

# Sexual Harassment Policy 2025

Approved by: Pip  
Burley

Date: 13/02/2026

Last reviewed on:  
01/01/2025

**Next review due  
by:13/02/2027**

## **Contents**

		<b>Page</b>
<b>1</b>	<b>Policy Statement</b>	<b>3</b>
<b>2</b>	<b>Definition</b>	<b>3</b>
<b>3</b>	<b>Risk assessment</b>	<b>3</b>
<b>4</b>	<b>Training</b>	<b>3</b>
<b>5</b>	<b>Dealing with an accusation</b>	<b>3</b>
<b>6</b>	<b>Review of policies and procedures</b>	<b>4</b>
<b>7</b>	<b>Link to other policies and procedures</b>	<b>4</b>

## 1. Policy Statement

Leamington LAMP has a legal duty to protect its employees from sexual harassment. This policy states reasonable steps that LAMP will take to protect its employees.

## 2. Definition

Sexual harassment occurs when a person is subjected to unwanted conduct of a sexual nature which has the purpose or effect of either violating their dignity, and creating an intimidating, hostile, degrading, humiliating, or offensive environment.

From 26 October 2024, employers are under a proactive duty to take reasonable steps to prevent sexual harassment of workers.

It includes preventing sexual harassment from workers and from third parties e.g. contractors, visitors, students, members of the public etc.

## 3. Risk Assessments

As part of this process, LAMP have written a sexual harassment risk assessment which has considered;

- The risks of it happening at LAMP
- The steps LAMP can take to reduce the risk
- Consider what steps are reasonable for LAMP to take
- The size of LAMP as an employer
- The kind of work staff at LAMP do
- Whether there has been an incident of sexual harassment at LAMP before
- Whether staff have a lot of contact with third parties

## 4. Training

All staff at LAMP will complete sexual harassment training with the Senior Leadership Team completing specific training relating to the responsibilities as employers.

Training will take the form of online training provided by LAMP's HR consultants, Croner and will be refreshed regularly.

Staff will be required to sign to say they have completed the training, read the policy and read the risk assessment.

Sexual Harassment training is included in the training completed by staff upon induction

Staff complete yearly wellbeing surveys and appraisals to provide opportunities for frank and open discussion of any issues affecting them

## 5. Dealing with an accusation

Should an accusation of sexual harassment occur, LAMP will follow the advice and guidance from its HR advisors, Croner.

Paperwork for dealing with an accusation will be downloaded from LAMP's client portal of Bright HR.

## **6. Review of policies and procedures**

This policy, the content of LAMP's training and the risk assessment will be reviewed at least annually to ensure they remain fit for purpose.

## **7. Link to other policies/procedures**

- Staff code of conduct
- Whistleblowing policy
- Lone working policy
- Risk assessments