

**Monday 13<sup>th</sup> January 2020**

FAO the Chief Executive Officer

**Subject: Call to action: new guidance to protect your workers from sexual harassment**

Fair access to and equal treatment in work are fundamental to achieving equality. This year Britain marks ten years of the Equality Act 2010, which has provided the legal framework to protect the rights of people in the workplace and is in place to make sure that everyone is given a fair chance to thrive and to support vital economic growth in our country.

I am writing to you, as one of the UK's most senior business leaders, to update you on the latest advancement towards equality in the workplace. Today, in response to widespread demand, we have published new technical guidance which sets out the legal responsibilities of employers and the practical steps to prevent harassment and victimisation in your workplace.

It is expected that in time this will become statutory guidance enforceable by law where any organisation fails to protect its workforce. There are seven clear steps that you can take to make sure that you are effectively preventing and responding to sexual harassment. These steps will help make sure that you are in a position to meet your obligations:

1. Develop an effective anti-harassment policy
2. Engage your staff

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**[equalityhumanrights.com](http://equalityhumanrights.com)**

3. Assess and mitigate risks in your workplace
4. Think about reporting systems
5. Deliver training
6. Know what to do when a complaint is made
7. Know what to do if dealing with sexual harassment and third parties

You can read a quick guide giving you more information on how to take action on our website at: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

Policies and procedures are only fit for purpose if organisational culture means any transgression is treated seriously. Our employees must come to work knowing they will be safe and protected from discrimination, victimisation and harassment of any kind. Recent high-profile cases have shone an important light on the continued harassment many women face in the workplace and showed that we still need to do more to modernise working cultures. As a result, we know that leading businesses are trying to make a difference in this important space and we want to support you to do that.

Yours sincerely,

Rebecca Hilsenrath  
Chief Executive



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