The Affable PARTNERSHIP LTD

Sexual Harassment Risk Assessment Checklist

Policy & Procedure Review	Compliant Y/N	Level of Risk 1 = low risk 5 = high risk	Possible Preventative Actions	Date of Review
- A comprehensive sexual harassment policy is in place, with clear definitions and examples of sexual harassment, including Third-Party Harassment (3P). -Signage up in communal and public areas to advise that sexual harassment is not acceptable -Company social events: Send out a reminder on acceptable behaviour 48 hours before the event or trip -When there is an imbalance of male and female managers, promote minority recruitment and promotion within the organisation				

Lone, unsociable or out of hours working: -Taxis arranged to unsociable hours travel to and from work -Implementation of a system to allow better tracking of employees for safety purposes Harassment via Social Media, email, messenger services: -IT & Social Media policies to cover harassment. -Use AI to track and flag if electronic media is being used for nefarious reasons - Confirm that policies cover interactions with clients, contractors, and third-party visitors as potential sources of harassment. - Confirm policies are updated and aligned with current legislation. - Complaints & Reporting Channels - Ensure accessible and anonymous reporting channels are available for employees to safely report incidents of harassment. - Verify that reporting mechanisms are well-publicised and understood by all employees.				

- Investigation & Disciplinary Process - Confirm that your procedures for handling complaints are clear, impartial, and robust. - Outline potential disciplinary actions and ensure fair process for both complainants and alleged perpetrators.				
Risk Assessment for Third-Party Harassment (3P)	**Compliant Y/N**	**Level of Risk 1 = low risk 5 = high risk**	**Possible Preventative Actions**	**Date of Review**
- Identify High-Risk Roles - Identify roles where employees are likely to encounter third parties (e.g., front-line staff, sales teams). - Review any historical complaints involving third parties to understand areas needing additional safeguards. - Control Measures for 3P - Establish protocols for employees to report third-party harassment immediately. -Communicate sexual harassment policy to 3P, including suppliers and contractors				

- Evaluate physical and administrative controls to reduce risk, such as panic buttons, security, and shift adjustments.				
Training & Awareness Initiatives	**Compliant Y/N**	**Level of Risk 1 = low risk 5 = high risk**	**Possible Preventative Actions**	**Date of Review**
- Training Programmes - Provide mandatory training on workplace sexual harassment for all employees and supervisors, tailored to cover 3P risks. -Refresher training every 6 months - Offer specialised training for managers on handling complaints and ensuring procedural fairness. - Awareness Campaigns - Ensure regular communications and updates to raise awareness about your company's zero-tolerance stance on harassment. - Post reminders of reporting channels and support resources in common areas or internal platforms.				

Organisational Culture & Environment	**Compliant Y/N**	**Level of Risk 1 = low risk 5 = high risk**	**Possible Preventative Actions**	**Date of Review**
- Promote an inclusive culture where all employees feel safe and respected. - Encourage a speak-up culture, where reporting misconduct is supported without fear of retaliation. - Regular Feedback & Surveys - Conduct regular surveys or focus groups to gauge employees' perceptions of workplace safety and responsiveness to complaints. - Use feedback to identify any gaps or new risks in your policies and practices.				

Ongoing Monitoring and Updates	Compliant Y/N	Level of Risk 1 = low risk 5 = high risk	Possible Preventative Actions	Date of Review
- Annual Policy Review - Set up a system to review and update harassment policies and procedures at least annually. - Engage legal and HR expertise to ensure all policies remain compliant with the latest legal requirements. - Incident Tracking - Maintain a confidential log of all reported incidents to track trends and identify areas needing proactive intervention. - Regularly review incident data with leadership to address potential hotspots or frequent offenders.				