



**Worker Protection (Amendment of
Equality Act 2010) Act 2023**

**UK's only company dedicated to dealing solely
with Sexual Misconduct within the workplace!**

STOP SEXUAL HARASSMENT WITHIN THE WORKPLACE

STOPSEXUALMISCONDUCT.CO.UK

Face-to-Face Accredited Awareness Training





stopsexualmisconduct.co.uk

The UK's only company dedicated solely to eradicating sexual misconduct, sexual harassment, and sexual assault within the workplace.

A unique, specialist consultancy, accredited awareness training and investigation company established to promote the safety and wellbeing of the workforce and together, we can stamp out sexual harassment, so everyone feels safe and able to thrive within the workplace.

**A Specialist Solution
for
Businesses, Organisations, Academic and Medical
Institutions**

SEXUAL HARASSMENT COMPLAINT FORM

ZERO TOLERANCE TO SEXUAL HARASSMENT

Employee Name			Title	
Department			Contact No	
Age		Sex		
Date of Incident			Time of Incident	
Person(s) you allege committed the sexual harassment:			Position/Title	

2023

corporate vision
Corporate Coaching and Recruitment Awards

Enhanced DBS
Checked

‘Stop Sexual Misconduct Within the Workplace’ Face-to-Face Awareness Training Courses

With the implementation of the **Worker Protection (Amendment of Equality Act 2010) Act 2023**, **ALL** employers, no matter what the size of the workforce, now have a **‘preventative duty’** and must take **‘reasonable steps’** to Stop Sexual Harassment within the Workplace in any form from occurring.

Decisions have consequences, we try to navigate around a sensitive and complex environment, we all need a level of comfort in challenging the status quo. Simply put – sexual misconduct - is unacceptable.

stopsexualmisconduct.co.uk strives to inspire businesses, organisations, academic and medical institutions, and by providing unique, high-quality, and effective support in tackling sexual misconduct, sexual harassment, and sexual assault. Action on sexual harassment needs to be taken in a holistic way; small changes based on compliance and liability-avoidance are not enough so you can rest assured through our **face-to face** CPD certified **‘Stop Sexual Misconduct Within the Workplace’** awareness training courses, and our Technical Guidance, along with the correct up to date Policies and Procedures in place, you will surpass the requirements as per the statutory code of practice and complying with this legislation.

As a leading authority, policymakers, businesses, and public bodies turn to us for guidance and advice as a unique consultancy company as the UK’s only specialist consultancy company dealing solely with complex matters and issues relating with sexual misconduct, sexual harassment, and sexual assault within the workplace, makes us unique, with 5-star reviews, (endorsed by the Right Honourable Baroness Burt of Solihull - Architect of the Worker Protection Bill) in promoting the safety and wellbeing of your workforce and together, we can stamp out sexual harassment, so everyone feels safe and able to thrive within the workplace.

Our Team

Having over 90 years combined experience spanning 34 years dealing solely with sexual misconduct matters we understand the subject matter can be delicate, requiring an expert specialist who can convey the message in an effective, yet comfortable and engaging manner. Our stop sexual misconduct awareness training facilitators, consultancy team, investigatory team and keynote speakers comprise of former sex crimes expert legal advisors, and former senior specialist trained police officers.

Our full-time consultants have advised on high-profile complexed cases, published many articles and appeared on national television. We also have a vast knowledge of dealing with complex investigations, employment tribunals, civil, criminal, and appeal court cases involving sexual allegation matters. Our team has the background, experience, and competences to deal effectively with various issues related to sexual misconduct, including sexual harassment, sexual assault, sexual abuse, rape, domestic abuse, intimate partner violence, hate crime, FGM cases, stalking and child bullying.

Please Note: Our trainers are not able to give individual legal advice. For information about the law and your legal rights, please email us at info@stopsexualmisconduct.co.uk and we will be happy to guide you to the appropriate contacts.

Please also note we are not a support, victim support or voluntary organisation or a charity, and we are not campaigners or protestors.



Who is the ‘Stop Sexual Misconduct Within the Workplace’ CPD Certified Face-to-Face Awareness Training Courses Intended For?

