



Dignity at Work including Sexual Harassment Policy

Document Version Control

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V2	Changes to sign posting information (appendix 6) due to a change of EAP provider	People Operations	July 2026
V1	Amendments throughout to include specific reference to sexual harassment Additional sections included: 3.2 – Sexual harassment information 3.3 - Protected characteristics information 5.6 – support for employee being accused of an incident Appendix 6 – sign posting information for support resources	People Operations	May 2025

Dignity at Work including Sexual Harassment Policy

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1. Policy Statement

- 1.1 CHS is an equal opportunities employer, committed to promoting a safe, healthy and productive working environment where all employees have a right to be treated with dignity and respect and free from all forms of sexual harassment and unacceptable behaviour. It is CHS' policy to ensure, as far as reasonably practicable, that all employees have equality of opportunity in terms and conditions of employment and are able to work in an environment free of sexual harassment and any other harassment, bullying, victimisation and/or discrimination.
- 1.2 All CHS employees should be treated with respect, regardless of sex, marital status, age, race, ethnic origin, sexual orientation, disability, religion or other difference such as social background, working pattern or trade union activity.
- 1.3 This policy covers full-time and part-time workers, and those working atypical hours, and third parties such as consultants as well as freelance, temporary or agency contract workers. CHS acknowledges that unacceptable behaviour, including sexual harassment can occur anywhere, including in a work situation, at a work social event, outside of the workplace such as a site visit or visiting a client's home or place of work, and on social media or any online communication such as emails, video conference calls, phone calls or instant messaging platforms. Such behaviours can have serious consequences for employees and CHS (See Appendix 1 for further details).
- 1.4 Claims of unacceptable behaviour, including sexual harassment, will be taken seriously and employees will be supported when raising concerns. Any instances of any unacceptable behaviour which fall within the scope of this procedure will be dealt with through the disciplinary procedure and may be regarded as gross misconduct.
- 1.5 CHS has prepared these procedures in accordance with best practice and relevant legislation, including the Worker Protection (Amendment of Equality Act 2010) Act 2023 which came into effect on 26 October 2024.

- 1.6 This policy should be viewed in conjunction with CHS' Disciplinary Policy and Procedure, Grievance Policy and Procedure, Equal Opportunities Policy, Internet & E-mail Policy, Information Security Policy, Recruitment and Selection Procedure, Lone Working Policy and Staff Code of Conduct.

2. Aim

2.1 The policy aims to:

- create an environment in which unacceptable behaviour, including sexual harassment is not tolerated;
- ensure that all employees are made aware of what type of behaviour is unacceptable, including sexual harassment;
- make sure all employees are aware of their responsibilities under the policy and have the necessary skills to prevent unacceptable behaviour, including sexual harassment, in the workplace; and
- ensure that if unacceptable behaviour, including sexual harassment does occur it is dealt with confidentially and the processes to deal with it are fair, effective and clear to all concerned.

2.2 CHS will ensure that no employee is victimised for bringing a complaint of unacceptable behaviour, including sexual harassment in good faith or as acting as a witness or investigator in such a case. It also recognises it has a similar responsibility to the alleged harasser while the matter is under investigation and to ensure a fair hearing for both parties.

2.3 Performance management which is agreed as reasonable and appropriate will not be viewed as bullying or harassment. Advice will be taken from the People Operations team.

3. Definitions

- 3.1 There are many definitions of what constitutes dignity, harassment, sexual harassment, bullying, victimisation and discrimination at work and some are given for guidance at Appendix 2. Whether these behaviours are intentional or not, they are unacceptable behaviours and contrary to this policy as well as CHS' Equal Opportunities Policy and a range of legislation, including the Equality Act 2010.
- 3.2 Sexual harassment is unlawful. It is defined in the Equality Act 2010 as unwanted conduct of sexual nature which has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them whether the perpetrator intended this or not.

Sexual harassment can still be unlawful even if a person may not have intended their conduct to be offensive.

