



Work In
Confidence

How to end sexual harassment in the workplace.



Harassment at work is a serious issue affecting many people in the workplace. This guide aims to help you to create a safer, more inclusive work environment for yourself and your colleagues



workinconfidence.com

ENDING SEXUAL HARASSMENT AT WORK.

Harassment at work is a serious issue affecting many people in the workplace. It can take many forms, including verbal, physical, and sexual harassment.

The effects of harassment can be devastating, leading to decreased productivity, low morale, and even physical and emotional health problems. In this guide, we will explore the different types of harassment that can occur in the workplace and provide practical tips on how to spot it and how to stop it.

These guidelines will help you to create a safer, more inclusive work environment for yourself and your colleagues. Professional bodies and regulators like the FCA (Finance) and SRA (legal) are increasingly requiring their member organisations to take measures to stop harassment.

The CIPD, the Institute of Business Ethics, The Harvard Business Review and the TUC, are all independently recommending the implementation of anonymous reporting channels in any robust Speaking Up Process. It shouldn't take legislation to make change, but perhaps now is the time to stop assuming that it's OK and act.

Ever since #MeToo highlighted it, it's been very clear that workplace harassment is far too prevalent:



Consider these shocking statistics on workplace sexual harassment:



*More than half of women and almost **seven out of ten LGBT workers** have experienced sexual harassment at work.*



***Four out of five women** and two-thirds of LGBT workers don't feel comfortable reporting it.*



GETTING IT RIGHT

The Worker Protection (Amendment of Equality Act 2010) Act 2023 (starting 2024) will introduce a duty on employers to take reasonable steps to prevent sexual harassment in the workplace. Compensation awards also increase by up to 25% where employers breach the duty.

Embrace a culture of respect

Ensure that respect is a core value within your organisation, and make your values widely known and embedded in the fabric of your organisation.

Values should provide a clear, concise guide to the commitment expected of people to each other – and hopefully to other stakeholders. They should help to embed positive behaviours and inform and simplify decision making.

A good way to gauge how well your values are understood is to ask for feedback in a staff survey. Here are some possible questions to staff:

- *I know the values of the organisation (scale)*
- *I understand the values of the organisation (scale)*
- *I identify with the values of the organisation (scale)*
- *I feel that colleagues live the values of the organisation (scale)*
- *I feel that senior management live the values of the organisation (scale)*
- *I feel the values are helpful in focussing on how we work together and treat each other (scale)*
- *What could improve the values or their application? (free text)*





HELPFUL TIPS

- *Values enable everyone to be clear about what is expected of them- and **what they can expect** from colleagues.*
- *For values to work – it is important that your people **know them, believe in them and believe that they are lived across the organisation** – particularly at the top.*



Transparent anti-harassment policies

An anti-harassment policy aims to address and prevent antagonistic situations that violate the dignity of employees. It pertains to single or repeated incidents of intimidation, humiliation, degradation, bullying, or other undesirable verbal, non-verbal, or physical conduct toward one person or a group of people.

Include a straightforward explanation of how to report such incidents.

Intent and Scope

State the purpose of the policy and who it applies to.

Outline the policy exists to establish a safe, and positive working environment.

Name the types of conduct that won't be tolerated (harassment, bullying, offensive language, intimidation etc).

Make it clear that this policy applies to all - employees, managers, directors, contractors, and other relevant stakeholders.

Definition of harassment

Define what harassment entails by highlighting the behaviours that are not acceptable and provide examples.

How to report incidents of harassment in the workplace

Explain what employees should do if they witness or experience harassment or any questionable conduct.

Outline all reporting channels available for raising concerns - HR, direct management or senior management, anonymous reporting channels .