Our **‘Stop Sexual Misconduct Within the Workplace’** awareness training courses are suitable for anyone who works with, or may come across, sexual misconduct, sexual harassment, and sexual assault in any context. Our courses cover all industries, this includes, but is not limited to, people who work in the following environments: medical and social care; HR, legal and housing; the charity sector; schools, colleges and universities; hospitality sector, sports clubs and other statutory, private and voluntary sector organisations.

These awareness training courses are age-appropriate and accommodate different learning styles in a supportive and interactive learning environment. They can also be adapted for individuals with additional needs. The participation of a range of staff groups in the training is encouraged. A minimum of six attendees is recommended*. We are also able to offer one-to-one training through our bespoke service.

Our highly acclaimed **‘Stop Sexual Misconduct Within the Workplace’** awareness training courses are practical and interactive. This helps attendees to fully grasp the required knowledge and gain a confident understanding of how to deal with and prevent sexual misconduct of all types. It will also enable them to gain the skills to carry out their day-to-day roles effectively, ensuring that they have the appropriate tools, skills, knowledge, and expertise to meet their responsibilities.

The **‘Stop Sexual Misconduct Within the Workplace’** awareness training courses provides a practical understanding with a range of presentations, learning theory, and case studies. It also aims to make complex areas of the law clear. Each attendee will receive a detailed and user-friendly course pack which includes practical support materials, along with a CPD certified certificate upon completion.

We believe that the issues raised are highly sensitive and can be confidential, often being a taboo subject: this is why only face-to-face awareness training is more suitable and one of the many reasons why face-to-face training is more effective. Hence, our expert company does not offer webinar training. These face-to-face courses are facilitated by highly experienced trainers and can be delivered at your premises or one of our various training venues throughout England and Wales.

* We are happy to modify the number of attendees subject to our terms.



Promote a Safe Environment with Effective Training for Businesses, Organisations, Academic and Medical Institutions

Face-to-Face Delivery

Despite the fact that providing education and awareness on this notoriously difficult subject is complex, it is also undeniably important. Face-to-face **'Stop Sexual Misconduct Within the Workplace'** awareness training leads more to effective and nuanced communication.

stopsexualmisconduct.co.uk provides a variety of Face-to-Face **'Stop Sexual Misconduct Within the Workplace'** CPD certified awareness training course packages including:

- | | | |
|---------------------------|------------------------------|---|
| * 3 – Hour Basic | * 4 – Hour Enhanced | * 2 – Hour Active Bystander Intervention |
| * Consent Training | * One-to-One Training | * A One-Hour Presentation |
| * Bespoke Training | * Workshops | * Refresher Courses |

* We are happy to modify the number of attendees subject to our terms.

Our **'Stop Sexual Misconduct Within the Workplace'** awareness training courses are designed to assist a range of professionals whether they are looking to learn new skills and practices or refresh their existing knowledge and skills of issues concerning sexual misconduct, sexual harassment, and sexual assault within their environment.

Our team has the experience of having provided countless training sessions, which have been uniquely customised for each business, organisation, and institution for all audiences from school children to professional adults.

In today's fast-paced environment, companies are constantly seeking ways to improve efficiency and reduce costs. One of our key strategies is to allow companies with budget restraints and who employ a small to medium number of staff to merge with other businesses/organisations for our training courses.

This approach has proven to be particularly effective for small to medium sized businesses/organisations with those staff that cannot train during the same period as other staff that are required to cover frontline duties. Please contact us for further information.

All training is age-appropriate and can be adapted for young people with additional needs. Anyone wishing to attend one of our courses under the age of 18 must be accompanied by an adult age 18 or over. The participation of a range of staff groups in the awareness training is encouraged. A minimum of six attendees is recommended*.

Warning

STOP SEXUAL MISCONDUCT Awareness Training contains offensive and explicit language which may offend some participants. No offence is intended to any individual; the content is for educational purposes. All training awareness courses contain **SHOCKERS**, the trainer will notify the class beforehand with the word "shocker", if the attendee believes there is a potential that they may become triggered or uncomfortable, attendees are able to leave the room for these sections of the course and will be called back in after the "shocker".



