Sexual Harassment Policy

United African Association

Registered Charity CIO 1192725
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Policy owner	Board of Trustees
Version	1.0
Approval status	Approved by the Chair
Approval date	October 2026
Next review	October 2027
Applies to	Trustees staff volunteers contractors and relevant partners

Purpose

This policy explains UAA's preventive duty and response to sexual harassment involving staff, volunteers, trustees, contractors, beneficiaries or visitors.

Scope

This policy applies wherever UAA works, including Barratt House, Leicester Street Community Centre, partner venues, the foodbank and food larder, community meals, welcoming spaces, youth activities, football, swimming, wellbeing sessions, allotment work, trips, outreach, home or hospital visits, online sessions, social media and transport arranged by UAA.

Legal and good practice framework

- Equality Act 2010
- Worker Protection Amendment of Equality Act 2010 Act 2023
- Protection from Harassment Act 1997
- Employment Rights Act 1996 where applicable

Responsibilities

Role	Responsibility
Board of Trustees	Approves the policy, receives assurance, provides resources and remains accountable.
Chief Executive or delegated manager	Implements the policy, allocates competent leads and escalates significant matters.
Policy lead	Maintains procedures, records, training and contact details and reports themes to trustees.
Staff volunteers and contractors	Follow the policy, attend required training and report concerns promptly.

Meaning and examples

Sexual harassment is unwanted conduct of a sexual nature that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. It includes sexual comments, jokes, messages, images, gestures, staring, questions, invitations, touching, coercion, assault and conduct by third parties such as visitors or beneficiaries.

Prevention

- Assess risks in community activities, lone work, online contact, travel, social events and power-imbalanced relationships.
- Set clear conduct standards and reporting routes.
- Train workers and managers and act on early warning signs.
- Use safe staffing and supervision arrangements.
- Challenge retaliation, victimisation and normalisation of inappropriate behaviour.

Reporting options

A person may report to their manager, another manager, a trustee, safeguarding lead or through the complaints or whistleblowing route. They are not required to confront the alleged harasser. UAA will discuss safety, support, confidentiality and whether police or safeguarding referrals are needed.

Response and investigation

UAA acts promptly, appoints an impartial investigator, gives both parties a fair opportunity to respond, limits information to those who need it and records reasons. Temporary changes are protective and do not imply guilt. Mediation is not used where it is unsafe or inappropriate.

Outcomes and protection

Substantiated conduct may lead to disciplinary action, removal from activities, contract termination or statutory referral. Malicious allegations may be addressed, but a complaint that is not upheld is not treated as malicious. Retaliation is prohibited.

Records and confidentiality

UAA will keep proportionate, accurate and secure records. Access is limited to people who need the information for their role. Records are retained and disposed of in line with the Data Protection and GDPR Policy and any legal, insurance or funding requirement.

Training and communication

The policy lead will include this policy in induction and arrange refresher or role-specific training where the level of risk requires it. Current procedures and reporting routes will be accessible to staff and volunteers.

Monitoring and review

The policy lead will monitor incidents, complaints, near misses, audit findings and feedback. The Board will review this policy at least annually and sooner after a serious incident, material legal or operational change, significant complaint or identified control failure.

Related UAA policies

- Code of Conduct Policy
- Complaints Policy
- Whistleblowing Policy
- Child Safeguarding Policy
- Adult Safeguarding Policy
- Safer Recruitment and Ex Offenders Policy

Approval

Approved by the Chair



Raymond
Chair of UAA
Approval date: October 2026
Next review date: October 2027