

# Field | Seymour | Parkes

## Sexual Harassment Prevention

Tools to help employers  
comply with the duty to  
prevent sexual  
harassment



**Are you confident that you are able to demonstrate that you have taken reasonable steps to prevent sexual harassment of your employees?**

From October 2024, all employers have a mandatory duty to take reasonable steps to prevent sexual harassment of their employees.

A failure to comply, or be able to demonstrate compliance with this duty, will increase the risk of sexual harassment claims and can increase their value by up to 25%. This legislation requires employers to proactively take steps to ensure the safety of their employees.

Tribunal cases have indicated that having internal policies alone will not be sufficient to demonstrate that reasonable steps have been taken. Instead, a comprehensive risk assessment is recommended, which should identify multiple actions tailored to the employer including provision of training for staff.

Further changes are expected in October 2026 following the implementation of the new Employment Rights Act 2025, under which:

1. The requirement will change from "reasonable steps" to "all reasonable steps". This will place even greater responsibility on employers to pro-actively consider further measures; and
2. We will see the re-introduction of employer liability for third-party harassment (for all protected characteristics). For which, the ability to demonstrate that you have taken "all reasonable steps" will be vital in defending these claims.

We have developed a toolkit for employers to help them comply with this statutory duty. The options are set out in this information sheet and comprise of:

1. Sexual Harassment Prevention Legal Review ...page 2
2. Provision of relevant policies .....page 2
3. Training (various options) .....pages 3-6

We are currently developing further packages to reflect the upcoming changes (as set out above) which will be published shortly.

## 1. Sexual Harassment Prevention Legal Review

The review is a cost-effective means of identifying steps employers can take to protect their staff and show a paper-trail of their efforts to prevent sexual harassment.

For a fixed fee of £500 plus VAT we will:

- Conduct a risk-assessment of your business via an online questionnaire
- Review your existing equal opportunities and anti-harassment policy
- Produce a bespoke report with recommendations for your business, covering both legal requirements and practical suggestions.

## 2. Provision of relevant policies

Working with your existing documents:

Where we have reviewed your existing documents and made recommendations as part of the Sexual Harassment Prevention Legal Review you are free to implement the suggestions we have made as you see fit. Alternatively, we can make any recommended changes for you. The anticipated cost of those changes will be confirmed in the risk assessment report.

Producing new documents:

Where new documents are required, we can provide you with the following policies:

- A standard form sexual harassment policy - £425 plus VAT
- A bespoke sexual harassment policy using information and recommendations from the Sexual Harassment Prevention Legal Review - £850 plus VAT
- A full equal opportunities policy - £425 plus VAT
- A full anti-harassment and bullying policy - £425 plus VAT

In cases where more than one of the above documents is required, we can offer a reduction to the standard fees of 10% for two policies and 15% for three policies.

### 3. Training

Training your staff is a key feature of demonstrating compliance with the duty. The recommendation is that anti-harassment training be provided to all staff, not just to managers. It is also advisable that supervisors and managers have additional training and/or guidance on what to do when they receive a complaint of harassment, and what they must do regarding investigating complaints, taking disciplinary action and supporting the relevant individuals (on both sides of the complaint).

We provide the following standard training offerings:

**Basic overview - £750 plus VAT**

**Duration: 40 minutes**

**Location: Online only**

Containing content relevant for all of your staff, this general, online live training will cover all of the basics your staff need to know including:

- What sexual harassment is in both legal and practical terms
- What the mandatory duty is
- The behaviours expected of employees when in the workplace and why it matters
- How to report instances of sexual harassment
- Key dos and don'ts when dealing with sexual harassment in the workplace

The session can also be recorded and used in future for induction training of new starters or for refresher sessions.

**Comprehensive training – non-management staff - £1750 plus VAT**

**Duration: 1.5 hours**

**Location: Online or in-person**

This training session is appropriate for all staff within your business. This is a significantly more comprehensive version of the basic session, from which your employees can expect to have the required level of understanding of all key elements of both their own obligations and what they can and should do, in the event that sexual harassment affects them.

