

SEXUAL HARASSMENT PREVENTION POLICY

Effective date: 30 October 2026

Policy owner: Head of Compliance

1. Our commitment

Corr Recruitment Ltd is committed to providing a safe, professional and respectful recruitment and working environment.

We have zero tolerance for sexual harassment, victimisation or retaliation. We expect candidates, work-seekers, agency and temporary workers, clients, contractors, suppliers and other third parties who interact with Corr Recruitment or our workers to treat others with dignity and respect.

We take proactive steps to prevent sexual harassment and will take concerns seriously and respond promptly and appropriately.

This policy reflects our responsibilities under the Equality Act 2010, the Worker Protection (Amendment of Equality Act 2010) Act 2023 and the strengthened requirements introduced by the Employment Rights Act 2025, including the duty from 30 October 2026 to take all reasonable steps to prevent sexual harassment. This includes risks arising from third parties such as clients, customers and members of the public.

2. Who this policy applies to

This policy is intended for:

- candidates and work-seekers;
- agency and temporary workers supplied or placed by Corr Recruitment;
- external contractors and consultants;
- clients and their employees, managers and representatives;
- suppliers, service providers and other business partners;
- customers, visitors, members of the public and other third parties who may interact with our candidates or workers in connection with work.

Corr Recruitment's directly employed internal staff are covered by our separate internal policies and procedures.

This policy applies to recruitment activity and work-related situations, including client sites and assignments, interviews, meetings, training, business travel and work-related events, as well as communications by telephone, email, messaging platforms, video calls and social media.

3. What is sexual harassment?

Sexual harassment is **unwanted conduct of a sexual nature** which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

It may be a single incident or a pattern of behaviour, and it can happen in person or through electronic or online communication.

Examples may include:

- sexual comments, jokes or so-called "banter";
- unwanted sexual advances or propositions;
- requests for sexual favours;
- unwanted touching, hugging, kissing or other physical contact;
- sexual gestures, staring or suggestive behaviour;
- intrusive questions about someone's sex life or relationships;
- displaying, sending or sharing sexual images, messages or videos;
- sexual comments or contact through social media or messaging applications;
- spreading sexual rumours;
- promises of work, shifts or other benefits in return for sexual favours, or threats connected with refusing sexual conduct.

A person does not have to be the direct target of the behaviour to be affected by sexual harassment. Also, unwanted conduct can constitute harassment even where the recipient has not asked the person to stop.

4. Third-party harassment

Because Corr Recruitment supplies workers to client organisations, agency workers may interact with client managers and employees, customers, members of the public, contractors and other third parties.

Sexual harassment by a third party is not acceptable.

If an agency worker experiences sexual harassment during an assignment, including harassment by a client's employee, manager, customer or another third party, they should report it to Corr Recruitment as soon as possible.

Corr Recruitment will consider appropriate protective and preventative steps, which may include working with the client, changing working arrangements, removing the worker from an unsafe situation or assignment, requiring action from the client, or reconsidering our relationship with the client where appropriate.

We also expect clients and other third parties to cooperate with Corr Recruitment in preventing and responding to sexual harassment.

5. Preventing sexual harassment

Corr Recruitment takes a proactive, risk-based approach to preventing sexual harassment.

Depending on the nature of the assignment and the risks identified, preventative measures may include:

- communicating this policy and clear reporting routes;
- considering harassment risks associated with particular clients, assignments and working environments;
- providing relevant information and guidance to agency workers;
- discussing appropriate prevention measures with clients;
- taking additional precautions where particular assignments or environments present increased risk;
- keeping appropriate records of reported incidents and actions taken; and
- reviewing concerns and incidents to identify whether further preventative measures are required.

6. How to report sexual harassment

If you experience or witness sexual harassment, victimisation or other inappropriate sexual behaviour connected with Corr Recruitment, a recruitment process or an assignment, we encourage you to tell us as soon as possible.

You do **not** have to confront the person involved before making a report.

Concerns and complaints can be reported confidentially to:

Head of Compliance

Email: andy@corrrecruitment.com

Please provide as much information as you feel able to, which may include:

- what happened;
- when and where it happened;
- who was involved;
- names of any witnesses; and
- any relevant messages, emails, screenshots or other information.

You can still report a concern if you do not have all of this information.

7. What happens after a report?

We will treat reports seriously and sensitively.

We will:

- consider any immediate steps required to protect the person affected;
- review the circumstances promptly and fairly;

- investigate where appropriate;
- involve the client or other relevant third party where necessary;
- keep information as confidential as reasonably possible, while recognising that some information may need to be shared to investigate or respond appropriately; and
- take proportionate action based on the circumstances and findings.

Where complaint concerns conduct at a client's workplace, Corr Recruitment may work with the client to investigate and address the matter.

Depending on the circumstances, action could include changing an assignment or working arrangements, requiring preventative measures from a client, restricting an individual's contact with our workers, ending an assignment or business relationship, or taking other appropriate action.

Where there is an immediate risk of harm or suspected criminal conduct, appropriate emergency services or police should be contacted where necessary.

8. No victimisation or retaliation

No candidate or agency worker should be disadvantaged, denied work, have shifts withdrawn or otherwise be treated unfavourably because they have **in good faith**:

- reported sexual harassment;
- supported another person making a complaint;
- provided information or evidence; or
- raised concerns about inappropriate behaviour.

Victimisation is unlawful and will not be tolerated.

9. False or malicious allegations

We will not take action against someone simply because a complaint is not upheld.

However, where there is clear evidence that an allegation was **deliberately false and made maliciously**, Corr Recruitment may take appropriate action.

10. External support

You do not have to deal with sexual harassment alone. Independent support is available from:

- **ACAS**, for workplace rights and employment advice.
- **Equality Advisory and Support Service (EASS)**, which provides information and support on equality and human-rights issues in England, Scotland and Wales. [equalityadvice.com]
- **Victim Support**, offering independent, free and confidential support to people affected by crime in England and Wales. [[Victim Support after crime](https://victimsupport.org.uk)]
- **Rape Crisis England & Wales**, including its free 24/7 support line for people affected by sexual violence and harassment. [[Rape Crisis England & Wales](https://rapecrisis.org.uk)]

- **Rights of Women**, providing free confidential legal advice to women in England and Wales. [[Home](#) | [Rights of Women](#)]
- **Scottish Women's Rights Centre**, providing specialist support and legal advice in Scotland. [[scottishwomenstrightscentre.org.uk](#)]

If you are in immediate danger, call **999**.

11. Review

Corr Recruitment will keep this policy and its preventative measures under review, including in response to changes in legislation, regulatory guidance, reported incidents and risks identified within the sectors and workplaces in which our agency workers are placed.