harassment

On receipt of a formal complaint, the Manager dealing with the complaint will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.

The person dealing with the complaint will invite you to attend a meeting at a reasonable time and location to discuss the matter and carry out a thorough investigation. The meeting will normally be held within five working days of receipt of your complaint. You have the right to be accompanied at such a meeting by your confidential helper or another fellow employee of your choice. You must take all reasonable steps to attend this meeting. Those involved in the investigation will be expected to act in confidence and any breach of confidence may be dealt with under the disciplinary procedure.

On conclusion of the investigation process, which will normally be within ten working days of your original meeting, the decision of the investigator, detailing the findings, will be sent in writing to you.

Right to Appeal

Formal Complaint *(continued)*

If you are not satisfied with the outcome, you have the right to appeal against the findings of the investigator.

If you wish to appeal the decision, you must follow the appeals process detailed on the outcome letter.

You will then be invited to a further meeting. As far as reasonably practicable, Hy-Ten Limited will be represented by a more Senior Manager than attended the first meeting.

Following the appeal meeting, you will be informed of the final decision, normally within ten working days, which will be confirmed in writing.

Regardless of the outcome of the procedure, Hy-Ten Limited are committed to providing all involved with the support they may need.

This may involve mediation between you and the other party or another measure to manage the ongoing working relationship.

You will not be victimised for having brought a complaint.

Formal Complaint

What To Do If You Witness Sexual Harassment or Victimisation

If you witness sexual harassment or victimisation, you are encouraged to take appropriate action to address it.

You should not take any action that may put you at risk of sexual harassment or other harm. If you feel able, you should intervene to prevent the matter continuing. If you cannot do this, your action may include offering support to the person who has been sexually harassed and encouraging them to report the incident or reporting the incident yourself.

If reporting the incident, you should bring the matter to the attention of your Branch Manager, or another Manager or Director, in writing.

Your concerns will be handled by the Manager or Director you have contacted, who will sensitively speak with the person subject to sexual harassment to determine how they want the matter to be handled.

Third-Party Sexual Harassment

Third-party sexual harassment occurs when a member of staff is subjected to sexual harassment by someone who is not part of our workforce, but who is encountered in connection with work.

This includes our customers, suppliers, members of the public etc.
Third-party sexual harassment is unlawful and will not be tolerated.
The law requires employers to take steps to prevent sexual harassment by third parties.
The law does not provide a mechanism for individuals to bring a claim of third-party harassment alone.
However, failure for an employer to take reasonable steps to prevent third-party sexual harassment may result in legal liability in other types of claims.

To prevent third-party sexual harassment from occurring, Hy-Ten Limited will:

- Attach signage to the walls of the areas within the workplace where customers, suppliers, drivers etc. are present to warn that sexual harassment of our staff is not acceptable
- Inform third parties such as customers, supplier, drivers etc. of our zero-tolerance sexual harassment policy within our supplier/customer documentation

If you have been subjected to third-party sexual harassment, you are encouraged to report this as soon as possible to your Branch Manager or another Manager/Director.

Should a customer/supplier/driver etc. sexually harass a member of our workforce, the individual(s) will be removed from site, and their company will be contacted immediately to inform them of the incident. Any criminal acts will be reported to the police.

We will 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.

Disciplinary Action

If it is found that the allegation of sexual harassment or victimisation is sustained, the harasser/victimiser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including summary dismissal.

An employee who receives a formal warning or who is dismissed for sexual harassment/victimisation may appeal by following the disciplinary appeal procedure.

When deciding on the level of disciplinary sanction to be applied, we will take into consideration any aggravating factors affecting the case. One example of aggravating factors is an abuse of power over a more junior colleague.

If, due to the investigation, it is concluded that your complaint is both untrue and/or has been brought with malicious intent, disciplinary action will be taken against you.

Training

Hy-Ten Limited will provide training to all staff on sexual harassment, ensuring there is a clear understanding of what sexual harassment is and how it may occur, that it will not be tolerated, what the expected levels of behaviour are, how to report any incidents of having been subject to or a witness of sexual harassment, and that acts of harassment will be dealt with under the disciplinary procedure, potentially resulting in dismissal.

Hy-Ten Limited will ensure that all levels of management are trained to implement this policy, including preventing and managing sexual harassment in the workplace and the procedure to follow if an allegation is reported.

Hy-Ten Limited will regularly review the effectiveness of our training and provide refresher training as appropriate.

Employee Assistance Programme

As part of our Employee Assistance Programme, all employees have access to an online wellbeing tool, Wisdom AI, which you can use to find fast answers to any wellbeing questions you have.

You can access Wisdom AI at any time via the Health Assured portal.

health assured wisdom wellbeing

The link will take you directly to the Wisdom AI homepage, where you can ask your question.

More details of this service are available from your Branch Manager.

Contact Information

Further support is available if required by contacting our Employee Assistance Programme.

A confidential 24-hour telephone counselling service, which can be accessed by calling

0800 028 0199