Unwanted conduct of a sexual nature covers a range of behaviours and can include:

- sexual comments or jokes
 - the display or circulation of pornography
 - displaying sexually graphic pictures, posters or photos
 - suggestive looks, staring or leering
 - propositions and sexual advances
 - requests or demands for sexual favours
 - sexual gestures
 - intrusive questions about a person's private or sex life or a person discussing their own sex life
 - sexual posts or contact on social media
 - spreading sexual rumours about a person
 - sending sexually explicit emails or text messages, and sexual assault including unwelcome touching, hugging, massaging or kissing
- 3.3 Sexual harassment can at the same time be harassment related to a **protected characteristic** in which case it is covered under this policy. Some forms of sexual harassment are specifically related to a person's combination of characteristics, such as many experiences of sexual harassment directed at transgender employees, racialised sexual harassment Black and Minority Ethnic (BME) female employees, or sexual harassment comments towards lesbian, gay, bisexual, transgender (LGBT) employees, and also neurodiverse employees.

- 3.4 It is recognised that people have different perceptions about what behaviour they find threatening, unacceptable or distressing. All complaints will therefore be taken seriously.
- 3.5 The fact that there may have been no malicious intent behind the actions does not negate the effect of the actions. Therefore, if an employee complains they have been subjected to unwanted behaviour, including sexual harassment which has had a detrimental effect on them this will be dealt with in accordance with the procedures outlined in section 6.
- 3.6 Appendix 3 provides a self-diagnosis tool for what may constitute unacceptable behaviour, including sexual harassment.

4. Roles and Responsibilities

4.1 Senior Leadership Team (SLT)

The Senior Leadership Team is committed to the principles of this policy and have a responsibility for ensuring that organisational culture supports all employees throughout their employment with CHS.

4.2 Director of People and Culture

The director of People and Culture is responsible for ensuring, in partnership with employees, the implementation and development of this procedure on an ongoing basis as well as ensuring appropriate training is provided to all staff.

4.3 Senior Manager and/or Team Manager

- have a duty to establish and maintain workplaces that are free from unacceptable behaviour, including sexual harassment.
- have a responsibility to make employees aware of what constitutes unacceptable behaviour, including sexual harassment, to be alert to conduct or behaviour which may contribute to incidents of unacceptable behaviour, including sexual harassment and to take prompt action to stop unacceptable behaviour, including sexual harassment as soon as it is identified.

- should complete the Lone Working Risk Assessment for all relevant employees, in line with the CHS Lone Working Policy to mitigate risks associated with lone working in relation to but not limited to unacceptable behaviours including sexual harassment.

4.4 All Employees

- are responsible for completing all relevant essential courses such as the Preventing Bullying and Harassment course and this should be repeated every two years.
- are required to comply with this policy and to take appropriate measures to ensure such conduct does not occur. Unacceptable behaviour, including sexual harassment is a disciplinary offence which may constitute gross misconduct and result in the alleged harasser's dismissal.
- should report any unacceptable behaviour, including sexual harassment that comes from any person including another member of CHS staff, third party such as clients, visitors or employees of other organisations.
- who are not the subject of the unacceptable behaviour, including sexual harassment, but witness it and feel intimidated are entitled to complain to the alleged perpetrator or make their concerns formal if required.
- have a responsibility to act appropriately whilst in the course of their employment. This policy covers work related events regardless of the fact that these may be held outside the organisation's premises and in the employee's own time.

5. The Process for Challenging Unacceptable Behaviours, including Sexual Harassment

- 5.1 Unacceptable behaviour, including sexual harassment, may occur between individuals in any situation and at any level. It includes issues between colleagues, between managers and team members, with service users and with external organisations.
- 5.2 Employees who believe that they are subject to unacceptable behaviour, including sexual harassment, should try to maintain a diary of incidents of alleged unacceptable behaviour which includes the time, date, place and nature of the incident, how they felt at the time, their response and the names of any witnesses present. A record of behaviours would be helpful to the employee if raising a formal complaint. Where possible, the employee should advise the alleged harasser that they find the behaviour unacceptable and ask them to stop.

