SEXUAL HARRASSMENT POLICY

Korus Health Ltd

1. Introduction

Korus Health is committed to providing a safe, respectful, and inclusive workplace for all employees. Sexual harassment will not be tolerated in any form. This policy outlines the company's expectations regarding behaviour and outlines the procedures for reporting and investigating complaints of sexual harassment.

2. Definition of Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature that violates the dignity of a person and creates an intimidating, hostile, degrading, humiliating, or offensive environment. This includes, but is not limited to:

- **Physical harassment:** Unwelcome physical contact, such as touching, groping, or assault.
- **Verbal harassment:** Unwelcome sexual advances, requests for sexual favours, sexually suggestive remarks, or other verbal abuse of a sexual nature.
- **Non-verbal harassment:** Unwelcome sexual gestures, displays of sexually suggestive objects, or other non-verbal conduct of a sexual nature.

3. Prohibited Conduct

The following behaviours are strictly prohibited:

- Making sexually suggestive remarks or jokes.
- Displaying sexually suggestive images or objects.
- Making unwanted physical contact, such as touching, hugging, or kissing.
- Making sexually suggestive comments or advances.
- Retaliation against individuals who report sexual harassment.

4. Reporting Procedures

Any employee who believes they have been subjected to sexual harassment should report the incident to:

- **Leigh-Ann Tyler, Human Resources Manager**
- **Jo Price, Office Manager**

Employees may also report incidents to a trade union representative or other appropriate person.

All reports of sexual harassment will be treated confidentially and investigated promptly and fairly.

5. Investigation Procedures

Upon receiving a complaint, Korus Health will:

1. **Initiate an investigation:** A designated investigator will be assigned to conduct a thorough and impartial investigation.
2. **Interview witnesses:** The investigator will interview the complainant, the respondent, and any relevant witnesses.
3. **Gather evidence:** The investigator will collect and review any relevant documents or other evidence.
4. **Make findings:** The investigator will make findings of fact based on the evidence.
5. **Take appropriate action:** If the investigation confirms that sexual harassment has occurred, Korus Health will take appropriate disciplinary action, which may include:
    - Verbal or written warnings
    - Suspension
    - Termination of employment

6. Prevention and Training

Korus Health will take steps to prevent sexual harassment, including:

- Providing regular training to all employees on sexual harassment policies and procedures.
- Promoting a culture of respect and dignity.
- Encouraging open communication and reporting of incidents.

7. Retaliation

Korus Health prohibits retaliation against any individual who reports sexual harassment or participates in an investigation. Retaliation may result in disciplinary action.

8. Review and Update

This policy will be reviewed and updated regularly to ensure its effectiveness and compliance with relevant laws and regulations.

9. Additional Considerations

- **Consult with Legal Counsel:** Ensure that the policy complies with UK employment law, including the Equality Act 2010.
- **Clear and Concise Language:** Use clear and concise language that is easy to understand.
- **Distribution and Accessibility:** Make sure the policy is widely distributed and easily accessible to all employees.
- **Training and Awareness:** Provide regular training to all employees to raise awareness of sexual harassment and the company's policy.
- **Confidentiality:** Maintain confidentiality throughout the investigation process.
- **Support Services:** Provide access to support services for victims of sexual harassment.

By implementing a comprehensive sexual harassment policy, Korus Health can create a safe and respectful workplace for all employees.