Our Expert Trainers

You can be confident that our expert trainers are highly qualified as they comprise of sex crimes expert legal advisors and former senior specialist trained police officers, having undertaken countless training sessions.

Our team are 100% committed to safeguarding and promoting the welfare of all, especially the vulnerable, children and young people, therefore every team member has undertaken Enhanced Disclosure and Barring Service (DBS) checks.

As a unique company offering only **face-to-face delivery** of our ‘Stop Sexual Misconduct Within the Workplace Training Courses’, seminars and workshop, we are proud to state we are members of the CPD Certification Service – Member No: 17753, Certification No: 47979.

Whether you require a basic level or the enhanced level of **‘Stop Sexual Misconduct Within the Workplace’** awareness training courses, it will be led and facilitated by highly experienced trainers who are DBS Enhanced as Child & Adult Workforce Support Workers and have years of traceable experience. In addition, our expert trainers are fluent in the law and procedure on all Sexual Offences Acts 1956 & 2003, Equality Act 2006/2010, Worker Protection (Amendment of the Equality Act 2010) Act 2023. Mental Capacity Acts 2005 & 2020, Criminal Procedures Investigations Act 1996, Private Security Industry Act 2001, The Sexual Discrimination Act 1975, The Criminal Justice and Public Order Act 1994, Protection of Harassment Act 1997. Companies Act 2006 (s 171-174). and work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our own safeguarding and child protection policies along with Achieving Best Evidence protocols.

4 Hour Enhanced 'Stop Sexual Misconduct Within the Workplace' Awareness Training

The 4-Hour enhanced '**Stop Sexual Misconduct Within the Workplace**' awareness training course is more suitable for directors, management teams, supervisors, HR, compliance officers and team leaders. It is strongly advisable to attend the basic awareness training in order to grasp a full understanding of enhanced training.

This includes people who work in the following environments: medical and social care; HR, legal and housing; the charity sector; schools, colleges, and universities; hospitality sector, sports clubs and other statutory, private and voluntary sector organisations. This is a 4-hour course which is delivered at your business premises or one of our various training locations in England and Wales. Breaks are built into the day.

The participation of a range of staff groups in the awareness training is encouraged. A minimum of six attendees is recommended*.

Our 4-hour enhanced '**Stop Sexual Misconduct Within the Workplace**' awareness training course starts from £2000, plus VAT for small organisations (up to 16 attendees per session*), plus any travel, accommodation, and subsistence expenses (if applicable).

What is Covered?

This 4-hour enhanced '**Stop Sexual Misconduct Within the Workplace**' awareness training course covers all the topics from the half day course, as well as the following topics:

- The importance of education
- Changing workplace policies and practices
- Encouraging the reporting of incidents
- Confidentiality agreements
- Zero tolerance in action
- Reporting and notification guidance
- Investigations Guidance
- Enforcement Guidance
- What the law states

* We are happy to modify the number of attendees subject to terms.



3 Hour Basic 'Stop Sexual Misconduct Within the Workplace' Awareness Training

This course is suitable for anyone who works with, or may come across, sexual misconduct, sexual harassment, and sexual assault in any context. This includes people who work in the following environments: medical and social care; HR, legal and housing; the charity sector; schools, colleges and universities; hospitality sector, sports clubs and other statutory, private and voluntary sector organisations.

The participation of a range of staff groups in the awareness training is encouraged. A minimum of six attendees is recommended*.

This is a 3-hour course and is delivered at your business premises or at one of our various training locations in England and Wales. Breaks are included within this morning or afternoon course.

Our 3-hour basic **'Stop Sexual Misconduct Within the Workplace'** awareness training course starts from £990, plus VAT for small organisations (up to 24 attendees*), plus any travel, accommodation and subsistence expenses (if applicable).

What is Covered?