- 5.3 Where the alleged harasser is not an employee of CHS, the employee should discuss their concerns with their line manager, who will investigate the matter. The People Operations team can provide the line manager with support and advice on resolving the issue. If the individual is an employee of an agency engaged by CHS, the Director of People & Culture should be made aware of the issue immediately.
- 5.4 Following investigation of incidents arising under 5.3, examples of measures which may be taken by a line manager or CHS could include:
- Not requiring the individual to work with the alleged harasser;
 - Reviewing security arrangements for a particular office;
 - Screening of e-mail by Information Services;
 - Phone numbers being changed or screened;
 - Changing the way a service is provided;
 - Raising the concerns with the alleged harasser's manager and asking them to investigate the matter and respond formally to CHS on it;
 - Advising the employee on how to access the Employee Assistance Programme;
 - Support in making a statement to the Police or organising an interdict e.g. in the case of physical assault or stalking.
- 5.5 Where the alleged harasser is an employee of CHS, unacceptable behaviour, including sexual harassment may be best dealt with informally as the alleged harasser may be unaware that their behaviour is causing offence. The aim of the process is to, where appropriate, resolve the issues as informally as possible. If that is inappropriate or unsuccessful, then mediation should be considered as the next option. If the issue appears to be serious then the formal process may be invoked without first following the informal process.
- The nature and type of the harassment will usually determine what part of the process should be followed. Advice should be taken from the People Operations team in all cases. The processes are outlined below.
- 5.6 Employees who believe they have been subject to unacceptable behaviour, including sexual harassment, will be supported and can receive further support by contacting the Employee Assistance Programme (EAP) a confidential 24-hour telephone counselling service. Full details for the EAP and other support resources are included in Appendix 6.
- 5.7 Being accused of sexual harassment is a serious matter so employers should carry out a fair investigation, appoint an impartial investigator, avoid assumptions, provide the employee being accused with details of the Employee Assistance Programme (EAP) and allow the employee to have a companion attend meetings with them. Full details for the EAP and other support resources are included in Appendix 6.

6. Informal Process

- 6.1 During any of the processes outlined in this policy, employees have access to specialist help and support resources as detailed in Appendix 6.
- 6.2 The employee must consider how they wish to approach the person behind the unacceptable behaviour, including sexual harassment. Options include:
- talk directly to them. This will involve explaining what behaviour they find unacceptable and that they want it to stop;
 - write to them. Again this will involve explaining what behaviour they find unacceptable and that they want it to stop;
 - approach one of the following for support e.g a manager, a member of the People Operations team or an employee representative

The individual contacted for support may then:

- Meet with the employee in a mutually agreed private environment
 - Listen to what the employee has to say
 - Discuss and explain the options available to the employee
 - Help the individual to decide whether or not to pursue the complaint and which route to take, i.e. the informal process, mediation or a formal approach
 - Provide support if the employee requires it
 - Start to complete a confidential unacceptable behaviour, including sexual harassment monitoring form (see Appendix 4).
- 6.3 If the employee chooses to follow the informal process then they or their support should notify their line manager of the allegation unless they are involved in it, in which case, the next level of manager should be advised of the circumstances. In all cases, the People Operations team should be advised of a potential complaint.
- 6.4 The line manager (or next level manager) and a member of the People Operations team should meet with the complainant to ascertain the details of the alleged unacceptable behaviour/harassment and identify what course of action they wish to take. The alleged harasser should be advised of the complaint against them and invited to respond. Where appropriate, both parties should be offered the opportunity to undertake the process of mediation in an attempt to resolve the issues informally. A record should be maintained of all meetings/discussions with both the complainant and the alleged harasser.

6.5 Mediation

Mediation is a process of bringing together two parties in dispute to air their differences in a constructive manner in order to identify a way forward. The process is facilitated by a trained mediator. Mediation in unacceptable behaviour cases may lead to a timely resolution of the issues, hence reducing the negative effects on all concerned.

Trained mediators are available to CHS and arrangements for mediation can be progressed through the People Operations team. Both parties need to be clear that mediation is an independent, confidential and impartial facilitative process, which has no legal authority. The process is intended to facilitate an informal settlement of the issues raised. Both parties must be willing to proceed with mediation. The process to be followed will be determined by the mediator based on the circumstances of the case. Both parties may have support as outlined earlier.

Should there be concerns about the health of either of the parties involved then CHS' Occupational Health Provider should provide advice as to whether the individual is fit to be at work and participate in the mediation process.

- 6.6 If the informal stage is unsuccessful, or the matter is assessed to be more serious, the Formal Process will then apply, as outlined below.

7. Formal Process

- 7.1 An employee may make a formal complaint by writing to their immediate line manager or, if the matter involves the line manager, to the next level or other appropriate manager. Alternatively, an employee may submit the written complaint to the Director of People & Culture or other appropriate senior manager.

