

# # timeTo

**checklist**

# thanks

## Thank you for becoming a timeTo corporate endorser.

You are now actively working towards a future where no one has to endure sexual harassment.

By endorsing the Code:

- Your company agrees with the ambitions of the Code
- Your company will be taking steps to put the Code into practice over the next 6-12 months
- Senior leaders will share the Code with their teams as it defines what constitutes sexual harassment and gives guidance on what to do if you experience sexual harassment, witness it taking place, fear that you may have acted inappropriately, or are wrongfully accused of it

As you begin incorporating the Code of Conduct into your business practices and working culture, we wanted to offer a checklist that your organisation can work towards. This list offers steps to be taken both in the short term (the first month of signing up) and the long term (within a year of signing up). Further information about what is involved in each step can be found within the Code.

It is mostly relevant for HR, managers and business leaders, as much of the advice is about change which they can affect, but we want people across the industry to feel empowered to make their own changes, wherever possible. We'd love to hear how you get on with incorporating timeTo and its Code into your organisation. Please share your experiences with us: [timeToInfo@nabs.org.uk](mailto:timeToInfo@nabs.org.uk)



# Short Term

Within the first month of signing up to endorse the Code, you should:

- Communicate to your teams that the company has become a corporate endorser of timeTo:
  - a. Share the Code of Conduct and Report internally
  - b. Share the definitions of sexual harassment and inappropriate behaviours (page 6 of the Code)
  - c. Share your policies and processes with staff once updated\*
  - d. Communicate to your teams who they can speak to to seek help and advice. This may include your internal HR team, or calling the NABS Advice Line on 0800 707 6607
- Brief your HR department on enforcing the company policy
- Begin updating your internal policies and processes\* (see page 7 of the Code)
- If you don't have an HR department, agree on an appropriate designated person/people to handle any sexual harassment issues as they arise
- Invite NABS in to talk to your teams at staff meetings about their services and assign a NABS Ambassador who can act as a conduit between your organisation and NABS.

# Long Term

Within the first year of signing up to endorse the Code, you should, as appropriate and reasonably practicable within your organisation, undertake to:

Carry out an anonymous staff survey to understand the experiences and issues within your company. Our own anonymous survey is available upon request from Karen Fraser, Director, Credos & Head of Strategy, Karen.

Fraser@adassoc.org.uk

- Ensure your HR team is not faceless within your organisation and part of influencing company culture
- Create an 'anti-harassment champion', who is trained to deal with sexual harassment
- Provide a confidential phone-line or build online reporting tools to allow for channels of complaint
- Provide all staff with training to recognise and remove sexual harassment, starting with line managers
- Ensure that all freelancers and contractors have access to the same reporting structures as employees
- Inform clients and suppliers of your values, policies and ways of working
- Ensure you:
  - a. Continue to live by your company values
  - b. Work towards achieving a more diverse and gender balanced management line-up

By undertaking the changes outlined in this check-list and the Code of Conduct, you should hope for the following outcomes:

- Clarity around what sexual harassment is, and typical behaviours that could be considered sexual harassment
- Clear policies and guidance on sexual harassment, which are well-communicated, regularly updated and re-issued
- Policies are genuinely applied to all, regardless of level or position of power
- Clients are also clear on the company's sexual harassment policies and any behaviour not in line with your policy is not accepted
- There is a confidential and unbiased reporting system – ideally involving a third party
- Any issues are dealt with quickly and are seen through to resolution, with results communicated to all relevant parties
- Serial offending is identified, sufficiently resolved, and not tolerated
- All staff, including freelancers, are provided with the necessary protection and reassurance to enable them to speak up and work in a safe and inclusive environment, without fear of reprisals
- Those in positions of seniority are suitably trained and support the organisation's efforts to address sexual harassment
- Representation, support and impartial advice is provided for all parties



# timeTo

**timeto.org.uk**



**No one should have to put up with sexual harassment; anytime or anywhere.**

For free, confidential and impartial advice and support, for anyone working in the advertising, marketing and media industry, call the **NABS Advice Line on 0800 707 6607**, 9am-5.30pm on week days.