



CORRESPONDENCE ADDRESS

1 YEWDAL CRESCENT
WIGAN
LANCASHIRE
WN1 2HP

WORKSHOP

UNIT 2
TOWNSEND FARM
RUFFORD ROAD
BISPHAM
MAWDESLEY
L40 3SA

TELEPHONE: 01257 464601

EMAIL: OFFICE@LOST-ART.CO.UK

WEB: WWW.LOST-ART.CO.UK

Lost Art Limited: Sexual Harassment in the Workplace Policy

Policy Statement and Procedures

1. Policy Statement

Lost Art Limited is committed to providing a safe, respectful, and inclusive working environment for all employees. Sexual harassment will not be tolerated under any circumstances. This policy outlines our approach to preventing and addressing sexual harassment in the workplace, ensuring all complaints are dealt with seriously, promptly, and confidentially.

2. Definition of Sexual Harassment

Sexual harassment is any unwelcome sexual behaviour, whether verbal, non-verbal, physical, or visual, that creates an intimidating, hostile, or offensive environment. This includes, but is not limited to, unwanted touching, suggestive remarks, requests for sexual favours, lewd gestures, or displaying sexually explicit materials.

3. Scope

This policy applies to all employees and co-workers working jointly with Lost Art Limited in the workplace, or at work related events, regardless of their role or level of seniority.

4. Preventative Measures

- All employees will receive regular training and information on recognising and preventing sexual harassment.
- Managers are responsible for promoting a culture of respect and promptly addressing inappropriate behaviour.

5. Reporting Procedures

Any person who experiences or witnesses sexual harassment should report the incident as soon as possible. Reports can be made to a line manager, a member of Human Resources, or via the designated confidential reporting system. All complaints will be treated seriously, and confidentiality will be maintained to the greatest extent possible.

6. Investigation Process

- All reports of sexual harassment will be investigated promptly and impartially.
- Both the complainant and the accused will be given the opportunity to present their account of events.
- Where appropriate, interim measures may be implemented to protect those involved during the investigation.

7. Disciplinary Action

If an allegation of sexual harassment is substantiated, disciplinary action will be taken, up to and including dismissal. False allegations made maliciously will also be treated as a serious disciplinary matter.

8. Support and Protection

The organisation will provide support to anyone affected by sexual harassment, including access to counselling services and guidance throughout the process. Retaliation against individuals who report or participate in an investigation of sexual harassment is strictly prohibited.

9. Review of Policy

This policy will be reviewed regularly to ensure its effectiveness and compliance with current laws and best practices.

Policy owner	Damian Liptrot/Office Manager
Approved by	Dominic Liptrot/Managing Director
Effective date	01/01/2026
Review date	01/01/2027
Version	26/1