



Sexual Harassment Policy: Well-being Impact Assessment Report

This report summarises the likely impact of the proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number: 1405

Brief description: The new Sexual Harassment Policy has been created due to new legislation Worker Protection (Amendment of Equality Act 2010) Act 2023.

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Completed by: Andrea Malam

Responsible Service: Corporate Support Service: People

Localities affected by the proposal: Not Applicable,

Who will be affected by the proposal? Employees, agency workers, casual staff, contractors, trainers.

Was this impact assessment completed as a group? Yes

Summary and Conclusion

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

Score for the sustainability of the approach

3 out of 4 stars

Actual score : 26 / 36.

Summary for each Sustainable Development principle

Long term

The majority of the questions here are not applicable to a policy for staff, hence why we have considered to a limited extent.

Prevention

The above are not applicable for a policy on sexual harassment for our staff.

Integration

The LDP is not applicable to a HR policy for staff.

Collaboration

We have included the legal perspective and asked for feedback from the Equalities team. The policy will also be taken to the Trade Unions for consultation

Involvement

We consult with staff via trade unions not directly with staff. No public engagement is required as this is WIA for a staff policy.

Sexual Harassment Policy

Summary of impact

| Well-being Goals | Overall Impact |
|---|----------------|
| A prosperous Denbighshire | Positive |
| A resilient Denbighshire | Neutral |
| A healthier Denbighshire | Positive |
| A more equal Denbighshire | Positive |
| A Denbighshire of cohesive communities | Positive |
| A Denbighshire of vibrant culture and thriving Welsh language | Positive |
| A globally responsible Denbighshire | Positive |

Main conclusions

Overall there will a positive impact by introducing this policy within the council, due to its preventative nature and zero tolerance approach to sexual harassment. The preventative toolkit which will include training and risk assessments will also help change the culture of the council and help prevent occurrence's of sexual harassment in the council. The policy outlines how to report sexual harassment, who to report this to and how this will be dealt with, including forms of support available. This gives employees more than one avenue of reporting and prioritises the victims support.

The likely impact on Denbighshire, Wales and the world.

A prosperous Denbighshire

Overall Impact

Positive

Justification for impact

The policy is there to highlight that we are complying with the law and take this matter seriously. The policy will help to prevent sexual harassment in the work place and identify what the process is for reporting any form of sexual harassment. If we didn't have a policy then there wouldn't be any guidance for managers and staff and there may be a lack of awareness on the subject matter and unclear processes on how to deal with complaints etc. Negative impacts include the communication of this policy to all managers and all staff. There are a high number of staff without access to a PC and rely on management to communicate and print off copies of policies, therefore if managers are unaware of this policy or it doesn't get cascaded down to staff, it might have severe consequences for an individual and us as an organisation.

Further actions required

Training all managers and staff, through a mandatory E-Learning module (paper based material for those non PC users) will enable us to monitor completions. This will raise awareness of the policy and help assist with the communication of the policy without having to rely on managers to cascade the information to staff. The risk assessment for services will also help to prevent any instances and managers training their staff with the pre-prepared presentation from HR will also help. The policy and topic will be mentioned in the employee contract, induction/management induction and the employee handbook. There will be communication campaigns on the subject to highlight the new policy,

Positive impacts identified:

A low carbon society

N/A

Quality communications, infrastructure and transport

Sexual Harassment Policy

N/A

Economic development

This policy will make a positive impact to employees lives, helping to prevent acts of sexual harassment and also having a clear policy in place with specific actions if something does occur which couldn't have been prevented.

Quality skills for the long term

This policy will be rolled out to staff and management through a mandatory E-Learning module. There will be a programme of training and briefings for managers also focusing on the prevention elements within the new legislation.

Quality jobs for the long term

Potential applicants may favour working for DCC if they are aware we have a sexual harassment policy which aims to prevent and educate. It will advertise that we take sexual harassment seriously and comply with the law.

Childcare

N/A

Negative impacts identified:

A low carbon society

N/A

Quality communications, infrastructure and transport

N/A

Economic development

N/A

Quality skills for the long term

some managers might not engage with the mandatory E-Learning or training and there also might be a delay in completing the training. There might be departments who do not have access to a PC and have to rely on managers cascading the communication down to ensure they are aware there is a new policy and what this means for staff.

Quality jobs for the long term

if application or awareness of the policy is limited across the council, this may result in reputational damage if an issue occurs and may prevent people for applying for jobs within the council.

Childcare

N/A

A resilient Denbighshire

Overall Impact

Neutral

Justification for impact

This section is not applicable to the Sexual Harassment Policy

Further actions required

This section is not applicable to the Sexual Harassment Policy

Positive impacts identified:

Biodiversity and the natural environment

N/A

Biodiversity in the built environment

N/A

Reducing waste, reusing and recycling

N/A

Reduced energy/fuel consumption

N/A

People's awareness of the environment and biodiversity

N/A

Flood risk management

N/A

Negative impacts identified:

Biodiversity and the natural environment

N/A

Biodiversity in the built environment

N/A

Reducing waste, reusing and recycling

N/A

Reduced energy/fuel consumption

N/A

People's awareness of the environment and biodiversity

N/A

Flood risk management

N/A

A healthier Denbighshire

Overall Impact

Positive

Justification for impact

With every positive impact there is a negative impact with regards to this goal. The best form of support might not be available depending on the scenario, however there is support available.