Concerns should be raised at or around the time of an incident occurring. Where possible, concerns should be raised within 3 months of the latest incident. However, CHS understands that this may not always be possible and will consider all concerns in line with the appropriate process.

CHS' Disciplinary Procedure will be followed at this stage. Please refer to CHS' Disciplinary Policy and Procedure, and the Manager's Guide to Conducting an Investigation for further details. In addition, a monitoring form (Appendix 4) will be started if the formal process was not preceded by the informal stage.

All employees have the right to be accompanied/represented during formal meetings relating to dignity at work, including sexual harassment and disciplinary or grievance proceedings. The companion can be a colleague or employee representative. Although there

is no specific right to be accompanied by a relative, it should be recognised that in some circumstances this may be appropriate. In all cases employees must be advised in writing of their right to representation.

If a Disciplinary Hearing is convened care should be taken that the alleged victim does not unnecessarily have to state repeatedly during the Hearing the circumstances leading to the complaint.

Appendix 5 provides a flow chart of the informal and formal process

7.2 Police Investigations

Any police investigation will take priority over CHS internal investigations. CHS investigating officers must not hamper any police investigations and be willing to take advice from the police. However, internal investigations may continue, if appropriate, during police investigations.

The National Convener/Chief Executive (or in their absence the Director of People & Culture) must be informed of all police investigations.

Care should be taken to ensure no evidence which may be required by police is deleted or destroyed, such as letters, electronic documents/files, e-mails, text messages, missed call records on mobile phones, CCTV video evidence etc. Paper and electronic copies of electronic harassment should be made available where possible.

7.3 Unsatisfactory Resolution

If the employee considers that their complaint has not been resolved to their satisfaction they have recourse to the appropriate stage of CHS' Grievance Policy and Procedure.

7.4 Suspension/ Redeployment

Where the allegation is particularly serious or where the continued presence of the employee in the workplace would be detrimental to the individual, colleagues or clients, or to the investigation itself, it may be necessary to suspend the employee. Suspension should only be used following advice from the People Operations team, and only in cases which may be regarded as gross misconduct. It should only be considered where it is not possible to allow

the employee to continue to work in their normal workplace and it is not appropriate to seek temporary redeployment elsewhere until the conclusion of the investigation.

Suspension is on full pay, which means normal pay including allowances continue to be paid. It should be emphasised that suspension is not a disciplinary sanction and as such there is no right of appeal.

If in addition to disciplinary action, redeployment is seen as part of the solution to the problem then the alleged perpetrator/harasser of the unacceptable behaviour should normally be the employee to be redeployed. In all cases, advice must be sought from the People Operations team before a decision is taken.

8. Monitoring and Review

- 8.1 Monitoring is necessary to ensure the effectiveness of this strategy to challenge and eliminate any harassment and bullying. By monitoring the strategy, CHS will be able to establish the types and severity of incidents, how they were resolved and the areas in which they occur.

The Director of People & Culture will monitor the number and outcome of complaints raised under the Dignity at Work Policy, including Sexual Harassment Policy and Procedure. Anonymised data will be shared with employee representatives, the Senior Leadership Team and other external parties as appropriate. See Appendix 4 for an example of the monitoring form.

- 8.2 This policy will be reviewed every 2 years and monitored by People and Culture and Governance team to ensure compliance with legislation and best practice.

9. Supporting Information and/or Appendices

Appendix 1

The Effects of Unacceptable Behaviour

On the Individual

Those who experience unacceptable behaviour, including sexual harassment, in a work environment may experience the following symptoms:

Physical

- Backache due to tension
- Loss of Energy
- Lethargy
- Migraine/severe headaches
- Nausea
- Palpitations
- Skin complaints
- Sleeplessness
- Sweating/shaking
- Stomach problems e.g. Ulcers

Emotional

- Anger/irritability
- Acute anxiety
- Depression
- Feeling isolated
- Lack of motivation
- Loss of confidence/self esteem
- Mood swings
- Panic attacks
- Suicidal thoughts

Unacceptable behaviour, including sexual harassment may cause fear and alarm, substance misuse, lead to self-doubt, affect performance and often lead to sickness/absence. Individuals' mental and physical health can be damaged irreparably which may impact on their families, friends and careers.