Investigation procedure

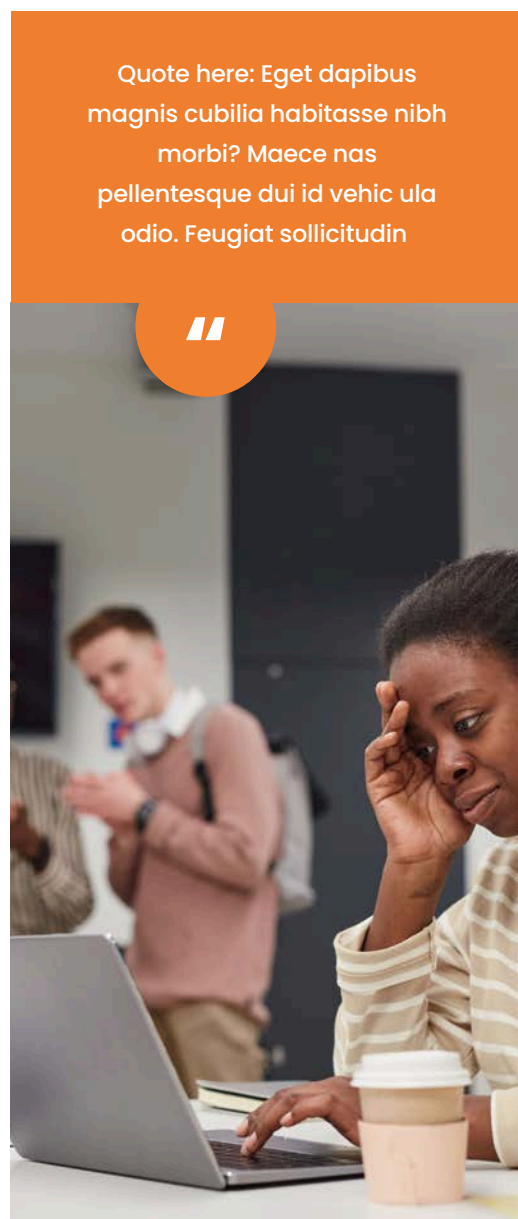
The policy should outline your organisations procedures for handling harassment claims. How promptly allegations will be responded to, and the process which the investigation will follow. It should also include what records will be kept and who will deal with allegations of harassment.

Disciplinary action

Include a brief statement outlining the consequences of participating in harassment or inappropriate behaviour. Outline your disciplinary procedure and policies.

Quote here: Eget dapibus magnis cubilia habitasse nibh morbi? Maece nas pellentesque dui id vehic ula odio. Feugiat sollicitudin

“



Work In
Confidence

Understanding employee engagement

Employee engagement refers to the level of commitment, passion, and involvement employees have towards their work and the organisation. Engaged employees feel motivated, valued, and aligned with the organisation's goals, leading to increased productivity, innovation, and retention. However, it's challenging to gauge the level of employee engagement accurately without proper measurement tools.

HELPFUL TIPS

*Employee engagement surveys can serve as a platform for employees to voice their opinions and give the organisation **valuable feedback and insights.***

The benefits of engagement surveys

Running employee engagement surveys offers several key benefits. Firstly, it provides organisations with valuable insights into employee satisfaction, morale, and areas that require improvement. These surveys serve as a platform for employees to voice their opinions, concerns, and suggestions anonymously, fostering open communication.

Furthermore, survey results help identify patterns and trends, enabling organisations to make data-driven decisions to enhance employee engagement and address specific areas of concern.



POWERING YOUR EMPLOYEE ENGAGEMENT

WorkInConfidence Employee Engagement Survey Analysis just got even better

Harness the Power of Analytics

[Book a demo](#)

Work In Confidence

The banner features a group of four diverse employees (two men and two women) smiling and standing in a modern office setting with indoor plants. The text is overlaid on the image in white and green. A green button with a white double arrow icon is positioned at the bottom right.

How To run employee engagement surveys

The following guidelines ensure effective employee engagement surveys:

- Design a long form survey: Create a well-structured questionnaire that covers key areas like job satisfaction, work-life balance, communication, leadership, training and development, and organisational culture.
- Ensure anonymity: Emphasise the confidentiality and anonymity of responses to encourage candid feedback.
- Use a mix of quantitative and qualitative questions: Combine scale questions to measure engagement levels and open-ended questions to gather detailed insights and suggestions. Remember to leave room for employees to contribute any other thoughts or ideas they have.
- Collect and analyse data: Utilise survey tools to collect responses and analyse the data to identify trends and patterns.



EMPLOYEE ENGAGEMENT SURVEYS FROM WORKINCONFIDENCE

Encourage Input

Ut enim veniam, ullamco laboris nisi exea commodo consequat duis aute deserunt laborum

Easy-to-Use

Ut enim veniam, ullamco laboris nisi exea commodo consequat duis aute deserunt laborum

Easy to Complete

Ut enim veniam, ullamco laboris nisi exea commodo consequat duis aute deserunt laborum

Measure Impact

Ut enim veniam, ullamco laboris nisi exea commodo consequat duis aute deserunt laborum

Effective Follow-Up

When employees raise concerns - TAKE IT SERIOUSLY!

Follow through with a clear process. Identify and address all concerns raised.

It is essential that organisations have systems where concerns or ideas raised are followed up promptly, comprehensively and fairly. Doing so not only helps remove the feeling of futility for staff but also helps to ensure that solutions are found and learnings embedded and shared.

Good case management should be part of the follow up process –so, as an organisation you can join the dots and see whether there are repeat themes, spot trends occurring or where problems are affecting one part of the organisation more than others.

All feedback received must be acted upon. Hold leaders and teams accountable for dealing properly with concerns and taking necessary actions. When employees see that their concerns or ideas are taken seriously and can lead to tangible improvements in the organisation, it reinforces the importance of speaking up and demonstrates the organisations commitment to every voice matters.

