



February 2018



REFERENCE: 18FOI 12

You requested the following information:

1. Do you automatically record any complaint made about sexual harassment?

b. If not, please explain why?

2. How many complaints have been made about sexual harassment within your department each year for the last five years? Please use the calendar years 2013-2017. If known, please provide data on:

Gender of complainant

Action (not actioned, investigation opened, or however you define them)

Outcome (sanction, disciplinary, etc)

3. How many allegations of rape have been made about a staff member within your department, each year for the years 2013-2017?

4. Please outline your sexual harassment complaints procedure. If applicable please provide a copy of the complaints form, guidelines, code of practice, or any other relevant documents.

I prefer to receive this information electronically and the data itself ideally in excel if possible.

If you cannot disclose some information because investigations are ongoing, please disclose data for all the other complaints.

Should my request be unmanageable in any way I kindly ask that you contact me as soon as possible for clarification and well in advance of the 20 working day time limit, so that I can provide my clarification or refinement in time for you to respond within the statutory 20 working day time limit.

Should you need to contact me about my request needing refining, I ask that at the same time you tell me how I can revise my request, as per your section 16 duty to provide advice and assistance.

Having said this, I do not foresee any exemptions that would be relevant and therefore invoked in response to my request.

If you do not hold all the information requested, please disclose that which you do hold and explain to the best of your knowledge where I can find the information that you do not hold.

If some information is already publicly available, I ask and think it is reasonable that you should still provide that information in your response, because the entirety and range of the information I request is not already publicly available.

We have handled your request under the Freedom of Information Act 2000.

Q1: Do you automatically record any complaint made about sexual harassment

A1: Yes.

Q2: How many complaints have been made about sexual harassment within your department each year for the last five years? Please use the calendar years 2013-2017.

A2: None.

Q3: How many allegations of rape have been made about a staff member within your department, each year for the years 2013 -2017?

A3: None.

Q4: Please outline your sexual harassment complaints procedure. If applicable please provide a copy of the complaints form, guidelines, code of practice or any other relevant documents.

A4: The Wales Office is committed to ensuring staff are treated with dignity and respect, and that any concerns raised by staff are listened to and dealt with appropriately. However, the Wales Office is not an employer in its own right, and our staff are subject to Ministry of Justice (MoJ) terms and conditions and so, as requested by the Cabinet Secretary, we check that staff are aware of the relevant MoJ policy arrangements for raising complaints and that these are followed appropriately. You may therefore wish to seek a copy of the complaints form, guidelines, code of practice or any other relevant documents from the MoJ directly.