

## Sexual Harassment Policy Outline - NCPE

A Sexual Harassment Policy signifies an organisation's **commitment to prevent sexual harassment in concrete terms.**

The Sexual Harassment Policy should be:

- **in a written** format
- **reviewed** and updated regularly (approximately every 2 years, or when the need arises)
- in line with **current legislation**
- the subject of **consultation** with individuals and groups within the wider environment of the establishment
- **widely available** to all those who come in contact with the organisation
- explicitly **endorsed** by top management officials

The policy should contain the following details:

- a clear definition of equality and other terminology, in line with relevant **legislation**
  - Chapter 456 – Equality for Men and Women Act.
  - Chapter 452 – Employment and Industrial Relations Act.
  - Legal Notice 181/2008 – Access to Goods and Services and their Supply Regulations.
- a clear statement that sexual harassment is **unlawful**
  - harassment on/by staff
  - harassment on/by management
  - harassment on/by clients
- a reference to **what sexual harassment is**

- a reference to **what sexual harassment is not**
- a reference to the **effects of sexual harassment**
- a reference to the unlawfulness of **victimisation**
- a reference to **dignity and respect of persons**
- a reference to **responsibilities** of persons
  - o responsibilities of management
  - o responsibilities of staff
- a reference to how the policy will be **implemented and communicated**
- a reference to **what will happen** if policy is breached
- a reference to **monitoring** the policy and how this will be achieved
- a reference to **training** of staff about the policy

It is also important to ensure that an organisation's **equality policy** makes reference to sexual harassment and also makes reference to the sexual harassment policy.

Moreover, **all staff** should be made aware of the policy and its content. It is important for all members of staff to note that once they are made aware of the policy, it is their **personal responsibility** to comply with the policy.