

PIKE HILLS GOLF CLUB

Sexual Harassment Policy

Effective Date: 24.10.2024

1. Purpose

PHGC is dedicated to fostering a safe, respectful, and inclusive workplace. This policy outlines the company's zero-tolerance stance on sexual harassment and provides procedures for preventing, reporting, and addressing harassment. All employees, contractors, vendors, and visitors must comply with this policy.

2. Scope

This policy applies to:

- All employees, contractors, interns, and volunteers of PHGC
 - All workplace settings and activities related to the company, including off-site meetings, business trips, work-related social events, and virtual environments.
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3. Definition of Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal, physical, or visual conduct of a sexual nature that:

- Impacts an individual's employment or creates an intimidating, hostile, or offensive work environment.
- Unreasonably interferes with work performance.

Examples of Sexual Harassment Include:

- Unwanted sexual advances or repeated invitations for dates.
 - Inappropriate touching, leering, or suggestive gestures.
 - Sexually suggestive comments, jokes, or innuendos.
 - Displaying sexually explicit or offensive images, posters, or emails.
 - Quid pro quo harassment, where sexual favours are demanded in exchange for employment benefits.
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4. Employee Responsibilities

Every employee has a responsibility to:

- Treat others with dignity and respect.
 - Be aware of and avoid behaviours that could be perceived as harassment.
 - Report incidents of sexual harassment or suspected harassment.
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5. Reporting Procedures

PHGC encourages anyone who experiences or witnesses sexual harassment to report the behaviour as soon as possible. Reports can be made through any of the following channels:

- **Directly to the managing secretary** Employees may report to their HR representative in person or via email/phone.
- **Immediate Supervisors/Managers:** Reports can be submitted to direct supervisors, who are required to escalate the complaint to HR.
- **Anonymously in writing** Confidential reporting is available for individuals wishing to remain anonymous.

All complaints will be handled promptly and confidentially.

6. Investigation Process

Upon receiving a report, PHGC will:

1. Conduct a **prompt, thorough, and impartial investigation.**
2. Interview the complainant, accused, and any relevant witnesses.
3. Gather and assess any available evidence, including emails, messages, or surveillance footage.
4. Ensure confidentiality to the extent possible, while addressing the issue.

Once the investigation is completed, appropriate actions will be taken, which may include:

- Counselling or training.
 - Written warnings or suspensions.
 - Termination of employment or contract.
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7. Disciplinary Action

Any employee, regardless of position, who engages in sexual harassment will face disciplinary action up to and including termination. Retaliation against individuals who report harassment or participate in an investigation will also result in disciplinary action.

8. Protection Against Retaliation

PHGC strictly prohibits retaliation against anyone who reports harassment, files a complaint, or assists in the investigation of a harassment claim. Retaliation includes but is not limited to demotion, dismissal, or any other adverse employment action. Any instance of retaliation will be subject to immediate disciplinary action.

9. Training and Communication

PHGC is committed to educating employees about sexual harassment prevention and their rights and responsibilities. Mandatory training sessions will be conducted:

- For all new employees as part of their onboarding process.
- For all staff on an annual basis to reinforce understanding.

Additionally, the sexual harassment policy will be accessible to all employees through:

- The company's website
 - Employee handbooks.
 - Notices in common areas.
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10. Policy Review

This policy will be reviewed annually to ensure its continued effectiveness and compliance with applicable laws. Changes will be communicated promptly to all employees.

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IAN CRAIG TECH IOSH Health and Safety Advisor and Head of Facilities