

Action Plan – Preventing Sexual Harassment

The key purpose of this guidance is to provide a template action plan to support an employer meet the statutory duty to prevent sexual harassment occurring during employment.

Introduction

The activities listed within the action plan should have been identified through the completion of a risk assessment which considered working practices, including policies and procedures.

Please also refer to our template: **Risk Assessment – Preventing Sexual Harassment**.

A further aim of this action plan is to strengthen relevant employment policies and reporting mechanisms and to foster a workplace culture of responsibility and awareness, all of which are fundamental in preventing sexual harassment.

By implementing the actions that have been identified through the risk assessment process, it supports the Company's compliance with its legal obligations.

1. Completing the action plan

Please follow the instructions below to ensure that the action plan is implemented, monitored, and amended timely and accurately.

2. Preventative steps

Record the results of the risk assessment by listing all the activities identified and provide detailed information for its effective completion. This should include those who are to be responsible, the resources required (such as people, budget, and time), and timeframes for completion.

3. Monitoring

The monitoring of the action plan is fundamental in the prevention of sexual harassment. It enables the tracking of progress, detects any issues early, provides meaningful data to aid decision making, facilitates accountability and transparency,

and allows for continuous improvement, all of which will lead to the successful implementation of each action point and therefore remove, or significantly lower, the risk of sexual harassment occurring.

4. Multiple sites

Where the business has more than one business location: Each business location will need its own action plan, based on its own risk assessment. However, the actions can be incorporated within an organisation-wide action plan so that the actions, resources required, and budget can be managed in the most efficient and effective way.

[Name of organisation] action plan for the prevention of sexual harassment during employment

Action plan owner:	[Name] [Job title - CEO / MD level]
Action plan date:	
Work location:	
Date of risk assessment this action plan aligns with:	
Next scheduled risk assessment date:	[We recommend scheduling a risk assessment review 12 months from the date of the last assessment]
Version number:	[Insert version number]

Action plan for the prevention of sexual harassment during employment

Risk assessment result	Activity	Responsible	Resources (people, budget, time)	Time frame for completion	Monitoring
<i>Example: All employees and workers aware of the organisation's policies on the prevention of sexual harassment and response mechanisms</i>	<ul style="list-style-type: none"> Line management training Employee training Part of the induction and onboarding process 	<i>Line Manager</i>	<i>Annual training – next scheduled for December 2024</i>	<i>Training of the entire workforce, circa 70 employees, carried out November and December 2024</i>	<i>Insert any notes on the progress and implementation</i>

Further advice and Guidance

ECA members with any questions about the information above or any other employment law issues, should contact the Employee Relations Department at:

Email: employeerelations@eca.co.uk Tel: 020 7313 4800



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