These topics are included in our half day **'Stop Sexual Misconduct Within the Workplace'** awareness training course:

- Stop sexual misconduct, harassment, and sexual assault: why is this training important?
- "I don't go to work to suffer sexual misconduct, sexual harassment or sexual assault."
- Statistics, suffering, and promoting a safe working environment.
- What constitutes as sexual misconduct, sexual harassment, and sexual assault?
- Personal experiences
- Scenarios and role play
- What the law states and compliance
- And much more

* We are happy to modify the number of attendees subject to terms.



2 Hour Active Bystander Intervention 'Stop Sexual Misconduct Within the Workplace' Awareness Training

Our 'Stop Sexual Misconduct Within the Workplace Active Bystander Intervention 2 –hour face-to-face awareness training provides the techniques to challenge inappropriate behaviours constructively, safely and will give your workforce the skills needed to eradicate incidents of sexual harassment by challenging this unacceptable behaviour in the workplace.

Studies have shown **Active Bystander Intervention Awareness Training** has had a major impact in changing cultures, businesses, organisations, academic and medical institutions.

Training bystanders on how and when to recognise, intervene and show empathy to targets of sexual misconduct has been found to be an effective way to increase awareness and disrupt these inexcusable perpetrators.

What is Covered?

These topics are included in our Active Bystander Intervention face-to-face- awareness course training.

- Case studies.
- Defining inappropriate behaviour.
- Understand the legal context.
- The four stages to the process of being an active bystander.
- Strategies for intervening.
- Recognise when help is needed.
- Gain skills in safe intervention.
- Understand boundaries and reporting.

Our stop sexual misconduct within the workplace active bystander intervention awareness training face-to-face courses starts from £575, plus VAT for small organisations (up to 16 attendees*), plus any travel, accommodation, and subsistence expenses (if applicable).

* We are happy to modify the number of attendees subject to terms.



Schools, Colleges, and Universities

Consent Training

Our **Stop Sexual Misconduct Consent** awareness training course helps students to define what consent is, understand the importance of it, and how to use this knowledge to nurture healthy and mutually respectful relationships. It tackles legal and ethical issues and is an excellent way of understanding what is right and wrong. It is delivered face-to-face with small or large groups of students.

Our **Stop Sexual Misconduct Consent** awareness training course starts from £595, plus VAT for small or large organisations (up to 100 attendees*), plus any travel, accommodation, and subsistence expenses (if applicable).



A One-Hour Presentation

In this one-hour introductory session, we aim to help students to:

- Understand the legal definition of consent, with a focus on choice, freedom, and capacity.
- Challenge common myths which allow sexual misconduct and sexual harassment to happen.
- Understand how consent underpins healthy and mutually respectful relationships.
- Know what support is available to them and how to engage with the support.

These presentations are an excellent way of introducing the topic of sexual misconduct and is only delivered face-to-face. Starting from £595, plus VAT for small or large organisations (up to 100 attendees*), plus any travel, accommodation, and subsistence expenses (if applicable).

* We are happy to modify the number of attendees subject to our terms.

Bespoke Training

Our bespoke **‘Stop Sexual Misconduct Within the Workplace’** awareness training package allows us to work with you to tailor, combine or expand different aspects of the course to meet your specific needs. We can use case studies and examples from your organisation or institution if required. You may find that using a bespoke training package for your organisation is more cost-effective and will provide a unique opportunity for your team to learn together.

Bespoke **‘Stop Sexual Misconduct Within the Workplace’** awareness training packages start from £795, plus VAT for small or large businesses/ organisations/institutions (up to 100 attendees*), plus any travel, accommodation, and subsistence expenses (if applicable). Please note a minimum setup fee of £300 is applied to all bespoke courses in addition to our standard fee.

We can create tailored packages to your specific organisational context and needs, on a range or combination of topics, including:

- Active bystander intervention.
- Consent.
- Defining sexual misconduct and harassment, understanding the prevalence and associated myths.
- Sexual harassment in the workplace.
- How to eliminate sexual misconduct.
- Exploring the impacts of sexual misconduct.
- Discussing the potential barriers to disclosure and how to overcome them.
- Responding appropriately to disclosures.
- The importance of self-care and looking after your workforce.
- To learn more about the range of bespoke certified awareness training services and options available to your organisation please contact our specialists to discuss your tailored requirements. *We are happy to modify the number of attendees subject to our terms.

