PICKUP
FreightServices

Sexual Harassment Prevention Policy

Policy Statement

Pickup Freight Services has zero tolerance of sexual harassment. Everyone should be treated with dignity and respect, whether in a cab, in the yard, workshop or office, at a customer site or online. Every concern will be taken seriously, and anyone found to have harassed someone may face disciplinary action up to and including dismissal.

Under the Equality Act 2010, as amended, we must take all reasonable steps to prevent sexual harassment of our workers, including harassment by customers and other third parties. This policy sets out how we do that.

Scope

This policy applies to all employees, including HGV drivers and yard, workshop and office staff, and to agency drivers, contractors, subcontractors and job applicants. It also covers third parties we deal with, such as customers, site staff, suppliers and members of the public. It applies wherever work takes place: in cabs, at the depot, at customer sites and overnight stops, at work social events and in work messaging groups.

What is Sexual Harassment?

Sexual harassment is unwanted conduct of a sexual nature that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. It can be a single incident and can happen to anyone. Calling it 'banter' is no excuse: what matters is the effect on the person. Examples include:

- sexual comments or jokes, including when sharing a cab or on a training run
- unwanted touching or standing too close in a cab, the yard or the workshop
- sexual images, calendars or messages in cabs, the mess room or work WhatsApp groups
- site or gatehouse staff making sexual remarks, or holding up loading unless a driver is 'friendly'
- suggesting that better routes, shifts or overtime depend on sexual favours



Third-Party Harassment

Harassment of our staff by customers, site staff, other drivers or the public is not acceptable. We will raise every report with the site or company concerned and take practical steps to protect you, such as changing delivery arrangements or sending a different driver.

If you feel unsafe at a site, stay in or return to your locked cab, leave when it is safe to do so and call the Traffic office. In an emergency, call 999. You will not be disciplined for leaving a site because you were being harassed. Our own staff must treat third parties with the same respect.

Preventative Steps

To meet our duty, the company will:

- include this policy in induction for all staff and agency drivers, with refresher training at least once a year
- carry out and act on a sexual harassment risk assessment covering cabs, lone and night working, customer sites, the yard and work social events
- display reporting routes in the office, mess room and workshop, and share them with drivers
- review this policy, the risk assessment and our preventative steps annually and after any incident

How to Report

If you experience or see sexual harassment, please report it to:

- your line manager or the Traffic office
- Luke Pickup, Managing Director

You can speak to them in person, email info@pickupfreightservices.co.uk marked 'Private and Confidential', or phone 0161 641 3166. If the person you would normally go to is involved, use another route. You can raise a concern informally or formally, and you can report a crime to the police at any time. For free, confidential advice, contact Acas on 0300 123 1100 or at acas.org.uk.



Investigation and Outcomes

Reports will be acknowledged promptly, handled confidentially and investigated fairly by someone not involved. You may bring a colleague or trade union representative to formal meetings. If a complaint is upheld, disciplinary action may follow, up to and including dismissal. For agency workers, contractors and third parties, we may remove them from our work, end the arrangement or involve the police. Both sides will be told the outcome and may appeal.

Protection from Victimisation

No one will be treated badly for raising a concern in good faith, supporting someone who has, or taking part in an investigation. Victimisation is unlawful and will be treated as a serious disciplinary matter.

Review

This policy will be reviewed annually and updated as necessary to reflect changes in

legislation, industry best practices, or the evolving nature of our business.

Luke Pickup
Managing Director

