



HPS RAPIDFIXERS LTD

Sexual Harassment Prevention Policy

Approved by: Lee Hamilton

Job Role: Director

Signed: *Lee Hamilton*

Date:

This policy must be reviewed by the following date: Jul 5, 2027

Company Name:	HPS RAPIDFIXERS LTD
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Prevention of Sexual Harassment

HPS RAPIDFIXERS LTD operates a zero-tolerance approach to all forms of bullying, harassment and sexual harassment, whether carried out by internal employees, subcontractors, senior managers or third parties.

We maintain a clear definition of unacceptable behaviour to ensure all workers understand what is prohibited. The following behaviours are within scope:

Sexual harassment

Any unwanted conduct of a sexual nature which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This includes verbal, non-verbal, written, visual or physical behaviour.

Harassment related to sex or gender

Behaviour that demeans, intimidates or humiliates someone because of their sex, gender identity, gender expression or perceived gender.

Bullying

Offensive, intimidating, malicious or insulting behaviour, misuse of power or repeated negative conduct that undermines, humiliates or injures an individual.

Third-party harassment

Unacceptable behaviour carried out by customers, clients, contractors, suppliers, members of the public or any other third party.

Examples include (but are not limited to): sexual comments or jokes, unwanted touching, sexual advances, displaying sexual images, intrusive questions about a person's private life, spreading rumours, intimidation, exclusion, or repeated belittling

Any allegation will be taken seriously, investigated promptly and addressed through disciplinary action where appropriate. This may include dismissal or removal from site.

Where harassment is carried out by a client, customer or member of the public, the company will take all reasonable steps to protect the affected worker. This includes intervention, removal from exposure, escalation to the client organisation or termination of the commercial relationship where necessary.

We will take reasonable steps to prevent sexual harassment of employees in line with the Worker Protection

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(Amendment of Equality Act 2010) Act 2023. Sexual harassment is unwanted behaviour of a sexual nature.

We require staff at all levels to read and understand this policy. The law protects the following people against sexual harassment at work:

- Employees and workers
- Contractors and self-employed people hired to personally do the work
- Job applicants

Sexual harassment can take various forms, it can happen in person or online. It can be a one off incident or ongoing acts towards you. Sexual harassment is usually targeted at an individual but sometimes it can be deemed a 'culture of behaviour'. It's important everyone plays their part in eliminating sexual harassment.

We will provide information, instruction and training to staff at all levels on the prevention of sexual harassment. This will be on at least annually or regulatory / company change / following a procedure breach.

Examples of sexual harassment include:

- Making sexual remarks about someone's body, clothing or appearance
- Asking questions about someone's sex life
- Telling sexually offensive jokes
- Making sexual comments or jokes about someone's sexual orientation or gender reassignment
- Displaying or sharing pornographic or sexual images, or other sexual content
- Touching someone against their will, for example hugging them
- Sexual assault or rape

We will complete a risk analysis of sexual harassment in the workplace and what steps we can take to reduce those risks. We will ensure we complete regular reviews of our harassment policies and reporting procedures as well as carrying out training sessions with employees on the topic.

We recognise our duty to ensure workers feel safe to raise concerns without fear of victimisation. The company provides multiple reporting routes:

- **Manager or Supervisor** – First point of contact where appropriate.
- **HR** – For confidential reporting or where the concern involves a manager.
- **Director / Senior Management** – For serious, sensitive or escalated matters.
- **Anonymous reporting channel** (if applicable) A dedicated email or reporting form

In line with the rest of this policy, we will take any harassment complaints seriously and those found in

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breach will be subject to disciplinary action. We will work with third parties and the public where applicable to ensure that prevention is understood and that our policy is being implemented effectively.

Reporting process within our business is the following;

- 1. **Initial report received** – Concerns acknowledged promptly and confidentially.
- 2. **Immediate safety measures** – If required, the company will take steps to protect the individual
- 3. **Investigation** – impartial fact-finding carried out by a competent person.
- 4. **Outcome and action** – findings communicated to the complainant; disciplinary or corrective action taken where allegations are upheld.
- 5. **Support** – Access to wellbeing support, adjustments or additional supervision as needed.

We will seek to prevent sexual harassment from third parties using the same risk based approach and reporting procedures.

This policy is communicated to all workers at the time of induction and shared with third parties where appropriate. Knowledge will be refreshed at least annually using training materials or re-communication of the policy via verbal and written means. Lessons learned from investigations are used to strengthen training, communication and preventative measures.

Subcontractors and third-party workers are required to comply with this policy as a condition of engagement.

Designated Officer Details

Name:

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Job Role:

Director

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