On the employer

Where unacceptable behaviour, including sexual harassment is allowed to continue, the work environment deteriorates and there may be:

- Growing resentment and fear
- Poor working relationships
- Demotivation and unfulfilled personal and work potential amongst employees

These may result in:

- increased absenteeism and employee turnover resulting in costly retraining and service pressures

- difficulties in recruiting due to a poor public relations image
- a reduction in service provision
- increased legal cases and costs
- damage to the credibility of the organisation.

Appendix 2

Definitions and Examples

Dignity: means that an employee has the right to be treated with respect and not suffer any harassment or bullying or any act, omission or conduct which causes him/her to be alarmed or distressed including but not limited to any of the following:

- behaviour on more than one occasion which is offensive, abusive, malicious, insulting or intimidating;
- unjustified criticism on more than one occasion;
- punishment imposed without reasonable justification; or
- changes in duties or responsibilities of the employee to the employee's detriment without reasonable justification. (Dignity at Work Bill [HL] 2001)

Harassment: is unwanted behaviour that has the effect of violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

1. Racial Harassment – any abusive or otherwise unwanted behaviour on the grounds of a person's race, nationality, colour or ethnic origin, which is offensive to the person involved and causes that person to feel threatened, humiliated, embarrassed or patronised. Examples include:

- Racial physical or verbal abuse
- Racist graffiti, slogans, political badges etc
- Offensive jokes or banter of a racial nature
- Using an offensive manner in communication, which is not used with others
- Isolating or excluding
- Denying opportunities for promotion or development
- Unreasonable pressure to perform.

2. Sexual Harassment – abusive, unwanted, uninvited, unreciprocated or unwelcome behaviour of sexual nature, which is offensive to the person involved and causes that person to feel threatened, humiliated, embarrassed or patronised. Examples include:

- Unnecessary and unwanted physical contact i.e. touching, patting/body contact in passing, suggestive looks, staring or leering, sexual gestures
- Verbal abuse, suggestive and unwelcome remarks, jokes, comments about appearance and private life, sending sexually explicit emails or text/social media message.
- Making requests or demands for sexual favours, including implied or overt promises of preferential treatment, or threats concerning present or future employment status.
- The display of sexually offensive visual material in a workplace, such as pinups, calendars, books, videos etc, and sexual posts or contact on social media
- Making comments or suggestions which are lewd and/or lascivious, spreading sexual rumours
- Denying opportunities for promotion or development
- Intrusion by pestering, spying or stalking
- Unreasonable pressure to perform.

3. Sexual Orientated Harassment – unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person on the grounds of sexuality. Examples include:

- Making sexual threats and intimidation
- Verbal abuse, suggestive and unwelcome remarks, jokes, comments about appearance and private life
- Isolating gay, lesbian, bisexual or transgender staff
- Making comments or suggestions which are lewd and/or lascivious
- Isolation or non-cooperation and exclusion from social activities
- Denying opportunities for promotion or development
- Using an offensive manner in communication, which is not used with others
- Unreasonable pressure to perform.
- Deliberately using the wrong pronouns or name

4. Harassment on the grounds of Disability –abusive, unwanted, uninvited, unwelcome and unjustifiable behaviour on the grounds of a person's perceived or actual disability, which is offensive to the person involved and causes that person to feel threatened, humiliated, embarrassed or patronised. Examples include:

- Verbal, including derogatory statements which are found to be objectionable and offensive; offensive jokes, comments on appearance or ability
- Physical, including jostling, mistreating or assaulting, gestures, or offensive correspondence
- Mimicking a disabled person's speech, movements or mannerisms
- Excessive staring
- Denying opportunities for promotion or development

- Excluding from work place activities and social events
- Unreasonable pressure to perform.

5. Harassment on the grounds of Religion or Belief – violation of a person's dignity or creation of an environment that the person finds intimidating, hostile, degrading, humiliating or offensive. Examples include:

- Physical abuse
- Offensive language
- Religious jokes and banter
- Offensive imagery.

Bullying:

- Unwarranted humiliating and/or offensive behaviour towards an individual or groups of employees.
- Such persistently negative malicious attacks on personal or professional performance are typically unpredictable, unfair, irrational and often unseen by others.
- An abuse of power or position that can cause such anxiety that people gradually lose belief in themselves, suffering physical ill health and mental distress as a direct result.
- Bullying can be regarded as the use of power or position to coerce others by fear, persecution or oppress them by force or threat.