One-to-One

One to one awareness training is an option and can have more benefits. The personalised approach can often be the most effective. A major advantage of a one-to-one awareness training is that it can be tailored to your specific requirements. Whether it's for on-boarding, or part of your disciplinary procedure.

Setting personalised goals if it's about improving skills, a one-to-one tutor will be able to give a set of objectives suited to those needs. This helps ensure your objectives are being met in a proactive manner. Starting from £595, plus VAT, plus any travel, accommodation, and subsistence expenses (if applicable).

Workshops

We can also deliver workshops in more interactive settings which allow attendees to safely explore the issue of how to stop sexual misconduct, and the workshops include many opportunities for questions and discussion. We aim to help attendees to:

- Have an overview of the prevalence of sexual misconduct and sexual harassment for businesses, organisations, academic and medical institutions and the wider workforce.
- Understand the legal definition of consent, with a focus on choice, freedom and capacity.
- Challenge common myths which allow sexual misconduct to happen, using group discussions of case studies.
- Discuss how consent underpins healthy and mutually respectful relationships, and what they can do to develop their boundaries and respect the boundaries of others.
- Become aware of the support that is available to them, and what they can do to support others.

We currently offer these workshops face-to-face for up to 16 delegates* in either half-day or full-day sessions. These workshops are an excellent way of introducing the topic of sexual misconduct and is only delivered face-to-face. Starting from £595, plus VAT, plus any travel, accommodation, and subsistence expenses (if applicable).



**SEXUAL
MISCONDUCT**

Refresher Courses

‘Stop Sexual Misconduct Within the Workplace’ awareness training refresher courses are designed to assist a range of professionals to update your existing skills with new skills and practices or refresh their existing knowledge and skills of the issues concerning the prevention of sexual misconduct, sexual harassment, and sexual assault within their environment.

We currently offer these refresher courses face-to-face for up to 16 delegates* in either 3 or 4 - hour sessions. Starting from £595, plus VAT, plus any travel, accommodation, and subsistence expenses (if applicable).

* We are happy to modify the number of attendees subject to terms.



Frequently Asked Questions

Would you like to know a little more about the training courses at stopsexualmisconduct.co.uk?

These are our answers to some of your most frequently asked questions.

Q. What is the Worker Protection (Amendment of the Equality Act 2010) Act 2023.

With the implementation of the Worker Protection (Amendment of Equality Act 2010) Act 2023 **ALL** employers, no matter what the size of the workforce, now have a 'preventative duty' and must take 'reasonable steps' to Stop Sexual Harassment within the Workplace in any form from occurring.

Q. Why only face-to-face training?

Despite the fact that providing education and awareness on this notoriously difficult subject is complex, it is also undeniably important. Face-to-face **Stop Sexual Misconduct Within the Workplace** awareness training leads more to effective and nuanced communication.

Q. Can my company merge with another company to save costs for training?

In today's fast-paced environment, companies are constantly seeking ways to improve efficiency and reduce costs. One of our key strategies is to allow companies with budget restraints and who employ a small to medium number of staff to merge with other businesses/organisations for our training courses.

This approach has proven to be particularly effective for small to medium sized businesses/organisations with those staff that cannot train during the same period as other staff that are required to cover frontline duties. Please contact us for further information.

Q. Are there age restrictions on your course?

All training is age-appropriate and can be adapted for young people with additional needs. Anyone wishing to attend one of our courses under the age of 18 must be accompanied by an adult aged 18 or over. The participation of a range of staff groups in the awareness training is encouraged. A minimum of six attendees is recommended*.

Q. Who are your course facilitators?

As a unique consultancy firm, we specialise in eradicating sexual misconduct, sexual harassment, and sexual assault within the workplace – all of which are notoriously complex matters. Our team is employed full time and comprises of former sex crimes expert legal advisors, and former senior specialist trained police officers.