People attending this training will learn about:

- The law regarding sexual harassment
- What the mandatory duty is

- Practical examples of the behaviours that constitute sexual harassment
- How to differentiate between ‘harmless banter’ and harassment
- The behaviours expected of employees when in the workplace
- How to report instances of sexual harassment
- What an employee should/shouldn’t do if a report of sexual harassment is made
- Key dos and don’ts when dealing with sexual harassment in the workplace
- What to do if an employee witnesses sexual harassment in their workplace
- How to take action to prevent sexual harassment

### Comprehensive training – management staff

This training session is appropriate for all management staff or staff with supervisory responsibilities within your business. This would also be appropriate for any workplace champions to attend, as well as your HR team.

This training session can be carried out as a standalone package in circumstances where training is only being provided to management staff, or as a ‘bolt on’ to the training session for non-management staff. Both of these options are set out below:

#### Option 1: Inclusive package - £3250 plus VAT

**Duration: 3 hours**

**Location: Online or in-person**

It will cover all of the elements of the comprehensive training for non-management staff above, as well as:

- What to do if they receive a complaint of harassment
- How to carry out a sexual harassment investigation
- A short overview of the disciplinary process when sexual harassment has been alleged, with a focus on particular factors that may affect or influence the outcome
- How to support workers who have made an allegation
- How to support workers who have had an allegation made against them
- Consideration of thorny areas such as what to do if a complaint is made against someone very senior in the business or where allegations are made against or by third parties
- The obligation to prevent victimization
- Tips on how to cultivate a zero-tolerance workplace culture

**Option 2: 'Bolt on' option - £1,750 plus VAT**

**Duration: 1.5 hours**

**Location: Online or in-person**

The bolt-on option is only to be used in circumstances where your management staff are separately attending the “Comprehensive training – non-management staff” training session above. It covers the additional points dealt with in the inclusive package.

**Additional options**

We are able to provide either of the ‘comprehensive’ training packages in person. Depending on numbers, we may be able to host these at our offices. If you would like us to provide training at your workplace, an additional fee may apply for travel. We may adjust the style and manner of delivery of the training depending on the numbers attending.

We are also able to provide bespoke quotes and training packages to suit your particular business requirements. In those cases, please do get in touch and we can set up a meeting to discuss your needs.

# Packages

Where your business requires a number of the steps above, you may elect to purchase one of the below discounted packages:

## Bronze package - £1,995 plus VAT

This includes:

1. The sexual harassment prevention legal review and report
2. A bespoke sexual harassment policy based on the review and report
3. The 'basic overview' online training

## Silver package - £3,250 plus VAT

This includes:

1. The sexual harassment prevention legal review and report
2. A bespoke sexual harassment policy based on the review and report
3. Basic additional wording required for your existing equal opportunities policy
4. Comprehensive training – non-management staff

## Gold package - £5,500 plus VAT

This includes:

1. The sexual harassment prevention legal review and report
2. A bespoke sexual harassment policy based on the review and report
3. An updated equal opportunity policy
4. An updated anti-harassment and bullying policy
5. Comprehensive training – non-management staff
6. Comprehensive training – management staff (bolt on)
7. The 'basic overview' training in video format, to be used for new joiners or those who can't attend the online session

## Contact Us

Katie Burley – Partner & Head of Employment team



T 0118 951 6297

M 07825 033209

E [katie.burley@fsp-law.com](mailto:katie.burley@fsp-law.com)

Victoria Ounsworth – Associate



T 0118 951 6241

M 07890 952329

E [victoria.ounsworth@fsp-law.com](mailto:victoria.ounsworth@fsp-law.com)

Field Seymour Parkes LLP  
1 London Street  
Reading  
Berkshire  
RG1 4PN

T +44 (0) 118 951 6200  
F +44 (0) 118 950 2704  
E [enquiry@fsp-law.com](mailto:enquiry@fsp-law.com)

[www.fsp-law.com](http://www.fsp-law.com)