



Protran House, Boundary Road, Black Rock, Brighton BN2 5TJ
Tel 01273 681 681 : Email hello@thebiglemon.com

Policy to Assist Victims of Gender-Based Violence

The Big Lemon will not discriminate in hiring, staffing or other terms and conditions of employment against any person

- (i) for disclosing his or her status as a victim of Gender-based Violence,
- (ii) because such person is perceived as a victim of Gender-based Violence, or
- (iii) because such person has submitted a complaint or disclosed concerns about Gender-based Violence to the Company.

The Big Lemon will not retaliate or take punitive employment actions against any Employee for submitting a complaint pursuant to this Policy, for disclosing his or her status as a Victim, or for acts of Gender-based Violence against such Employee that occur in or have an impact on the workplace. This Section will not preclude The Company from taking adverse action against an Employee

- (i) who perpetrates Gender-based Violence (whether within or outside the workplace), or
- (ii) for performance-related concerns, as provided on page 2 below.

The Big Lemon will make every reasonable effort to collaborate with a Victim to develop a Safety Plan. The Safety Plan should recognize and encourage workplace modifications designed to reduce the risk of harm and increase security measures. Such security measures may include making the Abuser's identity known to security personnel, changing locks, modifying work schedules, changing workplace locations, arranging telecommuting options or other measures tailored to an individual's circumstances that are designed to increase safety.

The Big Lemon will make reasonable efforts to assist the Victim in enforcing his or her Protection Order within the workplace, to the extent feasible and applicable. In all instances, when assessing safety risks associated with Gender-based Violence, the Company will defer, whenever reasonably possible, to the Victim's judgment about steps that pose a safety risk to the Victim and the Victim's workplace, and those that increase safety and support for the Victim and the workplace.

The Big Lemon recognises that Employees may need time off to secure medical assistance, legal assistance, counselling or to attend to other matters related to the Gender-based Violence for themselves or for a Family Member, such as court proceedings, relocation or Safety Planning. The Company will make every reasonable effort to assist an Employee in maintaining employment when the Employee is experiencing or has experienced Gender-based Violence or is assisting a Family Member who has experienced Gender-based Violence.

The Big Lemon will work to provide reasonable and flexible leave options when an Employee, or a child, spouse, parent or parent-in-law of an Employee is a victim of Gender-based Violence. The Company will make every reasonable effort to first provide paid leave before requiring an Employee to utilize unpaid leave. When the need for time off is foreseeable, an Employee must provide reasonable advance notice to The Company unless advance notice is not feasible. To request leave, an Employee should contact their line manager.

The Big Lemon will, to the best of its ability, make available a list of community-based resources for Victims, and will make every reasonable effort to refer Victims to appropriate specialists who can offer assistance with respect to Safety Planning, counselling, and advice in identifying legal and other options.



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Work Performance

The Big Lemon recognises that Victims may experience temporary difficulty fulfilling job responsibilities.

If The Big Lemon becomes aware that an Employee's work performance or conduct has been negatively affected by Gender-based Violence, The Company will offer support to the Victim and cooperate with the Victim to address the issues, which may include the development of a Safety Plan. The Company will make all reasonable efforts to consider all aspects of the Victim's situation in evaluating performance issues, which may result from the Victim's experience with Gender-based Violence. If reasonable attempts to resolve the Victim's performance-related issues are unsuccessful, the Company may take action as identified in the established human resources procedures.

The Big Lemon recognises that a Victim may seek and/or be granted a Protection Order as part of his or her efforts to seek safety, and that this Protection Order may be part of his or her Safety Plan. The Company recognises that the workplace may or may not be included on a Protection Order as a location that is off-limits to the Abuser.

If a Victim chooses to disclose the existence of such a Protection Order to The Big Lemon, the Company may, to the extent possible, assist the Victim in enforcing his or her Protection Order. The Company will archive its copy of the Protection Order in a confidential and separate file from the Victim's personnel file. If applicable, The Company may assist the Victim in gathering documentation from the workplace, such as e-mails or voice messages, which could support the Victim's efforts in a justice system or otherwise in obtaining or maintaining safety.

Information related to an Employee being a Victim should be kept confidential to the extent permissible by law and organizational policy. Such information should be kept in a confidential and separate file from the Employee's personnel file. This information should not be divulged without the consent of the Victim unless The Big Lemon reasonably determines that maintaining the Victim's confidentiality puts the Victim or other Employees at risk of physical harm, is required by law, is deemed necessary to enforce a Protection Order or a Safety Plan, or is necessary for the administration of the Company.

The information should be released to other individuals or departments only on a need-to-know basis, to the extent reasonably necessary to protect the safety of the Victim or others, and with advance notice being given to the Victim whenever possible.

