



SOCIAL VALUE 360 LTD

Equality, Human Rights and Prevention of Harassment

Applies alongside: Equality Information and Objectives Policy

Policy owner: Roy Ramrutton, Director

Version: 1.0

Approved by: Roy Ramrutton, Director

Approval and effective date: 24 September 2026

Next review: 24 September 2027, or sooner following changes in legislation, services or identified risks.

1. Purpose and scope

Social Value 360 is committed to fair treatment, dignity, safety and accessible opportunities. We will prevent and address discrimination, harassment, sexual harassment and victimisation throughout our work.

This addendum applies to the Director, employees, workers, volunteers, consultants and contractors engaged by Social Value 360. It also establishes expectations for relationships with learners, schools, colleges, employers, suppliers and other partners.

It covers recruitment, programme delivery, work placements, meetings, business travel, work-related social events, online activity and communications.

It supplements the Equality Information and Objectives Policy and should be read alongside our Safeguarding, Complaints, Privacy, Data Breach and Data Retention policies.

2. Equality and human rights

We will comply with applicable equality legislation and make reasonable adjustments for disabled applicants, personnel and service users. Recruitment, participation and progression decisions will use relevant, fair and transparent criteria.

We oppose unlawful discrimination relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We recognise that the precise legal protections differ between employment and service provision.

We respect privacy, personal dignity, freedom of belief and expression, and protection from degrading treatment. Decisions affecting people will consider their circumstances, rights and safety. Where rights or needs conflict, we will seek a lawful, proportionate solution and record the reasons.

Where we exercise a public function, we will meet the applicable Human Rights Act and Public Sector Equality Duty requirements. We will also meet relevant contractual equality and human-rights obligations.

3. Unacceptable conduct

Sexual harassment includes unwanted conduct of a sexual nature that violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Examples include sexual comments, unwanted touching, sexual messages or images, intrusive questions and pressure for sexual contact.

Other harassment, discriminatory behaviour, bullying and retaliation are also prohibited under this policy. Conduct may be unacceptable whether it occurs once or repeatedly, in person or online. Describing behaviour as humour does not excuse it.

These standards apply to conduct by colleagues and third parties, including customers, suppliers, host employers and programme partners.

No one will be disadvantaged for rejecting unwanted conduct, raising a concern in good faith, providing evidence or supporting another person. A complaint that is not upheld does not, by itself, indicate dishonesty.

4. Responsibility and prevention

Roy Ramrutton is responsible for implementing this addendum, allocating proportionate resources and checking that preventive measures operate in practice.

Social Value 360 will take reasonable steps to prevent sexual harassment and maintain arrangements that meet applicable legal requirements as they change.

Before new activities or engagements begin, the Director will document harassment risks and controls. Assessments will consider:

- Isolated working and one-to-one contact.
- Power imbalances and dependence on others for opportunities.
- Young or inexperienced participants and personnel.
- Contact with customers, suppliers, host employers and other third parties.
- Digital communications and work-related social events.
- Barriers that could discourage people from reporting concerns.

Controls will be tailored to the activity. They may include clear conduct expectations, supervised contact, approved communication channels and arrangements for stopping unsafe activity. Each action will have an owner and completion date.

Partner briefings and relevant agreements will explain expected behaviour and reporting arrangements. Third-party misconduct will be addressed with the organisation concerned; access or activities may be suspended where necessary to protect people.

5. Training and communication

Personnel will receive role-appropriate equality and harassment-prevention briefings before deployment, with refreshers following changes or identified concerns.

Briefings will cover unacceptable conduct, recognising risks, responding safely, reporting concerns and protection against retaliation. Relevant partners will receive clear expectations for their contribution to programme delivery.

Safeguarding training complements these arrangements but does not replace workplace harassment-prevention training.

The Director will retain records of briefings and training and check understanding through discussion and review.

6. Reporting concerns

Concerns may be raised verbally or in writing:

Roy Ramrutton, Director

Email: roy@socialvalue360.co.uk

Telephone: 07789 993621

Where a complaint concerns Roy, Social Value 360 will arrange for a suitably competent, impartial person to investigate and determine it. Roy will not investigate or decide a complaint about himself.

Complainants may also use the relevant commissioning organisation's complaints or safeguarding routes, where applicable, or seek external advice from Acas. They are not required to raise a concern internally before seeking external advice.

People may use an advocate or request accessible communication. They do not have to confront the person concerned or attempt informal resolution first. Anonymous reports will be considered, although limited information may restrict investigation.

Immediate danger requires emergency assistance. Concerns involving children or adults at risk will also follow the Safeguarding Policy and appropriate external referral routes without waiting for a complaints investigation.

7. Responding to concerns

We will listen respectfully, record the concern securely and assess immediate protection and support needs. Complaints will be acknowledged promptly, in accordance with the Complaints Policy, and the next steps explained.

An impartial person will investigate, giving those involved a fair opportunity to provide information. Protective arrangements will avoid unnecessarily disadvantaging the complainant and will not presume the outcome.

We will explain the anticipated timescale, provide progress updates and communicate any reasons for delay.

Information will be shared only where necessary for investigation, protection, legal obligations or appropriate referral. Absolute confidentiality cannot be promised.

Outcomes and reasons will be communicated as far as confidentiality permits. Actions may include changes to working arrangements, additional training, disciplinary action where applicable, or ending an engagement or partner arrangement.

A person dissatisfied with the outcome may request an impartial review through the Complaints Policy. Wherever practicable, the reviewer will not have been involved in the original decision.

Internal procedures do not prevent external reporting or access to legal remedies and do not extend external claim deadlines.

8. Records and confidentiality

We will maintain restricted records of risk assessments, briefings, concerns, investigations, decisions and corrective actions.

Records will be accurate, proportionate and limited to information necessary for their purpose. Access will be restricted to people with a legitimate need, and retention and disposal will follow our Data Retention Policy.

Safeguarding information will receive the additional protections required by the Safeguarding Policy. Any suspected loss, unauthorised disclosure or misuse of complaint information will be managed under the Data Breach Policy.

9. Monitoring and review

The Director will review risks and actions quarterly during active delivery and after relevant incidents. Feedback will help identify barriers to reporting and whether preventive measures are effective.

Reviews will consider outstanding actions, recurring concerns, partner conduct, training needs and changes to working arrangements. The absence of complaints will not be treated as proof that harassment risks are absent.

This addendum will be reviewed before programme delivery begins to reflect applicable legal changes and at least annually thereafter. Material updates will be communicated to relevant personnel and partners.

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