In addition, our expert consultants and course facilitators are highly experienced, being DBS Enhanced as Child & Adult Workforce Support Workers with years of traceable experience. In addition, our team are fluent in the law and procedure on all Sexual Offences Acts (1956 & 2003), Sexual Offences (Protected Material) Act 1997, Equality Act 2006/2010, Worker Protection (Amendment of the Equality Act 2010) Act 2023, Data Protection Acts, Mental Capacity Acts 2005 & 2020, Criminal Procedures Investigations Act 1996, Private Security Industry Act 2001, The Sexual Discrimination Act 1975, The Criminal Justice and Public Order Act 1994, Protection of Harassment Act 1997, Companies Act 2006 (s 171-174), and work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our own safeguarding and child protection policies along with Achieving Best Evidence protocols.

Q. Are the awareness training courses offensive?

Our awareness training courses are age-appropriate and accommodate different learning styles in a supportive and interactive learning environment. They can also be adapted for individuals with additional needs.

Our **‘Stop Sexual Misconduct Within the Workplace’** awareness training sessions contain offensive and explicit language which may offend some attendees. No offence is intended to any individual, the content is for educational purposes. All training awareness courses contain SHOCKERS, the trainer will notify the class beforehand with the word “shocker”, if the attendee believes there is a potential that they may become triggered or uncomfortable, attendees are able to leave the room for these sections of the course and will be called back in after the “shocker”.

Q. Can I book a course as an individual?

Unfortunately, no. We work directly with businesses, organisations and institutions to run awareness training courses face-to-face for their employees. The participation of a range of staff groups in the training is encouraged. A minimum of six attendees is recommended*.

Q. Can you deliver your awareness training in our offices?

Yes. All awareness training is face-to-face, and we are happy to deliver our courses in your business premises. In fact, this may feel more comfortable for our clients. We can travel to locations within England and Wales to deliver our awareness training courses.

Q. Are your awareness training courses open to all levels within our organisation?

Yes. Our 3-hour basic awareness training is relevant to employees at any level. Our 4 - hour enhanced training course is tailored more specifically for management teams, supervisors, HR, compliance officers and team leaders. It is strongly advisable to attend the basic awareness training in order to grasp a full understanding of enhanced training.



Q. What is the process for booking an awareness training course?

We work closely with you to make sure that our courses and bespoke programmes will address your needs. We begin with a conversation to hear more about what your objectives are, the schedule that suits you and what will work for your team. From there, we will suggest trainer availability that suits the awareness course that you have chosen. We will then send over an enquiry form for you to complete which will secure your dates and booking. Once your date is confirmed we will then send you our engagement letter and fee agreement.

* We are happy to modify the number of attendees subject to our terms.

Q. What are the duration times of the courses?

Many businesses, organisations and institutions choose our bespoke awareness training courses with various time schedules; however, the most popular awareness training courses are our 3 - hour BASIC and 4 – hour ENHANCED packages. Breaks are built into these courses and are led by specialist, experienced and expert facilitators. It is strongly advisable to attend the basic awareness training in order to grasp a full understanding of enhanced training.

Q. What languages can you deliver your training in?

We deliver our training in the English language. At the moment, we are not able to deliver our training in any other language.

Q. Can we record the training that you run for us?

Attendees/delegates are not to record, screenshot or take photographs of the course or any part of it. This is due to the sensitive nature of the training that we run and that your responses are anonymous which must be protected.

All mobile communication devices must be switched to silent (not vibrate) or set to airplane mode for the duration of the course.

We do hope the above answered your question, nonetheless if you would like to ask us more questions concerning our awareness training course or creating a bespoke training package, please do not hesitate to contact us.

Q. What's included within the course pack?

Each attendee will receive a detailed and user-friendly course pack which includes a practical support leaflet 'Know Your Limits'.

Q. Do I receive a certificate after completing your face-to-face awareness training?

Yes. When you complete one of our face-to-face courses, a compliant certificate will be issued containing an evidenced-based learning statement to confirm the course content. Certificates will be sent to the person who arranged the course booking. Should you lose or misplace the certificate, please contact us and we will issue a new certificate for a small fee. Each course is valid for a period of 3 years from the date of completion subject to no change in legislation.

