

Dockside Personnel Limited

Sexual Harassment Policy for Agency Workers

1. Purpose

Dockside Personnel Limited ("the Company") is committed to providing a working environment that is safe, respectful, and free from sexual harassment and all forms of unlawful discrimination. This policy sets out the Company's approach to preventing sexual harassment and explains how concerns or complaints will be handled.

The purpose of this policy is to: - Prevent sexual harassment in the workplace - Promote dignity, respect, and equality at work - Ensure agency workers know their rights and responsibilities - Provide a clear procedure for reporting and addressing concerns

2. Scope

This policy applies to: - All agency workers supplied by Dockside Personnel Limited - All client sites, including warehouses and associated workplaces - Work-related activities, including training, site inductions, work-related social events, and interactions with clients, contractors, and visitors

Sexual harassment by colleagues, supervisors, client employees, contractors, or third parties will not be tolerated.

3. Legal Framework

This policy is informed by, and must be applied in accordance with, relevant UK legislation, including but not limited to: - Equality Act 2010 - Health and Safety at Work etc. Act 1974 - Protection from Harassment Act 1997 - Human Rights Act 1998

Under the Equality Act 2010, sexual harassment is unlawful and occurs where unwanted conduct of a sexual nature has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment.

4. Policy Statement

Dockside Personnel Limited has a zero-tolerance approach to sexual harassment.

- Sexual harassment will not be accepted under any circumstances.
- All agency workers have the right to be treated with dignity and respect.
- Complaints will be taken seriously and handled promptly, sensitively, and confidentially.

- No worker will suffer victimisation for raising a genuine concern or supporting an investigation.
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5. What Is Sexual Harassment

Sexual harassment may be a single incident or a pattern of behaviour. It can be verbal, non-verbal, or physical.

Examples include, but are not limited to: - Unwanted physical contact, touching, or assault - Sexual comments, jokes, gestures, or innuendo - Requests for sexual favours - Comments about a person's appearance or body that are unwelcome - Displaying, sharing, or sending sexual images or material - Unwanted sexual messages, calls, or social media contact - Leering, whistling, or sexually suggestive behaviour

The perception of the recipient is central when determining whether behaviour is unwanted.

6. Responsibilities

Dockside Personnel Limited will:

- Take reasonable steps to prevent sexual harassment
- Ensure agency workers are aware of this policy
- Act promptly when concerns are raised
- Work with clients to address issues occurring on client sites

Agency Workers must:

- Treat others with dignity and respect at all times
- Not engage in sexual harassment or inappropriate behaviour
- Report incidents of sexual harassment they experience or witness

Clients and Third Parties must:

- Maintain a respectful working environment
 - Cooperate with investigations where required
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7. Reporting Sexual Harassment

Agency workers who experience or witness sexual harassment are encouraged to report it as soon as possible.

Reports may be made: - To a Dockside Personnel Limited consultant or manager - To an on-site supervisor or client representative - Via the Company's formal grievance or complaints process

Reports can be made verbally or in writing. Where possible, details such as dates, times, witnesses, and descriptions of the behaviour should be provided.

8. Investigations

- All complaints will be investigated promptly, fairly, and sensitively.
 - Confidentiality will be maintained as far as reasonably possible.
 - The agency worker will be kept informed of progress and outcomes.
 - If the alleged harasser is a client employee or third party, Dockside Personnel Limited will liaise with the client to address the issue appropriately.
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9. Victimisation

Dockside Personnel Limited will not tolerate victimisation of any agency worker who: - Raises a genuine complaint of sexual harassment - Assists with an investigation - Supports another worker raising a concern

Any victimisation will be treated as a serious disciplinary matter.

10. Outcomes and Action

Where sexual harassment is found to have occurred, actions may include: - Removal from the assignment or site - Disciplinary action in line with contractual terms - Reporting matters to the client - In serious cases, reporting to the police

11. Support

Agency workers affected by sexual harassment will be offered appropriate support, which may include: - Temporary removal from the site if requested - Adjustments to assignments where possible - Guidance on external support services

12. Confidentiality and Data Protection

- Information relating to complaints will be handled confidentially
 - Personal data will be processed in line with UK GDPR and the Data Protection Act 2018
 - Records will be retained only for as long as necessary
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13. Policy Review

Approved by: Dockside Personnel Operations Team
Review Date: 31/12/2026.