Further actions required

Employees might be unable to obtain a GP appointment for a long period of time, however we do have the EAP and occupational health in the council which might help mitigate any worries or concerns and can use the EAP for counselling and self help if that was a suitable option. Employees are also able to speak to a Trade union representative, HR and their line manager for support or signposting. The council also has a number of mental health first aiders and champions to approach if needed.

Positive impacts identified:

A social and physical environment that encourage and support health and well-being

The policy will help to prevent sexual harassment in the workplace and ultimately help support the mental health of our employees. staff who are veterans, have protected characteristics or from socio economically disadvantaged backgrounds will have a policy to refer to and can utilise a number of contacts for support, including the EAP and Occupational health.

Access to good quality, healthy food

N/A

People's emotional and mental well-being

The policy is there for advice and support to both managers and staff. The policy highlights what we intend to do to prevent sexual harassment in the workplace. Therefore the policy will help support employees emotional and mental wellbeing, giving clarity on what to do and where to go for help and advice. We have occupational health, HR, Trade Unions and the EAP. We also have a number of mental health champion/first aiders in DCC to offer support.

Access to healthcare

There is the option to use the EAP and Occupational Health alongside a GP.

Participation in leisure opportunities

N/A

Negative impacts identified:

A social and physical environment that encourage and support health and well-being

Information about the policy may not be cascaded down to staff from management.

Access to good quality, healthy food

N/A

People's emotional and mental well-being

Employees might not want to highlight an issue or speak up for a number of reasons and may not want to highlight mental health issues for fear of discrimination and bullying etc.

Access to healthcare

Access to a GP might be difficult or delayed.

Participation in leisure opportunities

N/A

A more equal Denbighshire

Overall Impact

Positive

Justification for impact

Overall, the impact is positive as the policy will give employees options when reporting sexual harassment and offer support when doing so. Negative impacts can be overcome by embedding the policy into the council and training for staff.

Further actions required

Age - To mitigate younger employees reporting instances of sexual harassment, the policy includes a number of people and places they can approach and use.

Disability - to mitigate any issues with employees being able to report sexual harassment, they are able to speak to a number of people within the council and have a wide network of support available and will be supported through the process. The policy and documents will also be available in accessible versions for visual impairments and caveats will be built into the training for employees who may have learning difficulties, neurodiversity or mental health problems so that they are able to have an adapted form of training/awareness.

Gender Reassignment - employees are able to report sexual harassment in a variety of forms and have numerous forms of support available to make employees more comfortable. Support available can also be in the gender that they feel most comfortable with.

Marriage/civil partnerships - there are a range of ways to report sexual harassment and also support is available through the process.

Pregnancy/maternity - a range of support is available to help employees report instances or concerns.

Religion/beliefs - a range of support is available to help employees report instances or concerns.

Sex - Training and the managers toolkit will help normalise that any gender can be sexually harassed and it must be reported. Being an upstander will help the council become a zero tolerance employer. Training teams will help embed this zero tolerance culture and help all gender reports sexual harassment.

Sexual Orientation - the policy explains a range of reporting methods and support available to help mitigate these issues amongst LGBTQIA+ employees.

Sexual Harassment Policy

Positive impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation

Age - There are numerous forms of support and reporting methods available to all staff.

The policy emphasises that support for victims of sexual harassment is a priority.

It is recognised that employees of any age may not be comfortable going to their employer for support and the policy might encourage historic reporting of sexual harassment.

Disability - the policy includes a number of sources for support and clear steps on how to report instances which might help employees with learning difficulties, neurodiversity or mental health problems. The policy will also be available to staff with visual impairments as this will be published in an accessible format on the website. The supporting documents to accompany this policy will also be in an accessible format if required.

Gender Reassignment - the policy highlights a range of options for reporting and the policy highlights that sexual harassment can happen to any gender, thus the policy and any additional resources remains gender neutral. If required, an employee is able to speak to or have a person of the same gender for support.

Marriage/civil partnership - there are a range of reporting methods available and support for staff.

Pregnancy /Maternity - the policy encourages employees to report instances and support is available. A person of the same gender can be sought if requested to help support.

Race - a range of support and reporting processes are available.

Religion/beliefs - a range of support and reporting processes are available.

Sex - women are more likely to experience sexual harassment but in the policy it recognises that sexual harassment can happen to anyone or any gender. The policy also encourages employees to become an upstander and call out unacceptable and inappropriate behaviour or conduct. Training and embedding this policy will help the above and become a zero tolerance council.

