Sexual Harassment Policy

BowlsWales · BowlsCymru

Document type	Policy
Version	V1
Last reviewed	January 2026
Next review	January 2028
Approved by	BowlsWales Board
Owner	General Manager

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Policy Statement

BowlsWales is committed to creating and maintaining a workplace in which everyone is treated with dignity and respect. Sexual harassment in the workplace will be treated with zero tolerance. This policy details BowlsWales's approach to preventing and addressing sexual harassment, in line with our obligations under the Worker Protection (Amendment of Equality Act 2010) Act 2023.

Scope

This policy applies to all employees — including permanent, temporary, part-time and casual staff — as well as contractors, consultants, interns, volunteers and any third parties who work with or interact with BowlsWales. It applies to all work-related activities, including those that occur off-site such as conferences, events, work functions, international travel and social events organised by BowlsWales.

Definition of Sexual Harassment

Sexual harassment, as defined by the Equality Act 2010, is any unwanted conduct of a sexual nature that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is unlawful even if the individual did not intend to cause offence — it is the effect on the recipient that matters.

Sexual harassment can take many forms, including:

Physical conduct — unwelcome physical contact such as touching, hugging or invading personal space.

Verbal conduct — comments or jokes about someone's appearance, sexuality or body; unwelcome sexual advances; or suggestive remarks.

Non-verbal conduct — displaying sexually suggestive objects, pictures, emails or messages, or making inappropriate gestures.

Online conduct — sending sexually explicit messages or content via email, social media or other digital platforms.

Any individual found engaging in sexual harassment will face disciplinary action, which may include termination of employment, in line with the BowlsWales Disciplinary Policy and Procedure.

Responsibilities

All employees must:

- Avoid engaging in conduct that could be perceived as sexual harassment.
- Consider how their actions may be perceived by others before acting or commenting.
- Report incidents of sexual harassment they witness or experience.
- Fully cooperate with any investigation into a complaint.

BowlsWales commits to:

- Creating a safe working culture where staff feel empowered to call out inappropriate behaviour.

- Ensuring a risk assessment is in place to identify potential problem areas and taking active steps to address them.
- Providing comprehensive training to staff on recognising and reporting sexual harassment, bystander intervention and the consequences of such behaviour.
- Providing additional training for managers to support individuals subjected to harassment and to prevent harassment from occurring.
- Implementing a clear reporting procedure so that staff feel comfortable coming forward, whether as a victim or a witness.
- Reviewing the effectiveness of this policy and related procedures annually.

How to Report an Incident

Employees are encouraged to report incidents of sexual harassment as soon as possible — whether it happens to you or whether you witness it. Reports can be made in the following ways:

Line manager — report directly to your line manager, unless they are involved in the harassment.

Safeguarding — contact WSA (Welsh Sport Association) Safeguarding Manager Sian Jones.

Anonymous reporting — If an employee feels uncomfortable reporting to their line manager or Safeguarding, they may make an anonymous report via BowlsWales "Report a Concern" incident reporting form on the BowlsWales website (https://bowlswales.com/report-a-concern/).

BowlsWales will take all complaints seriously and handle them sensitively and confidentially.

Investigation Process

All complaints will be thoroughly and promptly investigated, following these steps:

1. Initial assessment — a preliminary meeting between the appointed investigator and the complainant to gather further details.
2. Interviews — relevant parties, including the complainant, the alleged harasser and any witnesses, will be interviewed.
3. Confidentiality — the investigation will be handled with strict confidentiality. Information will only be shared as necessary to carry out a fair investigation.
4. Outcome — once the investigation is complete, a report will be compiled and provided to the General Manager or Chair for a decision. Both parties will be informed of the findings. If the complaint is determined on the balance of probabilities to be substantiated, appropriate disciplinary action will be taken in accordance with the BowlsWales Disciplinary Policy and Procedure.

Confidentiality

BowlsWales is committed to protecting the confidentiality of all parties involved in harassment complaints, to the extent possible. However, information may need to be shared with relevant parties to investigate and resolve complaints effectively.

Protection from Victimisation

Employees are protected from retaliation or victimisation for reporting harassment or participating in an investigation. Any form of victimisation will be treated as a serious disciplinary offence.

If an investigation reveals that a complaint was made maliciously or was knowingly false, the complainant may be subject to disciplinary action. No action will be taken against employees who make a complaint in good faith, even if the complaint is not upheld.

Training, Education and Awareness

BowlsWales will provide training to the General Manager and all employees on preventing and addressing sexual harassment, including how to recognise and report it, bystander intervention, and the consequences of such behaviour. All employees will be educated on this policy upon implementation and training will be refreshed regularly.

Review

This policy will be reviewed bi-annually and updated to comply with changes in UK employment law, best practice and the needs of BowlsWales.

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