

# #OVER TO YOU

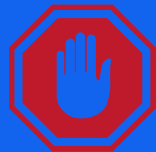
WORKING TO MAKE OUR CITY SAFER BY  
TACKLING SEXUAL HARASSMENT IN  
THE WORKPLACE



**In the age of #MeToo, there is more we can all be doing to address sexual harassment.**

Here are our expectations of workplaces to achieve the #OverToYou Kitemark, demonstrating that our community is taking active steps to address the problem.

**1. MAINTAIN A HEALTHY AND RESPECTFUL ENVIRONMENT**



**2. NOT TOLERATE ANY FORM OF SEXUAL HARASSMENT OR VIOLENCE**

**3. IMMEDIATELY & RESPECTFULLY RESPOND TO EVERY CLAIM OF SEXUAL HARASSMENT (AND TRAIN YOUR STAFF TO DO SO)**



**4. MAINTAIN A SEXUAL HARASSMENT/ SEXUAL VIOLENCE POLICY**

**5. REGULARLY DISCUSS PROTOCOL FOR REPORTING WITH ALL EMPLOYEES**



To find out more and sign your business/organisation up, contact:

[caitlin@survivorsnetwork.org.uk](mailto:caitlin@survivorsnetwork.org.uk)

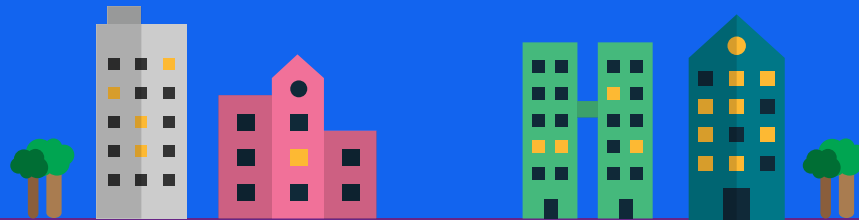
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# #OVER TO YOU

WORKING TO MAKE OUR CITY SAFER  
BY TACKLING SEXUAL HARRASSMENT  
IN THE WORKPLACE



**Thank you for expressing an interest in receiving  
our #OverToYou Kitemark**

See below for the process to receive  
the Kitemark recognition.

- 1. YOU COMPLETE A SELF-ASSESSMENT CHECKLIST AND ACTION PLAN**
- 2. YOU ACCESS OUR #OVERTOYOU TRAINING PROGRAMME IF NEEDED**
- 3. YOU SEND US YOUR COMPLETED ACTION PLAN WITH EVIDENCE AND FEE**
- 4. WE CONFIRM THAT YOU ARE READY FOR #OVERTOYOU VALIDATION**
- 6. WE SIGN YOUR PLEDGE, SEND CONFIRMATION PACK & LIST YOU ON OUR WEBSITE AS AN #OVERTOYOU EMPLOYER**
- 7. YOU BECOME PART OF A SOCIALLY CONSCIOUS BUSINESS COMMUNITY, BUILDING A LOCAL RESPONSE TO SEXUAL HARASSMENT**
- 7. WE CHECK IN TO CONFIRM AND RENEW EVERY THREE YEARS**



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# #OVER TO YOU TRAINING



## Where does the Kitemark cover?

**This is currently a Sussex-wide Kitemark. If you are based outside of Sussex and interested in accessing our training, however, please contact us on [admin@survivorsnetwork.org.uk](mailto:admin@survivorsnetwork.org.uk)**

## What is the Kitemark fee?

**The Kitemark fee is to cover the cost of running this programme as a small charity. The cost covers you for three years and is dependant on the turnover of your organisation:**

- Up to 100k: £20
- 100k - 1 million : £80
- 1 million+ : £200

## Who is eligible for the Kitemark?

**If your business or organisation has a staff base of three or more, this Kitemark is relevant for you. It demonstrates a willingness to tackle a systemic issue and should encourage your staff to feel safer to come forward if they do have any negative experiences.**



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# #OVER TO YOU TRAINING

## Universal Training

**This two hour training course is suitable for staff at any level and will provide a foundation level understanding of sexual harassment and its impact. This course will include practical skills in challenging sexual harassment in the workplace and supporting colleagues who might be experiencing sexual harassment.**

**Cost: £400 for a training course held at your workplace  
for up to 12 participants  
£40 for an individual place on this course**

## Managers Training

**This one day training course is suitable for managers and will give a foundation level understanding of sexual harassment and its impact, practical skills in challenging sexual harassment in the workplace, tips for creating a positive workplace culture and the skills to support an employee who has experienced a sexual crime.**

**Cost: £1600 for a training course held at your workplace  
for up to 12 participants  
£160 for an individual place on this course**

## Effective Leadership

**This half day training course is suitable for senior management, HR managers and the Board and will give a foundation level understanding of sexual harassment and its impact, practical skills in challenging sexual harassment in the workplace, tips for creating a positive workplace culture and support in writing a policy to support tackling sexual harassment in the workplace**

**Cost: £1000 for a training course held at your workplace  
for up to 12 participants  
£100 for an individual place on this course**



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