Sexual Orientation - The policy offers support and advice which will help LGBTQIA+ employees report sexual harassment.

People who suffer discrimination or disadvantage

A range of support and reporting processes are available.

People affected by socio-economic disadvantage and unequal outcomes

Sexual Harassment Policy

a range of support and reporting processes are available.

Areas affected by socio-economic disadvantage

a range of support and reporting processes are available.

Negative impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation

Age - There may be barriers in the way people report sexual harassment ,e.g. younger employees may not feel confident in reporting their experiences to their employer

Disability - employees with a disability might need more breaks, less writing on power point screen or may not understand the content of the training. Employees who are on the autism spectrum may want to participate in training on an individual basis not in a group to avoid over stimulation. The policy does not use visual communication which may hinder employees with learning disabilities, neurodiversity or mental health problems from fully understanding the process. There are barriers in the way employees may report instances of sexual harassment, e.g. if an employee is dyslexic, they may not feel confident in completing a grievance form or writing an email to explain their concerns.

Gender reassignment - transgender employees might not feel comfortable in reporting sexual harassment for fear of victimisation and may want to report in writing or email to avoid being misgendered.

Marriage/civil partnership - married employees or those in relationships may worry about reporting sexual harassment because it might impact their relationship.

Pregnancy/maternity - employees returning from maternity leave may not feel confident to report sexual harassment.

Race - employees from minority backgrounds may feel victimised if they make a complaint and may not want to stand out.

Religion /beliefs - employees may not want report sexual harassment for backlash within their family or wider community and they may not want to risk being further victimised or stand out further within their team.

Sex - women in a low female represented team may not report instances for fear of victimisation or being ostracised. Men may also feel less able to report instances due to social norms.

Sexual Orientation - employee may fear being 'outed' if they report sexual harassment.

People who suffer discrimination or disadvantage

Fear of reporting sexual harassment because it may lead to victimisation or discrimination.

People affected by socio-economic disadvantage and unequal outcomes

Fear of reporting sexual harassment because it may lead to victimisation or discrimination.

Areas affected by socio-economic disadvantage

Fear of reporting sexual harassment because it may lead to victimisation or discrimination.

A Denbighshire of cohesive communities

Overall Impact

Positive

Justification for impact

This policy is for employees of the council not communities however employees will be more aware of what constitutes sexual harassment and can help support communities within their job roles if applicable.

Further actions required

This policy is for employees of the council not communities however employees will be more aware of what constitutes sexual harassment and can help support communities within their job roles if applicable.

Positive impacts identified:

Safe communities and individuals

The policy will help all employees to report sexual harassment and know what constitutes sexual harassment. The policy also encourages employees to be an upstander and report issues. This will support the council in becoming a zero tolerance employer.

Community participation and resilience

Employees of the council who support local communities will be more aware of what constitutes sexual harassment and more able to support them, encouraging a zero tolerance in the County.

The attractiveness of the area

Not applicable

Connected communities

Not applicable

Rural resilience

Not applicable

Negative impacts identified:

Safe communities and individuals

There may be a fear of reporting sexual harassment because of victimisation or discrimination. Staff might not be aware there is a new policy or have accessed the training.

Community participation and resilience

Staff might not be aware of what support there is out in the community as this is a work related policy.

The attractiveness of the area

Not applicable

Connected communities

Not applicable

Rural resilience

Not applicable

A Denbighshire of vibrant culture and thriving Welsh language

Overall Impact

Positive

Justification for impact

All documents and training will be available bilingually.

Further actions required

Documents and support will continue to be provided in Welsh and English.

Positive impacts identified:

People using Welsh

The policy will be available bilingually and employees will be able to report instances in Welsh if required and speak to an officer in Welsh for support and guidance. The EAP can be accessed in Welsh also which is a support tool for employees. Training material and the managers prevention toolkit will also be bilingual.

Promoting the Welsh language

All documents and training will be available bilingually

Culture and heritage

All documents and training will be available bilingually

Negative impacts identified:

People using Welsh

N/A

Promoting the Welsh language

N/A

Culture and heritage

N/A

A globally responsible Denbighshire

Overall Impact

Positive

Justification for impact

Overall there is a positive impact because a policy will help and support individuals and bring awareness of the subject matter.

Further actions required

We can reassure employees that we will treat all matters of sexual harassment seriously and we do not tolerate victimisation or discrimination.

Positive impacts identified:

Local, national, international supply chains

n/a

Human rights

Employees have the right to work in a safe environment free from sexual harassment. The policy will help contribute to this and further training and embedding of the policy will help with the zero tolerance approach.

Broader service provision in the local area or the region

n/a

Reducing climate change

n/a

Negative impacts identified:

Local, national, international supply chains

n/a

Human rights

Instances of sexual harassment may not be reported for fear of victimisation or discrimination.

Broader service provision in the local area or the region

n/a

Reducing climate change

n/a