Examples of Bullying

- Persistent or disparaging comments or remarks, often in front of others
- Setting impossible deadlines/demands or deliberately not providing appropriate or challenging work
- Applying standards or rules that do not apply to others
- Excessive monitoring
- Unjustified excessive criticism of minor errors
- Shouting and/or direct verbal or physical threat
- Ostracism
- Imposing unfair sanctions
- Humiliation in front of others
- Insensitive jokes or pranks
- Withholding of information required to do tasks

Victimisation: When someone is treated less favourably because they have complained about unacceptable behaviour, have given evidence for another employee when they have complained or have been involved in the investigation of reported unacceptable behaviour.

Discrimination:

- Direct Discrimination is treating someone less favourably on the basis of sex, marital status, pregnancy, age, race, ethnic origin, sexual orientation, disability, religion or belief.
- Indirect Discrimination is where a requirement or condition is applied equally to all groups of people but has a disproportionately adverse effect on one particular group.

Appendix 3**Self-Diagnosis of Unacceptable Behaviour, including sexual harassment**

If you have any doubts as to what is or is not acceptable behaviour, it may help you to consider the following:

Would your actions or behaviour be acceptable to:

- Your spouse or partner;
- Parents;
- A colleague; or
- A member of the general public if reported as a “bad news” story in the national/local press.

At work, would your actions or behaviour be acceptable if they were witnessed by:

- Your own or another CHS manager;
- A staff representative;
- A member of Human Resources.

Appendix 4

INCIDENTS OF UNACCEPTABLE BEHAVIOUR/INCLUDING SEXUAL HARASSMENT – CHS MONITORING FORM

To be completed by the person dealing with initial contact from an employee

N.B. You must complete the first section for each person who makes contact with you

Please tick applicable responses, providing details where appropriate. Return to HR when complete.

Name of Manager/HR/Staff rep/ making report:	
Type of contact: Phone E-mail Meeting(s) Other	Nature of concern: Harassment Unacceptable behaviour, including sexual harassment Bullying Victimisation Discrimination
Date of first contact:	Approx. time to date spent on case:
Type of unacceptable behaviour, including sexual harassment (give basic details to assist in clarification)	

Verbal	Malicious behaviour
Physical	Written
Other (please specify)	
Department:	
Unacceptable Behaviour, including sexual harassment from: Colleague within dept/team Other member of staff Line Manager Senior Manager Client Family or Carer of Client Other (specify)	Perceived reason (if relevant): Race or nationality Sex Sexual Orientation Disability Religion or Belief Age Position in organisation Other (specify)
Was this reported to the individual concerned:	Final Outcome:

Yes No	Not known Informal Resolution Mediation: Formal Resolution Other
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Signed:

Date:

CHS INFORMAL/FORMAL PROCESS FOR DEALING WITH UNACCEPTABLE BEHAVIOUR, INCLUDING SEXUAL HARASSMENT

APPENDIX 5

INFORMAL STAGE

Initial Steps

The employee contacts a manager, staff representative or HR/People Operations to discuss options

FORMAL STAGE

Options Include approaching the individual behind the unacceptable behaviour, including sexual harassment
Seeking advice and support etc

