**Sexual Harassment Policy**

A person smiling for a picture

AI-generated content may be incorrect.

**Roberta Crafford**

**People & Culture Director**

**Overview**

At Scientific Group, we maintain a zero-tolerance stance towards harassment and victimization, regardless of its basis. This includes, but is not limited to, age, disability, sex, sexual orientation, gender identity, marital status, civil partnership, pregnancy, race, or religion. Our policies fully comply with the **Equality Act 2010**.

Additionally, we uphold the **Worker Protection Act 2023**, which further strengthens protections against sexual harassment, including that from third parties. Any behavior that contravenes this policy is unacceptable and will be addressed with swift and appropriate action, including dismissal as per the Group Handbook.

Our aim is to ensure we provide and facilitate a safe and engaged environment where people are able to contribute and perform at their highest standard, whilst completing engaging and high-quality work.

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**Identifying Bullying and Harassment**

Familiarizing yourself with the following definitions will help ensure you identify when bullying or harassment occurs, whether it's directed at you or others. This awareness enables you to report such behavior promptly and appropriately.

**Harassment**

* **Harassment**is defined asunwanted behavior that violates an individual’s dignity or makes someone feel intimidated, fearful, degraded, or humiliated. This includes verbal or physical threats/actions and offensive jokes.

**Bullying**

* **Bullying**is defined aspersistent and malicious behavior aimed at undermining, humiliating, or intimidating someone.

**Sexual Harassment**

* **Sexual harassment** encompasses unwelcome sexual advances, inappropriate comments of a sexual nature, or any behavior of a sexual nature that makes someone uncomfortable.

**Victimization**

* **Victimization** is defined as when an individual is treated unfavorably for raising a complaint or assisting someone else in doing so.

Under the Worker Protection Act 2023, **third-party harassment** refers to any form of harassment experienced by employees that is perpetrated by clients, customers, visitors, or other external individuals.

**Responsibilities of Employers and Employees**

Scientific Group is committed to ensuring none of our staff experience bullying or harassment. We will ensure all staff are aware of and comply with our Anti-Bullying and Harassment policy, continuously monitor for inappropriate behavior, and act promptly upon receiving any reports. We ask that all employees remain unwaveringly professional and respectful, particularly in relation to colleagues, clients, and those connected to Scientific Group. This may extend to events outside of working hours that are classed as work-related, such as social events or client and event visits. Any form of harassment or bullying may result in disciplinary action, including dismissal.

**Reporting Sexual Harassment**

If you experience or witness sexual harassment, we encourage you to report the issue as soon as possible. Doing so ensures that appropriate action can be taken promptly to address the situation and maintain a safe and respectful environment for everyone.

*Remember, you can always reach out to a colleague, manager, or Freedom to Speak Up Guardian (FtSUG) for****support****.*

There are two ways to report sexual harassment:

1. **Informally**  
   If you experience or witness sexual harassment, you can choose to address the behavior directly with those involved.

1. **Formally**  
   For serious incidents or unresolved informal complaints, we encourage you to report the issue to a Senior Manager or the People & Culture Team, whether you experience the incident yourself or are reporting on behalf of someone else.  
     
   When submitting a report, you will be asked for the following:
   * The name(s) of those involved
     + Nature and specifics of the incident
     + Dates and times of occurrence(s)
     + Witnesses, if any
     + Actions already taken to address the issue

* + - * You have the right to remain anonymous; however, please keep in mind that this may limit or impact the investigation and its outcomes. We will discuss this with you before starting any investigation.

* + Once an issue has been raised, Scientific Group will promptly begin an investigation. The investigation will be conducted confidentially by the People & Culture Team.

* + Investigations should conclude within *14 days*. A findings report will be shared with the Managing Directors. You will be invited to a meeting to discuss the outcome, and you can invite a colleague or FtSUG (or union representative, if applicable) to attend with you.

* + If the complaint is upheld, appropriate action will be taken including disciplinary action, up to and including dismissal.

* + You also have the right to appeal the outcome within *7 days* of receiving the decision.

**Third-Party Harassment**

In accordance with the Worker Protection Act 2023, we operate a zero-tolerance policy toward sexual harassment from third parties such as clients, customers, or visitors. If you experience or witness such behavior, we encourage you to report it immediately so that we can take appropriate actions, including but not limited to:

* Issuing a warning to the third party
* Banning the third party from the premises
* Reporting the third party’s actions to the venue and/or relevant authority

*We will actively work to prevent third-party sexual harassment by implementing reasonable measures, including in-house client relationship training, to protect employees.*

**Protection Against Retaliation**

Scientific Group is committed to ensuring employees report sexual harassment without fear of retaliation. No employee will face victimization for bringing forward a complaint. We regularly review our policies to ensure compliance with the Worker Protection Act 2023 and other relevant legislation.