

## Harassment and Sexual Misconduct Policy

### 1. Introduction

The London Institute of Banking & Finance (LIBF) is committed to providing an environment in which all members of our community (including staff, students, apprentices, and visitors) feel safe and are respected, and to preventing and removing any type of harassment or sexual misconduct, including sexual harassment, sexual violence and sexual abuse.

We are committed to supporting individuals who have experienced any form of harassment or sexual misconduct and will provide a supportive and confidential environment for them to report the incident. We will ensure that they are listened to and understand the options that are available to them. We will only share information internally or externally with the reporting party's express permission, or in exceptional circumstances to either safeguard members of the LIBF community and fulfil our duty of care, or to discharge our duties as required by law.

### 2. Purpose of this Policy

This policy details how we will:

- provide an environment in which all members of our community feel safe and are respected
- set out our expectations around the unacceptability of harassment and sexual misconduct
- support any member of the LIBF community who has experienced any form of harassment or sexual misconduct
- respond to reported incidents which violate this policy

### 3. Definitions

**3.1 Harassment** is unwanted conduct related to a relevant protected characteristic (an area covered by discrimination legislation) which has the effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive working environment for them.

People can be subjected to harassment on a wide variety of grounds. Some examples are based around the following themes:

- Gender
- Sexual (sexual in nature)
- Sexual orientation
- Trans-sexualism (gender reassignment)
- Being married, unmarried or a civil partner
- Race, nationality, ethnic origin, national origin or skin colour
- Disability itself or a reason relating to it
- Age
- Employment status, e.g. part-time, fixed-term
- Membership or non-membership of a trade union
- Carrying out health and safety duties
- Religion or religious beliefs or lack of either
- Deeply held personal beliefs or lack of them

- Political beliefs
- Criminal record
- Health, e.g. long-term or recurring medical conditions, AIDS/HIV sufferers
- Physical characteristics
- Social class

Harassment is normally characterised by more than one incident of unacceptable behaviour, particularly if it reoccurs, once it has been made clear by the victim that they consider it offensive. One incident may constitute harassment, however, if it is sufficiently serious. Harassment on any grounds, including the above, will not be tolerated.

Please remember what is acceptable to one person may not be acceptable to another. If a colleague indicates that they do not find your behaviour, conduct or language acceptable, respect their views.

Examples of harassment include:

- Verbal – crude language, open hostility, offensive jokes, suggestive remarks, innuendoes, rude or vulgar comments, malicious gossip and offensive songs.
- Non-verbal – wolf-whistles, obscene gestures, sexually suggestive posters/calendars, pornographic material (both paper-based and generated on a computer, including offensive screen-savers), graffiti, offensive content shared on emails, mobile phones, social media etc (where colleagues could come into contact with said content).
- Physical – unnecessary touching, patting, pinching or brushing against another person's body, intimidating behaviour, assault and physical coercion.
- Coercion – pressure for sexual favours (e.g. to get a job, a favourable grade or promotion) and pressure to participate in political, religious or trade union groups, etc.
- Isolation or non-cooperation and exclusion from social activities.
- Intrusion – following, pestering, spying, stalking etc.

3.2 **Sexual misconduct** covers a wide range of unacceptable and unwelcome behaviours of a sexual nature. It covers all forms of sexual violence, including but not limited to:

- sex without consent
- sexual abuse (including online and image-based abuse)
- non-consensual sexual touching
- sexual harassment (unwanted behaviour of a sexual nature which violates your dignity, makes you feel intimidated, degraded, or humiliated or creates a hostile or offensive environment)
- stalking
- abusive or degrading remarks of a sexual nature

#### 4 **Scope of the Policy**

This policy covers all members of the LIBF community, including, but not limited to, current students, apprentices, staff, visitors, and contractors.

The policy will apply to harassment and sexual misconduct which meets any of the following criteria:

- occurring on LIBF property
- occurring away from LIBF property

- occurring whilst a student is engaged in any LIBF related activity (including placements and trips)
- occurring whilst a member of staff is engaged in any work-related activity (including both formal and informal work outings)
- occurring via electronic means including, but not limited to: internet, email, social media sites, chat rooms, text messages and instant messaging
- resulting in a legal or police investigation, charge or conviction of an offence
- posing a risk to the LIBF or members of its community and/or reputational damage

Please note that this list is non-exhaustive, and we will investigate any incident of harassment or sexual misconduct where there is a duty to do so.

LIBF's Safeguarding Policy will apply if the reporting person is under 18 or a vulnerable adult.

We reserve the right to re-direct formal complaints into alternative procedures, such as through other relevant policies.

## **5 Our Commitment to the LIBF community**

At all times, we will treat all members of our community with dignity and respect, and it is expected that all members of our community will share in this responsibility for creating and maintaining an environment which upholds the respect of everyone.

We will actively respond to all reports of harassment and sexual misconduct and will ensure that all reports are carefully and thoughtfully addressed by relevant trained staff members through a process that is transparent and clearly communicated to the individuals involved.

We will support anyone in our community who is subject to any form of harassment or sexual misconduct and ensure that both the reporting party and the reported party are listened to and responded to in a safe, supportive, and trusting environment.

At all times we will ensure the dignity of all those involved in any investigations or disciplinary proceedings.

We will make clear how to report an incident of harassment or sexual misconduct through either our Reporting Form or by reporting the incident in person, the options available and the support that can be provided. We will respect the right of the individual reporting an experience to choose how to take forward their disclosure, including if they decide not to make a formal complaint. We will only share information internally or externally with the reporting party's express permission, or in exceptional circumstances to either safeguard members of the LIBF community and fulfil our duty of care, or to discharge our duties as required by law.

Where necessary, we will work together with external agencies to help and support those impacted.

LIBF staff will be trained as appropriate to their roles. We will ensure that all staff are informed of how to receive and signpost a report of harassment or sexual misconduct in a sensitive way.

Formal complaints will be investigated by trained investigators or external agencies, contracted to conduct the investigation on behalf of LIBF.

All reports considered under the accompanying procedures will be assessed on the balance of probabilities in line with the disciplinary procedure.

All staff involved in the process will act with impartiality and discretion at all times.

We will learn from our experiences and regularly review this policy, informed by data trends and with input from independent external experts to ensure it remains relevant.

## **6 Action against Sexual Harassment and Sexual Violence**

LIBF will conduct confidential and independent investigations in response to allegations of harassment and/or sexual misconduct as appropriate under the relevant policy or procedure (see Section 8: Related Policies and Procedures). Investigations will at all times comply with the General Data Protection Regulation 2018.

Where an allegation of harassment and/or sexual misconduct is upheld, this will normally result in disciplinary action. Disciplinary action may also be taken if allegations of sexual harassment or sexual violence are found to be malicious or vexatious. We will ensure that all parties are fairly treated in accordance with the relevant legislation, no matter where they are.

## **7 Data recording**

All harassment or sexual misconduct incidents which are reported will be recorded, along with the relevant outcome(s). Any student incident will be recorded by the Higher Education Programme Team and any employee incidents recorded by HR. This data will be reviewed annually, and any trends monitored and addressed.

## **8 Related Policies and Procedures**

This policy should be read in conjunction with the below policies and procedures, which can be located on our website:

- Respect at Work Policy
- Equality and Diversity Policy
- Safeguarding Policy
- Prevent Duty Guidelines
- IT Acceptable Usage Policy
- Freedom of Speech and External Speakers Policy
- Staff Disciplinary Policy
- Student Disciplinary policy