**1. Purpose**

NWF Facilities Ltd is committed to creating and maintaining a workplace that is free from all forms of sexual harassment. This policy outlines our approach to preventing and addressing sexual harassment to ensure dignity, equality, and respect for all individuals across the organisation.

**2. Scope**

This policy applies to all employees, agency workers, contractors, suppliers, visitors, and anyone interacting with NWF Facilities Ltd through its operations or services. It covers all work-related activities, including those taking place off-site or online.

**3. Policy Statement**

Sexual harassment is unlawful and unacceptable. NWF Facilities Ltd has zero tolerance for any conduct that constitutes or could be perceived as sexual harassment. This includes unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature that:

* Violates a person’s dignity;
* Creates an intimidating, hostile, degrading, humiliating, or offensive environment.

We are also committed to fostering a safe and inclusive work culture that supports psychological wellbeing. This complements our broader commitment to social responsibility, including climate-conscious workplace initiatives that promote respectful, sustainable, and ethical behaviours across all operations.

**4. Examples of Sexual Harassment**

Examples of behaviour that may be considered sexual harassment include (but are not limited to):

* Unwanted physical contact (e.g., touching, hugging, patting)
* Inappropriate or suggestive comments, jokes, or gestures
* Sending or displaying sexually explicit emails, images, or messages
* Repeated and unwelcome advances or invitations
* Any behaviour of a sexual nature that interferes with an individual’s work performance or wellbeing

**5. Responsibilities**

* **Directors & Senior Management:** Establish a culture of zero tolerance, ensure this policy is implemented effectively, and lead by example.
* **Managers & Supervisors:** Monitor workplace behaviour, respond to concerns promptly, and ensure all incidents are reported and addressed.
* **All Employees:** Treat everyone with respect, refrain from any conduct that could constitute harassment, and report any concerns.
* **HR/Relevant Manager:** Manage investigations confidentially, ensure appropriate support for those involved, and take disciplinary action where necessary.

**6. Reporting and Investigation**

Anyone who believes they have experienced or witnessed sexual harassment should report it promptly. Reports can be made to:

* Their line manager or the **relevant manager**
* Human Resources (if applicable)
* A designated safeguarding or equality officer (where applicable)

All reports will be:

* Taken seriously and handled sensitively
* Investigated promptly, thoroughly, and impartially
* Treated confidentially to the fullest extent possible
* Followed by appropriate action, including disciplinary measures if misconduct is confirmed

No individual will suffer retaliation or victimisation for raising a genuine concern.

**7. Training and Awareness**

* All staff will receive awareness training on sexual harassment as part of induction.
* Regular refresher sessions will be offered.
* Managers will receive additional training to handle complaints and create a respectful workplace.

**8. Climate and Cultural Considerations**

NWF Facilities Ltd recognises that sustainability is not limited to environmental targets, but includes creating a socially responsible and respectful organisational culture. A harassment-free workplace supports the wellbeing of individuals and aligns with our climate-conscious values—encouraging inclusive, ethical, and sustainable behaviours across all levels of the company.

**9. Monitoring and Review**

This policy will be reviewed annually and whenever there is a significant change in legislation or internal operations. Monitoring will include:

* Feedback from staff
* Trends in complaints or incidents
* Updates in best practice guidance on harassment and equality

**Signed:**  
[Director’s Name]  
Managing Director  
NWF Facilities Ltd  
**Date:** 01.02.2025