HELPFUL TIPS

Clearly identify specific objectives and guidelines for your speaking up process. Clearly articulate what constitutes speaking up, what types of issues or feedback are encouraged, and the expected outcomes. Establish guidelines for respectful communication, confidentiality, and non-retaliation to ensure that employees feel safe and supported when speaking up.



No prejudice

Ensure no one suffers detriment or retaliation as a result of raising concerns or speaking up (on harassment or otherwise)

Make it safe to communicate: Encouraging people to communicate regularly, honestly and openly means earning their trust and demonstrating that it is safe to open up.

The best place to start is with yourself. Managers need to model the behaviour they want to see in their teams, communicating openly, and being role models.

Employees who feel safe to talk about their mistakes, ask questions or raise concerns openly, without judgement or retribution are more likely to do so.

HELPFUL TIPS

*Have a formal system for checking back **3, 6 and 12 months later** that detriment or retaliation has not occurred as a result of raising a concern.*

Call it out

Where there are lapses in behaviour – call it out early.

Early intervention can stop behaviours from escalating – or worse becoming business as usual.

Train and educate employees: To build a successful speaking up process, provide comprehensive training and education to all employees. Offer workshops, webinars, and online resources which address the importance of speaking up, ways to effectively communicate concerns and how the process works.

Train managers and supervisors on active listening, responding appropriately, and handling reported issues in a fair and unbiased manner.

Recognise the challenge of raising concerns

Acknowledge that reporting harassment can be extremely stressful and difficult for individuals. Understand the role of anonymity in providing psychological safety for employees to speak up.

Establish clear and accessible communication channels for your people to speak up. These should include; regular team meetings, an anonymous reporting channel, suggestion boxes and staff surveys.

Ensure everyone is aware of these channels and know how to access and use them.



“Use anonymous reporting options to address sexual harassment and help create a safer workplace for everyone”.



Easy and Trusted

Hitem hicimil itectotatus eos
suntiis dent, sedistem enistios et
vit ex eum repedig endicias
dolorios nessedit optatem
repello doluptatem



Spot Problems

Hitem hicimil itectotatus eos
suntiis dent, sedistem enistios et
vit ex eum repedig endicias
dolorios nessedit optatem
repello doluptatem



Gain Understanding

Hitem hicimil itectotatus eos
suntiis dent, sedistem enistios et
vit ex eum repedig endicias
dolorios nessedit optatem
repello doluptatem



No exceptions

Make it clear that no-one, regardless of their seniority or position within the organisation, is exempt from accountability if their behaviour violates the established standards.

Hold all individuals accountable for their actions.

Cultivate a culture of respect

Ensure that your organisational culture discourages any form of harassment or mistreatment. Recognise that small, everyday actions, such as inappropriate jokes or comments can escalate into significant problems.

Encourage a pro-active approach to address these issues promptly and prevent them from becoming more serious.

By following these steps, you can create a workplace that promotes respect, accountability and a strong stance against harassment in the workplace.



How WorkInConfidence can help?

Listen, Learn and Act

Intelligent employee engagement for organisations of all sizes

ANONYMOUS SPEAK UP

EMPLOYEE ENGAGEMENT SURVEYS

DISCUSSION BOARDS

HR CASE MANAGEMENT REPORTING



Book a demo







About Us

At WorkInConfidence, our mission is to empower organisations to build healthier, safer, more engaged and productive workplaces. Our platform gives every employee a voice within an environment of psychological safety.

 Employee Voice	 Psychological Safety	 Leadership Insights
Creating trusted channels for authentic communication	Building environments where everyone feels safe to speak up	Providing actionable data for informed decision making leading to improved culture and organisational performance.

WorkInConfidence is used across over 100 organisations (c. 200k staff) in the private, public and not for profit sectors. We have a decade of experience delivering a highly secure, easy to use system. WorkInConfidence is registered with the ICO for data protection purposes and is IASME and Cyber Essentials Plus certified.

One Comprehensive Solution Via One Unified Online Platform

 Anonymous Two-Way Speak Up	 Open Case Logging	 Case Management
Removing fear and worry for the nervous or reticent to Speak Up about bullying and harassment, DEI, wellness or ideation.	People who are comfortable with being identified can log cases openly.	All cases (whether received via the platform or directly) can be easily stored, shared, and tracked.
 Clear Central Reporting & Actionable Insights	 Employee Forums	 Surveys
Spot patterns, emerging risks, and identify opportunities for improvement. Provide clear reporting to the Senior Leadership Team, regulators, or the Board.	Enable open discussions to learn and improve.	Gather feedback through pulse, mini or long surveys. Discover and learn from employee viewpoints.

Corporate & Contacts

Contact: help@workinconfidence.com. Tel: +44(0)114 3049648

Corporate: WorkInConfidence Limited is a Company registered in England and Wales with registered number 08255296 and UK Data Protection registration Z3403582.