MEDIATION

Consider if the Police should be informed
If yes, then

Investigate using disciplinary procedure

Date Approved:
Approved by:
Version: 2.0

Next Review Date: July 2028
Owner: People Operations

↓
Both parties to meet with
a Mediator to facilitate
agreement

The views of both sides
are aired confidentially
with the aid of the
Mediator

↘



↓

Await Police
instructions

↓

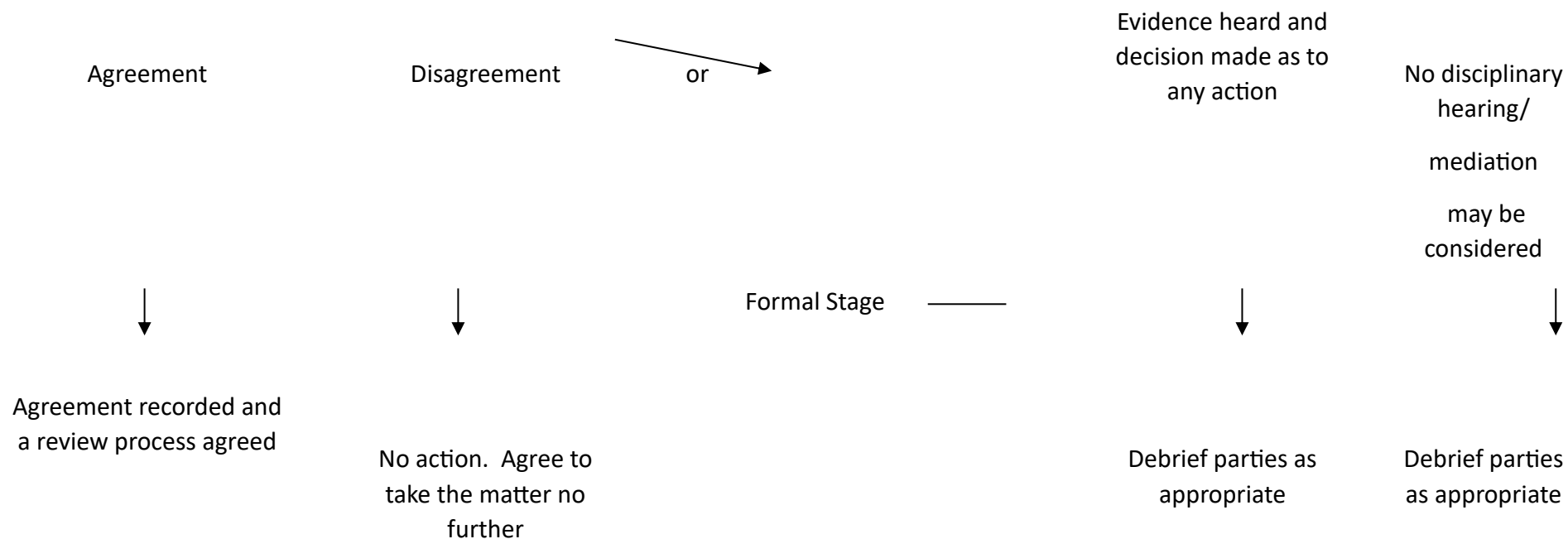
investigation
Officers
appointed

Disciplinary Hearing
held

← Investigation
report

Approp.
Manager
decides next
course of action





Date Approved:
Approved by:
Version: 2.0

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Appendix 6

SPECIALIST HELP AND SUPPORT

CHS Employee Assistance Programme

The CHS Employee Assistance Programme (EAP) via Optima provides in-the-moment support and is available 24/7 using our Children's Hearings Scotland organisation code **1137** or by calling directly 0800 032 9849. Press 1 for EAP or 2 if you are looking for guidance as a manager.

Once in touch, a counsellor will ask you questions about your situation to support an assessment and will work with you to identify what type of support will suit you best, which could include in-the-moment support or onward counselling support.

<G:\People & Culture\People Resources\Benefits\Health and Wellbeing>

Women who've experienced sexual harassment at work can get free legal advice from:

- [Scottish Women's Rights Centre](#)
- phone 08088 010 789

Men and non-binary people who have experienced sexual harassment can get free advice and support from:

- [SurvivorsUK | We challenge the silence to support sexually abused men](#)
- SMS 020 3322 1860

Employees can get help and information from:

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- Samaritans
 - Samaritans is a registered charity aimed at providing emotional support to anyone in emotional distress, struggling to cope or at risk of suicide throughout the United Kingdom and Ireland, often through its telephone helpline.
 - phone 116 123 or email jo@samaritans.org
- LGBT foundation
 - LGBT Foundation is a national health and wellbeing charity. We provide services and activities that give a lifeline to LGBTQ+ people in need, offering hope and support on their journey towards achieving their aspirations.
 - phone 0345 330 3030
- [Rape Crisis Scotland](#)
 - Rape Crisis Scotland is a charity which provides a national rape crisis helpline and email support for anyone affected by sexual violence, no matter when or how it happened.
 - phone 08088 01 03 02
- [Victim Support Scotland](#)
 - Victim Support Scotland provides people affected by crime with free and confidential emotional and practical assistance as well as information about the criminal justice system.
 - phone 0800 160 1985

To contact the police:

- call 999 in an emergency
- call 101 if it's not an emergency
- [report a crime online in Scotland](#)