

## **Sexual Harassment Policy**

### **ABOUT THIS POLICY**

This policy sets out our approach to sexual harassment in the workplace, including definitions, whom it applies to and our procedure for handling concerns related to sexual harassment.

### **1. CONTEXTUAL NOTE**

It is also important to note that people in a psychedelic state of mind, whether or not they are using psychoactive drugs, are often psychologically vulnerable and at greater risk for exploitation. The Psychedelic Society recognises the increased potential for imbalanced power dynamics and abuse of power in these situations. Sexual harassment can be one form of abuse of that dynamic.

### **2. OUR COMMITMENTS**

The Psychedelic Society is committed to providing a safe environment, free from discrimination and harassment for all its members, facilitators, employees and event participants. We do not tolerate any form of sexual harassment in the workplace or at our events, treat all incidents seriously, and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be treated with respect and in confidence. No one will be victimised for making such a complaint.

### **3. WHO DOES THIS POLICY APPLY TO?**

- 3.1. This policy applies to employees of The Psychedelic Society, clients, members, casual workers, and contractors.
- 3.2. All those who sexually harass will be held to account in accordance with this internal policy and all those who may experience harassment will be supported by this internal policy.
- 3.3. Facilitators are additionally bound by the Facilitator Code of Conduct.

3.4. Event attendees are bound by the Group Agreements created in-events and will be subject to consequences.

#### **4. DEFINITION OF SEXUAL HARASSMENT**

4.1. Sexual harassment is defined as 'unwanted' conduct of a sexual nature, which has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile degrading, humiliating or offensive environment for them.

- Sexual comments which could be about a person's appearance or body parts
- Sexual jokes or questions about a person's sex life
- Suggestion that the position a person holds or achieves is the result of sexual attractiveness or activity
- Sharing sexually inappropriate images or video such as pornography or obscene images
- Sending emails, texts, apps or social media messages, notes or letters with material of a sexual nature
- Promises in return for sexual favours
- Threats (of any types e.g. career or social damage) if sexual favours are not granted
- Unwelcome physical contact including inappropriate touching such as patting, running, or purposefully brushing up against another person

4.2. Sexual assault (where Person A touches Person B and that touching is sexual and without a reasonable belief in consent) may also form part of an experience of harassment and is classified as a criminal offence under the Sexual Offences Act (2003)

4.3. The behaviours are prohibited whether it takes place within The Psychedelic Society premises or outside, including at social events, business trips, training sessions or conferences sponsored by The Psychedelic Society.

#### **5. MAKING A DISCLOSURE**

5.1. Anyone who is subject to sexual harassment should, if safe, appropriate for them and practically possible, inform the alleged harasser that the conduct is unwanted and unwelcome.

- 5.2. Keep a record of this conversation, what was said and when it took place.
- 5.3. The Psychedelic Society recognises that sexual harassment may occur in unequal relationships and that it may not be possible or safe for the victim to confront the alleged harasser.
- 5.4. If a victim cannot directly approach an alleged harasser, they can approach one of the designated staff members responsible for receiving complaints of sexual harassment.
- 5.5. This person could be another supervisor, employee, facilitator, etc. The current names and contact details of these people are available on our Raising Concerns document.
- 5.6. When a designated person receives a complaint of sexual harassment, they will:
  - immediately record the dates, times and facts of the incident(s)
  - ascertain the views of the victim as to what outcome they want
  - ensure that the victim understands the company's procedures for dealing with the complaint
  - discuss and agree on the next steps: choosing either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if they are not satisfied with the outcome
  - keep a confidential record of all discussions
  - respect the choice of the victim
- 5.7. The Psychedelic Society recognises that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. The Psychedelic Society understands the need to support victims in making complaints and will always support and encourage them in doing so.

#### 5.8. Informal complaints mechanism

- 5.8.1. If the victim wishes to deal with the matter informally, the designated person will:
  - 5.8.2. give an opportunity to the alleged harasser to respond to the complaint
  - 5.8.3. ensure that the alleged harasser understands the complaints mechanism
  - 5.8.4. offer to facilitate a supported discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator to resolve the matter
  - 5.8.5. ensure that a confidential record is kept of what happens
  - 5.8.6. follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped
  - 5.8.7. ensure that the above is done speedily and within 10 days of the complaint

## **5.9. Formal complaints mechanism**

5.9.1. The designated person who initially received the complaint will refer the matter to a member of the Psychedelic Society's Core Team to instigate a formal investigation. Depending on the nature of the complaint, the Core Team member may deal with the matter him/herself, refer the matter to an external ombudsperson or refer it to a committee of three others in accordance with this policy.

**5.9.2.** Once an official complaint has been made the Psychedelic Society is obliged to investigate it and deal with it in accordance with the ACAS Code of Practice on Disciplinary and Grievance Procedure

**5.9.3.** The person carrying out the investigation will

- interview the victim and the alleged harasser separately
- interview other relevant third parties separately
- decide whether or not the incident(s) of sexual harassment are considered to be substantiated
- produce a report detailing the investigations, findings and any recommendations
- if the harassment is found to be substantiated, decide what the appropriate remedy for the victim is, in consultation with the victim. This could include i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal)
- follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome
- if it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace
- ensure that the all records concerning the matter are kept confidential
- ensure that the process is done as quickly as possible and in any event within 10 days of the complaint being made

**5.9.4.** While an investigation may fail to officially substantiate an allegation, all disclosures are welcomed and other forms of support are available.

**5.9.5.** Anyone who makes a complaint or who participates in good faith in any investigation, must not suffer any form of retaliation or victimisation as a result

**5.9.6.** If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

#### **5.9.7. Outside complaints mechanisms**

**5.9.8.** A person who has been subject to sexual harassment can also make a complaint outside of the company. They can do so through an external ombudsperson. See more in our 'Raising Complaints, Concerns and Feedback' Policy.

## **6. Sanctions and disciplinary measures**

**6.1.** Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages
- transfer
- demotion
- suspension
- dismissal

**6.2.** The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

## **7. Implementation of this policy**

**7.1.** The Psychedelic Society will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook which is currently under development. All new employees must be trained on the content of this policy as part of their induction into the company.

## **8. Monitoring and evaluation**

**8.1.** The Psychedelic Society recognises the importance of monitoring this sexual

harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective.

- 8.2.** Supervisors, managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. The Society is also looking into an annual training for staff on sexual harassment which will be added as an additional requirement.
- 8.3.** As a result of this report, the company will evaluate the effectiveness of this policy and make any changes needed.