Our company has been accredited as a CPD provider by the CPD Certification Service who has reviewed and approved our courses, seminars, and workshops to ensure that we are able to clearly demonstrate our commitment to stopping sexual misconduct within the workplace.

Q. How many people can attend an awareness course?

As we do not undertake virtual training due to the nature of what we do, our awareness training courses can cater for as little as 6 attendees*. The maximum number of attendees is 100*, depending on the course you wish to purchase. We are flexible according to your needs, so please get in touch with us about your requirements.

Q. Can I send another person in my place?

A colleague of the same organisation or institution may attend in your place provided you notify us as early as possible and at least a week before the training date.

Q. How much does your training cost?

Our awareness training packages commence at £595.00, plus VAT for small organisations plus any travel, accommodation, and subsistence expenses (if applicable).

For further pricing information, please get in touch with us about your requirements.

Q. Can I transfer my place onto another course?

Sorry, you are not able to transfer your place onto another course.

Q. What if I need to cancel?

Unless otherwise stated on the training enquiry form:

- Cancellation up to 2 weeks before the training date costs £50.00.
- Cancellation within 2 weeks of the training date is charged in full.
- All cancellation charges also apply to late bookings.

We will also charge any costs that we have incurred for the course (for example, booked travel tickets, accommodation, courier costs, trainer preparation, bespoke set up). Our terms of business applies to all services we provide.

If you need to cancel, please do so in writing and email to:
training@stopsexualmisconduct.co.uk

Please Note: Our trainers are not able to give individual legal advice. For information about the law and your legal rights, please email us at info@stopsexualmisconduct.co.uk and we will be happy to guide you to the appropriate contacts. Please note we are not a support, victim support or voluntary organisation or a charity, and we are not campaigners or protestors.

Stop Sexual Misconduct Within the Workplace Awareness Training Terms and Conditions

By accepting to attend a stopsexualmisconduct.co.uk awareness training course, you are entering into a contract and agree to abide by the following Terms and Conditions:

- stopsexualmisconduct.co.uk Limited: Known herein within these terms as SSML.
- Client is the person authorised by the business/organisation/institution to act on behalf their business/organisation/institution and agrees to be bound by these Terms and Conditions.
- Attendee/Delegate refer to the person/s who are participating of behalf of their business/organisation/institution.

1. Prices quoted are on a client-by-client basis.
2. The course fee payable by the client will be that as advertised on the enquiry/booking form or as agreed (in writing) at the time of booking.
3. SSML retains the right to vary course fees at any time (before a booking is confirmed).
4. Full payment of the course fee is required when the course booking is made. In exceptional circumstances, an alternative payment method may be available; this must be discussed at the time of booking.
5. When full payment has been received, a confirmation email will be issued to the client. SSML cannot be held responsible for the non-delivery of the confirmation email, although we will hold proof it has been sent and advise you to check your spam and junk email.
6. Once an awareness training course is booked and confirmed, it is the client's responsibility to ensure attendance of those attendees/delegates at the specified date, time and location.
7. If SSML is unable to deliver the course due to unforeseen circumstances, the awareness training course will be rescheduled as soon as possible with no additional charge. The new course date will be subject to availability within the timescales specified by SSML.
8. A reminder of the course booking will be sent to the client by text 48 hours before the course commencement.
9. If an attendee(s) or delegate(s), fail to attend or complete the course or is late, for any reason, then refunds are not available subject to certain circumstances. Please contact us to discuss this further. All persons attending: written responses are anonymous. To protect this anonymity, we request that all persons and you do not mention any personal data during the awareness training course.
10. No part of our **'Stop Sexual Misconduct Within the Workplace'** awareness training courses, or course materials, may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the consent of the copyright owners, application for which should be addressed to info@stopsexualmisconduct.co.uk.
11. When booking the selected course, you are agreeing not to record, screenshot or take photographs of the course or any part of it.
12. If an attendee(s)/delegate(s) is under the age of 18, the attendee/delegate must produce a physical valid photographic identity document. e.g., an in-date photo card driving licence or a current passport. Please note: a photocopy, photograph or electronic copy of the document will not be accepted. If a current photo identification is not available, then the client must contact us prior to the date of the course.
13. Every effort will be made to accommodate special requirements, provided that they are indicated by the client at the time of booking.
14. Failure to notify us in advance may result in the attendee(s)/delegate(s) being refused entry to the awareness training course. A client or attendee(s)/delegate(s) who needs the services of an interpreter to accompany them on the course, will be required to provide an interpreter at their own cost. The interpreter must be a minimum age of 21 (and be able to provide current photographic identification at registration of the course). Due to our compliance policy all interpreters must be a member of the Institute of Translation and Interpreting.
15. Only persons responsible for the delivery of the course, and clients and their delegated attendees attending the course, will be allowed to attend. There may be occasions where registered assessor or monitor will attend the course to ensure national compliance.
16. To complete the course, the client/attendee/delegate must:
 - arrive on time for the course (15 minutes prior to the start time). Late arrivals will be refused entry.
 - attend for the entire duration of the course.
 - Warning: the trainer will notify the class beforehand with the word "shocker" No offensive is intended, these examples are for educational purposes only. If the attendee believes there is potential for them to become triggered or uncomfortable, attendees are able to leave the room for these sections of the course and will be called back in after the "shocker".
 - make a positive contribution through active participation.
 - demonstrate a responsible attitude to stopping sexual misconduct within the workplace.

