



W.E.Dover Ltd

Version 1

**Third Party
Sexual Harassment Policy**

THIRD-PARTY SEXUAL HARASSMENT POLICY

- 1) Third-party sexual harassment occurs when one of our workforce is subjected to sexual harassment by someone who is not part of our workforce but who is encountered in connection with work. This includes our customers, suppliers, members of the public, clients, service users, friends and family of colleagues, delegates at a conference, self-employed contractors etc.
- 2) Third-party sexual harassment of our workforce is unlawful and will not be tolerated. The law requires employers to take steps to prevent sexual harassment by third parties.
- 3) The law does not provide a mechanism for individuals to bring a claim of third-party harassment alone. However, failure for an employer to take reasonable steps to prevent third-party sexual harassment may result in legal liability in other types of claim.
- 4) In order to prevent third-party sexual harassment from occurring, we will:
 - a) **inform third-parties i.e. suppliers of our zero-tolerance sexual harassment policy within our website policy section which will be included via a link on our company email signature sign-off.**
- 5) If our staff are subjected to third-party sexual harassment, they are encouraged to report this as to their manager as soon as possible for the action.
- 6) Should a customer sexually harass a member of our workforce, we will **warn the client or customer about their behaviour and if it continues will ban the customer**. Any criminal acts will be reported to the police.
- 7) We will not tolerate sexual harassment by any member of our workforce against a third party and this should be reported to one of the W. E. Dover's Directors as soon as possible. Instances of sexual harassment of this kind may lead to disciplinary action including termination of employment.