

Hazard	Examples	People at Risk	Risk Level (Low/Med/High)	Existing Controls	Additional Controls Required	Review Date
Power Imbalance	Making remarks or jokes about someone's protected characteristics or engaging in behaviours that exclude individuals based on their protected characteristic e.g. race/sex/age.	Female employees, employees of diverse backgrounds, younger employees	Medium	<ul style="list-style-type: none"> • Sexual harassment policy • Managers trained on harassment prevention. • Equality Act 2010 training. • Company handbook. 	<ul style="list-style-type: none"> • Increase diversity in leadership • Mentorship programs for diverse groups. • Mandatory sexual harassment policy training at induction. 	Annually
Inappropriate Banter/Jokes	Comments, humour or remarks about protected characteristic e.g. age, disability, race, or sexual orientation	All employees, especially those from minority backgrounds	High	<ul style="list-style-type: none"> • Company handbook. • Harassment Policy 	<ul style="list-style-type: none"> • Regular workshops focused on respectful workplace culture. • Mandatory training of Equality Act training. • Harassment policy training. • Standing agenda at managers meeting. 	Annually
Unwelcome Physical Contact	Unwelcome physical contact or gestures with a sexual connotation.	All employees	Medium	Sexual harassment and policy	<ul style="list-style-type: none"> • Enforce strict policies with disciplinary actions for any physical harassment. • Training at induction to cover physical and sexual harassment. 	Annually

Hazard	Examples	People at Risk	Risk Level (Low/Med/High)	Existing Controls	Additional Controls Required	Review Date
Sexual Harassment	Unwanted sexual propositions, physical sexual advances, sharing explicit material, leering, or making suggestive gestures	All employees, particularly women	High	sexual harassment policy	<ul style="list-style-type: none"> • Disciplinary action for offenders. • Sexual harassment policy. • Training at induction. 	Annually
Assumptions and Disrespect for Gender Identity and Sexual Orientation	Intentionally mis-gendering or using previous names, making assumptions about sexual orientation or gender identity	Transgender employees, non-binary employees, LGBTQ+ individuals	Medium	<ul style="list-style-type: none"> • Policy to respect chosen names and pronouns; • EDI policy 	<ul style="list-style-type: none"> • Reinforce that intentional misgendering or name misuse constitutes harassment. • Mandatory training on gender identity and orientation inclusivity at induction. 	Annually
Isolated Working Environments	Inappropriate remarks about personal life, unwanted physical contact or intrusive questions about protected characteristics	Field workers, especially women working alone	High	<ul style="list-style-type: none"> • Lone worker protocols. • Reporting mechanisms. 	<ul style="list-style-type: none"> • Equip workers with emergency communication devices. • Include anti-harassment training for employees working in isolation. • Pair workers where possible to enhance safety and support 	Annually

Hazard	Examples	People at Risk	Risk Level (Low/Med/High)	Existing Controls	Additional Controls Required	Review Date
Attendance at External Events, Exhibitions, and Conferences	Harassment by third parties or inappropriate behaviour in unmonitored areas	Employees representing the company externally	Medium	<ul style="list-style-type: none"> harassment policy applies to external events. Report channels in place. 	<ul style="list-style-type: none"> Inform employees about expected conduct and response procedures prior to events Establish a reporting system for incidents involving third parties at external events. 	Before Each Event
Inappropriate Communications Outside Working Hours	Sending inappropriate sexual messages or unsolicited communications unrelated to work.	All employees	Medium	Policy discouraging non-work related communications outside work hours.	<ul style="list-style-type: none"> Strengthen policy adherence through regular training Implement disciplinary measures for persistent inappropriate, non-work related communication. 	Annually
Third-Party Harassment	Harassment from visitors, suppliers, or other non employees	All Employees	High	<ul style="list-style-type: none"> Clear reporting procedures. Sexual harassment policy with third-party harassment. 	<ul style="list-style-type: none"> Establish procedures to manage and resolve third-party incidents (e.g., issuing warnings, banning from premises). 	As Occurs
Hazard	Examples	People at Risk	Risk Level (Low/Med/High)	Existing Controls	Additional Controls Required	Review Date

Victimisation	Unjust disciplinary measures against individuals who report complaints or claim violations under the Equality Act.	Employees who report harassment or discrimination or who are witnesses/companions for others at hearings	Medium	<ul style="list-style-type: none"> • Sexual harassment policy • Confidentiality in reporting. 	<ul style="list-style-type: none"> • Training on victimisation protections. • Disciplinary action 	Quarterly
Engagement with Staff	Gaps in awareness of reporting or policy due to lack of engagement	All employees	Medium	Periodic team meetings	<ul style="list-style-type: none"> • Regular 1-2-1s. • Staff surveys • Exit interviews. • Open-door policies to address potential issues 	Quarterly
Policy Review and Evaluation	Old policies might not cover emerging issues or adapt to changing workplace environments.	All employees	Low	Regular policy review	<ul style="list-style-type: none"> • Annual review of policy effectiveness. • Feedback from staff networks. Regular policy updates. 	Annually
Exposure to Sexual Content	Displaying or sharing pornographic or explicit material	All employees	Medium	Sexual Harassment Policy	<ul style="list-style-type: none"> • Defined consequences for violations • Notices in common areas. • Training on appropriate workplace behaviour at induction. 	Annually

Hazard	Examples	People at Risk	Risk Level (Low/Med/High)	Existing Controls	Additional Controls Required	Review Date
Alcohol-Related Events	Possibility of improper conduct or comments caused by impaired judgement.	All employees	Medium	<ul style="list-style-type: none"> Briefing on expected behaviours prior to events Any employee attending a client hospitality event to limit alcohol consumption 	<ul style="list-style-type: none"> Policy reinforcement before any event. 	Before each event
Lack of Confidential Reporting Channels	Fear of retaliation may deter employees from reporting harassment.	All employees	Low	Anonymous reporting system	<ul style="list-style-type: none"> Provide anonymous, confidential reporting system (e.g., online/independent phone line); Increase awareness via training. 	Quarterly
Training and Awareness Gaps	Insufficient training on recognising, handling, and reporting harassment	All employees	High	<ul style="list-style-type: none"> Sexual harassment policy Equality Act training is issued to all employees. 	<ul style="list-style-type: none"> Sexual harassment policy training at induction. Regular refresher sessions for staff and management. 	Annually