Accountability for Employees Concerned about Violence and Employees Who Are Offenders

In the event Employees suspect or witness acts of Gender-based Violence in the workplace, or suspect or witness Gender-based Violence being perpetrated either against an Employee or by an Employee, they should first talk to the perceived victim, express concern and ask what can be done to help; they should alert the perceived victim that they will disclose the concern to a supervisor, and then should report the concern to an appropriate supervisor.

The Big Lemon will not retaliate against, terminate or discipline any Employee for reporting good faith concerns about workplace-related incidents of Gender-based Violence pursuant to this Policy, including an allegation that the act was perpetrated by a fellow Employee or person in a management capacity. Prohibited acts of retaliation include, but are not limited to, demotion or withholding of earned pay, as well as acts of personal retaliation. Any Employee who believes he or she has been subjected to



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adverse action for making a report pursuant to this Policy should raise a grievance according to the procedure set out in the Grievance Procedure. Any allegations of violations of this Policy will be promptly investigated by such designated authority.

Employees are prohibited from using any workplace resources, such as work time, phones, e-mail, computers, fax machines or other means to threaten, harass, intimidate, embarrass or otherwise harm another person. An Employee is considered to be in the workplace while in, or utilizing the resources of The Big Lemon, including but not limited to facilities, work sites, equipment, or vehicles, or while on work-related travel.

An Employee who is subject to a final court order, or who has been convicted in a criminal or civil action as a result of a threat or act of Gender-based Violence, must disclose the existence of the final court order to his or her supervisor or other appropriate person within The Big Lemon. Failure to disclose the existence of such a final court order in these circumstances may result in disciplinary action, up to and including termination.

If a supervisor becomes aware (through Employee self-disclosure, reports by a third party or any other means) that an Employee may have committed an act of Gender-based Violence, the supervisor will conduct, or refer the matter to the designated authority within The Big Lemon to conduct, appropriate investigations, interventions and referrals. The supervisor or designated authority will investigate immediately and will take disciplinary action, up to and including termination, against any Employee who threatens to commit, who commits or has committed incidents of Gender-based Violence.

In the event an Employee discloses to a supervisor within The Big Lemon that he or she has committed an act of Gender-based Violence, the Company will make best efforts to take more reasonable disciplinary actions and to provide appropriate references (medical or otherwise, as appropriate) to assist the Employee.

The Big Lemon will conduct regular and mandatory awareness programs for all Employees to raise awareness of the ways Gender-based Violence may impact the workplace, for all Employees to take all reasonable measures to create a harmonious working environment, which is free from intimidation, hostility, offense and any form of violence, and to encourage Victims to seek assistance in negotiating abuse through Safety Planning. Training will include information on the physical, social and cultural realities that may affect Victims of Gender-based Violence; the ways in which such violence impacts the workplace, including the potential impact on worker productivity and safety risks; and the steps that all Employees can take to reduce the risk of violence and to support Victims.

Other programs will be offered, including targeted training for managers and supervisors, completion of which will be a requirement for advancement to successive levels of responsibility. The Big Lemon's Board of Directors will ensure that all Employees for whom they are responsible are provided with a copy of this Policy and will ensure receipt of a signed acknowledgement from all recipients. Such acknowledging receipt will be placed in the recipient's official status file.

The Big Lemon's Board of Directors will also ensure that his or her Employees undertake appropriate training. Employees are responsible for familiarising themselves with the Policy and with the various options and internal channels available for addressing such conduct.

In an event of imminent threat of Gender-based Violence, Employees should contact Charlotte Hautot, Colin Morris, or Tom Druitt.

The Big Lemon C.I.C.
Registered in England and Wales, no. 06045786
www.thebiglemon.com



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Duties of Directors, Managers and Supervisors

The Big Lemon's Board of Directors will be responsible for creating and maintaining an environment that prevents Gender-based Violence and will take appropriate measures for this purpose.

In order to resolve problems related to instances of Gender-based Violence, managers and supervisors will maintain open channels of communication and ensure that Employees who wish to raise their concerns in good faith can do so freely and without fear of adverse consequences.

The Big Lemon's Board of Directors will be responsible for taking appropriate action in cases in which there is reason to believe that any of the standards listed in this Policy have been violated or any prohibited behaviour has occurred.

The Big Lemon's Board of Directors will promptly inform the appropriate designated authorities about investigations into cases of Gender-based Violence, and of the action taken as a result of such investigations. Failure to take action may be considered a breach of duty and result in administrative action and/or disciplinary proceedings.

Signed: 

Date: 22 August 2021