ics Accounting

Sexual Harassment



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Sexual Harassment: Know the Signs

- Sexual harassment can happen to anyone.
- It can happen on site, at work events, online or through messages.
- It can be carried out by colleagues, managers, contractors, clients or others.
- Everyone has the right to work in a safe and respectful environment.

Third-Party Sexual Harassment

- This occurs when you are subjected to sexual harassment by someone who is not part of the work forces such has a client or customer or service user.

Key message: If behaviour is unwanted and makes someone feel uncomfortable, intimidated or humiliated, it should not be ignored.

What is Sexual Harassment?

Sexual harassment is unwanted behaviour of a sexual nature that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

It can include:

- Sexual jokes or comments
- Unwanted touching
- Sexual comments about someone's body or appearance
- Asking intrusive questions about someone's sex life
- Sharing sexual images, videos or messages
- Making sexual gestures
- Repeatedly asking someone out after they've said no
- Suggesting someone will receive a work benefit in return for sexual attention

What Can It Look Like on a Construction Site?

Examples could include:

- Sexual jokes or "banter" directed at someone
- Comments about someone's body or clothing
- Whistling or making sexual gestures
- Sharing inappropriate pictures or videos in a work WhatsApp group
- Unwanted touching or getting physically close
- Making comments about someone's relationships or sex life
- Displaying sexual images or material in the workplace
- Making someone feel they have to tolerate sexual behaviour to fit in



Calling something "banter" doesn't automatically make it acceptable.

Sexual harassment is normally recognised as behaviour that happens in person. However, it can happen through, text messages, WhatsApp or other messaging apps, Social media, Emails, Phone calls, Photos, videos or memes, Workplace group chats. Think before you send, share or forward something.

If you wouldn't say it directly to someone at work, don't send it to them or about them.

Think before you act, could this behaviour offend, be misinterpreted.

What Should I Do If It Happens to Me?

If it feels safe to do so:

- Tell the person their behaviour is unwanted and ask them to stop.
- Make a note of what happened, including dates, times and witnesses.
- Keep relevant messages, emails or other evidence.
- Speak to your supervisor, site manager or HR/safeguarding contact.
- You can confidentially email ICS via people@icsuk.com
- If taking action could cause harm or put you at risk, seek help from your site manager or HR/safeguarding contact.

You do not have to confront someone if you don't feel safe doing so.



What If I See It Happening?

If you witness sexual harassment:

Don't join in.

You can:

- Check in with the person afterwards.
- Challenge inappropriate behaviour if it is safe to do so, do not put yourself at risk or harm.
- Report what you witnessed to a manager or appropriate contact.
- Offer to support the person making a complaint.

Being a bystander doesn't mean you have to stay silent.

What If Someone Reports It to Me?

If someone tells you they have experienced sexual harassment:

- Listen.
- Take them seriously.
- Don't blame or question them about why they didn't report it sooner.
- Don't promise to keep it completely secret.
- Explain who you need to speak to under the appropriate procedures.
- Report it through the appropriate channel, for example people@icsuk.com / via your Agency or Client.

Your job is to listen and help — not investigate it yourself.

Where Can I Report It?

First point of contact:

- Your site manager or supervisor
- Your agency contact
- ICS' confidential reporting/whistleblowing procedure: **people@icsuk.com**

If the behaviour involves threats, violence, stalking or other criminal behaviour, consider contacting the police.

Emergency: 999
Police non-emergency: 101

If you're unsure what to do, speak to someone you trust or ask your employer for advice.

Remember: STOP • SPEAK • REPORT

STOP
Don't join in with inappropriate behaviour – think before you act.

SPEAK
If it's safe, challenge it or support someone who is experiencing it, or speak to the relevant people on site for guidance or advice.

REPORT
Tell the appropriate person if something happens.

A respectful workplace is everyone's responsibility.