

JIMGOS MAINTENANCE LTD

SEXUAL HARASSMENT PREVENTION POLICY

Constructionline Gold Compliance Document 6

Organisation	Jimgos Maintenance Ltd
Document owner	Joseph Olugosi, Managing Director
Approved by	Joseph Olugosi, Managing Director - Signed: J.O
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CONTROLLED DOCUMENT

Document control and approval

Version	Date	Change	Author/approver
1.0	1 August 2026	Initial controlled issue	Joseph Olugosi / J.O

Important implementation note: This document becomes operational evidence only when approved, communicated, implemented and supported by the referenced records. Fields in square brackets must be completed with genuine information before submission.

Commitment

The Company will take reasonable, proactive steps to prevent sexual harassment in accordance with the Equality Act 2010 as amended by the Worker Protection (Amendment of Equality Act 2010) Act 2023. The duty applies across offices, sites, occupied homes, vehicles, messaging platforms, work events and interactions with clients, tenants, suppliers and other third parties.

Definitions

Sexual harassment is unwanted conduct of a sexual nature that has the purpose or effect of violating dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. Intent is not decisive; context, perception and reasonableness are considered.

- Examples include sexual comments or jokes, intrusive questions, staring, gestures, sexual images, unwanted touching, repeated invitations after refusal, sexual messages, coercion, retaliation and conduct linked to rejection or submission.

Preventative risk assessment

The Company will annually and when circumstances change assess higher-risk situations: lone working in occupied properties; power imbalances; male-dominated work teams; apprentices/new starters; night work; work social events; informal messaging groups; customer/tenant contact; and remote supervision. Controls include behavioural standards, two-person visits where risk indicates, reporting routes, supervisor checks and third-party escalation.

Expected conduct

- Treat everyone professionally and respect personal boundaries.
- Do not share sexual content or make sexualised remarks, even as “banter”.
- Intervene safely, challenge conduct and report concerns witnessed.
- Managers must act on warning signs and cannot promise secrecy or dismiss conduct as trivial.

Reporting options

A person may report to their manager, the Responsible Person, Managing Director or alternative contact [INSERT]. Informal resolution may be considered only where the affected person freely chooses it and it is safe. Serious allegations require formal handling. Police support will be facilitated where potential criminal conduct is alleged.

Investigation and support

The Company will separate parties where necessary without penalising the complainant, preserve messages/CCTV/records, appoint an impartial investigator, give both parties a fair opportunity to respond and communicate outcomes appropriately. Support may include a companion, adjusted duties, welfare contact and signposting.

Third-party harassment and retaliation

Workers must report harassment by tenants, clients or suppliers. The Company may warn the third party, change access arrangements, provide accompaniment, suspend service where safe and contractual, or escalate to the client/police. Retaliation, victimisation or interference with an investigation is prohibited.

Training and monitoring

All workers receive induction and annual refresher training; managers receive response training. The Company records completion, anonymised trends, actions and policy effectiveness. Breach may lead to discipline up to dismissal or contract termination.

Approval

Name	Role	Signature	Date
Joseph Olugosi	Managing Director	J.O	1 August 2026