

## **Training Document: Anti-Harassment Awareness and Prevention**

### **Training Objective:**

To educate all staff at Viamed Ltd, Vandagraph Ltd, and Vandagraph Sensor Technologies Ltd about what constitutes harassment, how to prevent it, and how to respond if it occurs in the workplace.

### **Introduction**

- **Purpose:**

This training provides an overview of our Anti-Harassment Policy and equips employees with the knowledge to create a safe and respectful workplace.

- **Company Commitment:**

Our company is committed to providing a harassment-free workplace, in compliance with the Equality and Human Rights Commission (EHRC) regulations, effective from 26 October 2024.

### **1. Understanding Harassment**

- **Definition:**

Harassment is unwanted conduct related to a protected characteristic (such as age, disability, race, religion, sex or gender) that creates an intimidating, hostile, or offensive environment for the victim.

- **Forms of Harassment:**

- Verbal: Offensive jokes, slurs, or comments.
- Physical: Unwanted touching, invasion of personal space.
- Visual: Sharing offensive images or materials.
- Sexual Harassment: Unwanted sexual advances or inappropriate gestures.

- **Examples:**

- Repeated inappropriate comments about someone's appearance.
- Sending sexually explicit emails or messages.
- Spreading rumours or making derogatory remarks about a colleague's personal life.

### **2. Identifying Risk Factors for Harassment**

- Isolated work environments or lone working situations.
- Power imbalances, such as supervisor-employee relationships.
- Events outside the office (e.g., business trips, social gatherings).
- A lack of diversity in teams, which can lead to discrimination or exclusionary behaviour.

### **3. Preventing Harassment in the Workplace**

- **Maintaining Respectful Behaviour:**

- Treat everyone with dignity, regardless of position, background, or personal characteristics.
- Listen to concerns from colleagues without dismissing them.
- Avoid behaviours or comments that could be misinterpreted as offensive or inappropriate.

- **Positive Work Environment:**

- Promote inclusivity and open communication.
- Support colleagues who raise concerns and participate in creating a culture of respect.

- **Manager's Role:**

Managers must set an example by leading with respect, being proactive in addressing issues, and ensuring the workplace remains harassment-free.

## 4. Reporting Procedures

- **What to Do if You Experience or Witness Harassment:**

1. **Speak Up:** If comfortable, address the behaviour directly with the person involved, explaining how their actions are affecting you.
2. **Report It:** If the behaviour continues or you feel uncomfortable addressing it directly, report it to your manager or HR. We have confidential reporting channels to protect your privacy.
3. **Document the Incident:** Make notes about the incident, including dates, times, witnesses, and the nature of the behaviour.

- **Support During the Reporting Process:**

Employees will be supported throughout the process, and confidentiality will be maintained to the greatest extent possible.

## 5. What Happens After You Report

- **Investigation:**

All reports will be promptly investigated by HR or a designated team. Both the complainant and the alleged harasser will be given an opportunity to explain their version of events.

- **Outcomes:**

Depending on the findings, actions may include mediation, retraining, or disciplinary action, up to termination.

## 6. Avoiding Retaliation

- **Zero Tolerance for Retaliation:**

Any form of retaliation against individuals who report harassment is strictly prohibited. If you believe you are facing retaliation, report it immediately to HR.

## 7. Confidentiality in the Reporting Process

- **Keeping Reports Private:**

While the Company will strive to keep all complaints as confidential as possible, there may be times when information needs to be shared to conduct a fair investigation.

## 8. Additional Measures

- **Training:**

All employees will undergo regular anti-harassment training to stay informed about their rights and responsibilities. Managers will receive additional training on how to handle complaints effectively.

- **Monitoring:**

We will regularly evaluate the effectiveness of our anti-harassment measures and adjust policies or procedures where necessary.

## 9. Case Studies for Training

### Case Study 1: Inappropriate Comments

- A manager frequently makes jokes about a female employee's appearance. Even though they claim it's "just for fun," the employee feels uncomfortable.
  - **Question for discussion:** How should the employee respond? What role should HR or management play?

### Case Study 2: Social Media Misuse

- Two colleagues exchange offensive memes in a group chat that includes another colleague who feels uncomfortable but is afraid to speak up.
  - **Question for discussion:** What could the uncomfortable colleague do? What should the company do in this case?

### Case Study 3: Unwanted Physical Contact

- A supervisor places their hand on a colleague's shoulder during meetings, even though the colleague has asked them to stop.
  - **Question for discussion:** How should this be addressed?

### Case Study 4: Inappropriate Comments

- A member of staff frequently makes jokes about a male employee's age. Even though they claim it's "just a joke," the employee feels uncomfortable.
  - **Question for discussion:** How should the employee respond? How would you have this discussion with the staff involved?

## 10. Key Takeaways

- Harassment of any kind will not be tolerated.
- It is everyone's responsibility to maintain a respectful workplace.
- Reporting harassment is encouraged, and the Company is committed to supporting those who come forward.
- Confidentiality and non-retaliation are key parts of our process.

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### Acknowledgment Form

By signing below, I confirm that I have received, read, and understood the Anti-Harassment Training Document. I agree to comply with the Company's policies on preventing and addressing harassment.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_