

# NEW LOOK

## Preventing Sexual Harassment Policy

<b>POLICY NUMBER</b>	NL/POL/181
<b>ISSUE DATE</b>	October 2024
<b>VERSION NUMBER</b>	1
<b>TERRITORIES COVERED</b>	All
<b>APPLICABLE TO</b>	All
<b>POLICY OWNER</b>	People Director

### 1. Purpose

We want New Look to be a safe, inclusive and respectful work environment free from sexual harassment of any form. This Policy sets out the steps and actions we will take if a colleague witnesses or experiences sexual harassment whilst working at New Look. We empower and encourage anyone to report any concerns as soon as possible to aid us in enforcing this policy with zero tolerance. #itstartswithme

### 2. Scope

This policy applies to all colleagues, including management, and temporary workers, as well as self-employed contractors engaging with New Look. It covers all forms of sexual harassment that may occur during work hours or in connection with work-related activities, including at company-sponsored events and online channels.

### 3. Responsibilities

All colleagues have a responsibility to behave in a way that is always respectful of others and to adhere to this policy. If you ever witness or experience instances of sexual harassment, we all have a responsibility to challenge or report it and deal with customers, colleagues, and suppliers in line with our policy.

### 4. Core Policy

We are committed to maintaining a workplace free from sexual harassment. We have zero tolerance for any behaviour that goes against this policy, and any breach of this will be viewed extremely seriously and may result in disciplinary action up to and including dismissal without notice. Everyone is expected to conduct themselves in a professional manner and treat colleagues, customers, and visitors with respect and dignity. We will also take active steps to prevent third-party sexual harassment of our colleagues.

#### 4.1. What is Sexual Harassment?

# NEW LOOK

Sexual harassment is any unwanted, inappropriate, or offensive conduct of a sexual nature that undermines the dignity of individuals at work or creates a hostile, degrading, humiliating or offensive environment for them.

This includes, but is not limited to:

- Unwelcome sexual advances or propositions.
- Inappropriate touching or gestures.
- Derogatory or suggestive comments.
- Sharing or displaying sexually explicit materials.

Please note:

- A single incident can be sexual harassment.
- A person may be sexually harassed even if they were a witness.
- The intention is irrelevant.

## 4.2. How do I report this?

We ask that all colleagues report any incidents of sexual harassment as soon as possible to either:

- Your manager.
- The Employee Relations team [HR@newlook.com](mailto:HR@newlook.com) or calling 01305 765544 Option 2
- Speak Up Hotline – 0800 046 5676 or Online Portal – [newlook.ethicspoint.com](http://newlook.ethicspoint.com)

We will always take concerns raised seriously, including concerns about customers, contractors and suppliers.

We will protect colleagues' confidentiality as far as possible. Victimisation and retaliation against those who report sexual harassment or participate in investigations will not be tolerated. Any concerns raised will be investigated under the Disciplinary Policy and Procedure. Where necessary we may need to involve the appropriate authorities.

## 4.3 Investigation Process

1. We will complete a full and impartial investigation.
2. We will consider any actions required to support you to remain at work during the investigation.
3. Our investigation may involve meeting with witnesses and reviewing any evidence provided or that is available.
4. As part of our investigation, we may determine that the concerns raised need to be progressed under the Disciplinary Policy and Procedure.
5. We will confirm the outcome of the investigation of your concerns to you. We are unable to share any actions taken against other colleagues for confidentiality reasons.

## 4.4. Training

# NEW LOOK

To ensure that our colleagues and managers are aware of their individual responsibilities to prevent sexual harassment at work, we will provide regular training on how to prevent and how to support colleagues who raise concerns or are witnesses.

## 5. Support

We will support anyone who has been affected by sexual harassment. Below are some of the external organisations who will be able to support anyone affected by sexual harassment.

<https://sexualabusesupport.campaign.gov.uk/>

<https://www.victimsupport.org.uk/help-and-support/get-help/>

<https://www.samaritans.org/how-we-can-help/contact-samaritan/>

<https://thesurvivorstrust.org/>

## 6. Reference Documents

- Disciplinary Policy and Procedures
- Grievance and Mediation Policy and Procedure
- Whistleblowing Policy – Speak Up

## 7. Contacts

If you would like to discuss this policy further please reach out to your Employee Relations team at [HR@newlook.com](mailto:HR@newlook.com) or call 01305765544 option 2.

This policy does not form part of the employment contract/contract for services and is maintained and applied at our discretion.

The Employee Relations team will regularly monitor the effectiveness of this policy and will review the policy at reasonable intervals to check that it meets both our legal obligations and requirements as a business for you. Any changes will go through the usual sign-off process.