



SEXUAL HARASSMENT POLICY

REVIEWED: February 2025

NEXT REVIEW DATE: February 2026

REVIEWED BY: Louise Horan-Phillips

Smile Education Directors have a duty to prevent sexual harassment of employees and temporary supply workers and are committed to providing a safe working environment where all staff can flourish and enjoy work. Sexual harassment will not be tolerated and is unlawful and may result in disciplinary action, as per our disciplinary policy.

The Equality Act 2010 defines sexual harassment as unwanted conduct of a sexual nature which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Employees and temporary supply workers can complain of behaviour that they find offensive even if it is not directed at them.

Sexual Harassment can also be characterized by

- The making of unwelcome and inappropriate sexual remarks or physical advances in a workplace or other professional or social situation

It can involve offensive sexist or sexual behaviour, verbal or physical actions, up to bribery, coercion, and assault.

Harassment may be explicit or implicit, with some examples including:

- making unwanted sexual remarks
- actions that insult and degrade by gender
- showing pornography
- demanding or requesting sexual favours
- offensive sexual advances
- any other unwelcome physical, verbal, or non-verbal (sometimes provocative) conduct based on sex.

Sexual harassment includes a range of actions from verbal transgressions to sexual abuse or assault.

Smile Education takes steps to prevent sexual harassment by enabling an 'open door' policy and by carrying out risk assessments to reduce identified risks; consider factors that might increase the likelihood of sexual harassment and the steps that can be taken to minimise them – identify power imbalances, lone working, external events, conferences or training, general workforce culture, socialising and customers/workers drinking alcohol.

Smile Education will ensure all employees and temporary supply workers have access to training on sexual harassment in the workplace to raise awareness on what it looks like, what to do if they experience/witness it and how to handle any complaints of harassment as well as third party harassment and these are reviewed on an annual basis and updated where necessary.

Smile Education takes steps to prevent sexual harassment by ensuring all employees and temporary supply workers have access to our policies and these are reviewed on an annual basis and updated where necessary. We also work hard to create a culture which encourages 2-way feedback always including regular consultation with employees and temporary supply workers and a key value of

remaining respectful. Complaints of sexual harassment can usually be dealt with using our clear grievance and disciplinary procedures, which each have their own policy.

Any complaint should be directed to a manager or director and will be dealt with confidentiality. (Please see also our grievance procedure including timescales for action).