

PAUL S WINSON COACHES

Process and Policy Checklist

<u>Policy Name</u>	Harassment Policy
<u>Policy Number</u>	0145
<u>Date Reviewed</u>	Dec 2025
<u>Next Review Due</u>	Dec 2026
<u>Owner Name</u>	Matthew Winson

1. Policy Statement

Paul S. Winson Coaches Ltd. is committed to providing a working environment free from sexual harassment. We believe that all employees have the right to work in an environment that is safe, professional, and respectful.

Sexual harassment is unlawful and will not be tolerated under any circumstances.

2. Purpose

This policy sets out:

- Our definition of sexual harassment
- Examples of unacceptable behaviour
- How to report concerns
- How allegations will be addressed

3. Scope

This policy applies to:

- All employees (permanent, temporary, agency, and casual)
- Drivers, office staff, engineers, cleaners, and management

- Contractors, suppliers, agency staff, and visitors while on company premises or representing the business

4. Definition of Sexual Harassment

Sexual harassment is **any unwanted behaviour of a sexual nature** that:

- Violates someone's dignity, or
- Creates an intimidating, hostile, degrading, humiliating, or offensive environment.

It can be physical, verbal, or non-verbal.

5. Examples of Sexual Harassment

Examples include (but are not limited to):

- Unwanted physical contact (e.g. hugging, touching, groping)
- Lewd comments, jokes, or sexual banter
- Sending or displaying sexually explicit material (including on phones or social media)
- Sexual propositions or advances
- Comments about someone's body or appearance in a sexual way
- Spreading sexual rumours
- Using someone's name to make inappropriate sexual remarks about others

6. Our Commitment

Paul S. Winson Coaches will:

- Take all complaints seriously
- Investigate promptly, fairly, and sensitively
- Maintain confidentiality as far as possible
- Protect employees who raise concerns in good faith from victimisation or retaliation

7. Employee Responsibilities

All employees must:

- Treat colleagues with dignity and respect
- Not engage in any form of sexual harassment
- Challenge or report inappropriate behaviour if safe to do so
- Cooperate with any investigation

8. Reporting Procedure

If you experience or witness sexual harassment:

- Report it as soon as possible to your line manager, supervisor, or company director
- If you do not feel comfortable doing so, you may contact – e.g. HR Manager or Company representative directly.

Complaints can be made verbally or in writing.

9. Investigation Process

- The company will assess the complaint promptly
- The person accused will be informed and given the opportunity to respond
- Both parties may be interviewed, along with any witnesses
- The outcome will be communicated in writing
- Disciplinary action may be taken if allegations are upheld, up to and including dismissal

10. Confidentiality

All complaints will be handled with sensitivity and confidentiality, shared only with those who need to know to investigate and resolve the matter.

11. Victimisation

Paul S. Winson Coaches will not tolerate victimisation of anyone who raises a concern or participates in an investigation. Disciplinary action will be taken against anyone who retaliates.

12. False or Malicious Complaints

Deliberately false or malicious complaints are serious and may lead to disciplinary action. This does not apply to complaints made in good faith that are not upheld.

13. Training and Awareness

The company will:

- Communicate this policy to all staff
- Include sexual harassment awareness in induction and training
- Review and update the policy regularly

14. Policy Review

This policy will be reviewed annually or sooner if required by law or company need.

Signed:

Matthew Winson

Company Director

Paul S. Winson Coaches Ltd.

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