Third-Party Harassment Risk Assessment

1	**Hirer/Intermediary details**	
	• Registered name and trading name(s) if different • Previous registered and trading names if applicable • Registered address and trading address if different.	
2	**Do you have a sexual harassment and/or equal opportunities policy covering sexual harassment?**	
	Please provide the following details: • The date of the policy and when it was last reviewed. • How and where it can be accessed (e.g. Whether a hardcopy is be provided to all workers or a copy is available online and can easily accessed by all staff including temporary agency workers) • Whether the policy applies to your own internal staff and/ or to temporary workers supplied through agencies • Whether third parties engaging with the business are made aware of the policy	

	Do you provide sexual harassment/equal opportunities training to your staff?	
3.	Please provide the following details: • The frequency with which the training is provided. • Whether training is provided to all members of staff, if not which categories of staff are excluded and why? • The date most recent training • Topics covered in the training. • Whether training is recorded and documented on staff personnel files. • Whether sexual harassment policies are sent to third party businesses engaging with staff	
	Recent incidents/complaints of sexual harassment	
4.	Please provide the details of the following incidents/complaints of sexual harassment occurring in the past 12 months: • Volume of internal complaints/incidents involving internal members of staff • Volume of internal complaints/incidents involving external members of staff (agency workers and workers engaged through intermediaries • Volume of internal complaints/incidents relating to allegations against third parties who are not members of staff • Volume of complaints of sexual harassment to external bodies including but not limited to Employment Tribunals and Civil Courts, The Police, ACAS, The Health and Safety Executive (HSE), The Equality and Human Rights Commission (EHRC))	

5.	**Investigations into recent incidents/complaints of sexual harassment.** Please provide details of the following in relation to sexual harassment investigations occurring in the past 12 months: • The total number of internal investigations into the complaints/incidents of sexual harassment. • The average length of each investigation from the start (*the date the incident came to your attention/ the date the complaint was made*) to your attention. to the conclusion (*the date the affected employee was notified of the outcome*).	
6.	**Outcomes of recent incidents/complaints of sexual harassment** Please provide details of the following in relation to sexual harassment incidents/ complaints occurring in the last 12 months: • The number of occasions on which an investigation resulted in disciplinary action or some other sanction. • The outcomes of the other investigations in which no disciplinary action was taken (e.g. *2 – investigations suspended due to employee resignation*). • The average seniority level of an alleged sexual harassment perpetrator (*e.g. senior management, mid management, junior employee etc).*	

7.	**Sexual harassment incident/complaint record retention.**	
	Please provide the following details: • Do you retain records of sexual harassment complaints and/or incidents? • Do you retain the records of a sexual harassment investigation and any outcomes? • How long do you retain these records?	