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**SEXUAL HARRASSMENT POLICY**

Sheen Panel Service is committed to ensuring that the working environment provides all employees with the opportunity to work in an environment which is free of all forms of sexual harassment and discrimination. This includes workplace bullying which is another form of harassment.

Sheen Panel Service will not tolerate any acts of sexual harassment or workplace bullying under any circumstances. Disciplinary action will be taken against any employee who breaches any of these policies. Actions against employees may include dismissal or other forms of disciplinary action. Similar action will be taken against anyone who victimizes or retaliates against a person who has complained of any form of sexual harassment.

No employee, sub-contractor or customer, either male or female should be subjected to any form of harassment as defined in this policy.

**The Company's objectives regarding sexual harassment**

**This Company aims to:**

* Create a working environment which is free from sexual harassment and where all members of staff are treated with dignity, courtesy and respect.
* Implement training strategies to ensure that all employees know their rights and responsibilities.
* Provide an effective procedure for complaints based on the principles of natural justice.
* Treat all complaints in a sensitive, fair, timely and confidential manner.
* Guarantee protection from any victimisation or reprisals.
* Encourage the reporting of behaviour which breaches these policies.

**Definition of sexual harassment**

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical conduct, verbal comments, jokes, propositions, the display of offensive material or other behaviour which creates a sexually hostile working environment.

* Unwelcome comments about a sex life or physical appearance
* Suggestive behaviour such as ogling.
* Unnecessary physical intimacy such as brushing up against a person.
* Uninvited touching.
* Uninvited kisses or embraces.
* Smutty jokes or comments.
* "Flashing" or sexual gestures
* Sex-based taunts, teasing or name calling
* Sexually explicit conversation