18. **'Stop Sexual Misconduct Within the Workplace'** Awareness Training courses contain offensive and explicit language which may offend some attendees. No offence is intended to any individual; the content is solely for educational purposes.
19. All mobile communication devices (mobile phones etc.) must be switched to silent (not vibrate) or set to airplane mode for the duration of the course. Failure to do so will result in the attendee being asked to leave the course.
20. Any attendee/delegate who are abusive or disruptive will be asked to leave the course immediately.
21. No alcoholic beverage is to be consumed during the course.
22. If a client/attendee/delegate is unfit through taking alcohol or drugs, they will not be allowed to complete the course.
23. Clients/attendees/delegates will be expected to dress appropriately to avoid causing offence to others.
24. A client/attendee/delegate personal data will only be used for the purpose of providing the course, such as the issuing of course certification.
25. The frequency and number of breaks will depend on the length of each course. Tea, coffee, and water will be supplied.
26. Our standard Terms of Business also apply.

Our Commitment to Our Obligations

Being a unique company dealing solely with all issues surrounding sexual misconduct, we take our obligations seriously. We take our commitment to being a law-abiding company above and beyond our legal obligations and to show our professionalism to ensure that our business complies with statutory requirements and our own policy procedures, to assess that quality standards are being met, and to prevent or detect crime, we have a duty of care to report a crime. You are advised that it is a serious criminal offence to give false or misleading information, and interfering with the process of justice is also a criminal offence.

and finally...

We're sure you'll find us a little different, after all, we are a unique company, you'll always find us warm and friendly to have a conversation with and we're down to earth, so won't bamboozle you with jargon either and believe that a crucial part of being a successful business is being extremely approachable and providing easily accessible support through a team of knowledgeable and dedicated experts. We will answer your questions and concerns and guide you through the process of dealing with issues pertaining to the eradication of sexual misconduct, sexual harassment, and sexual assault.

We realise that this is a notoriously complex subject, and stopsexualmisconduct.co.uk is readily available to provide a professional and trustworthy service that can make a huge, positive difference to your business.

If you would like further details or have any questions about our awareness training courses, please do not hesitate to contact me directly via my email:

sc@stopsexualmisconduct.co.uk or my mobile number is **07379 242 777** or you can contact our office directly on **0330 043 9727**.

Yours sincerely

Stephen Cooper

Managing Director



www.stopsexualmisconduct.co.uk

sexualharassmentpreventiontraining.co.uk

sexualharassmentawarenesstraining.co.uk

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