



Sexual Harassment Policy

Harassment can involve conduct of a sexual nature. It includes harassment of a person of the same or different sex. The conduct does not need to be motivated by sexual desire. We recognise the seriousness of sexual harassment, and we have a zero tolerance towards this. Employees are encouraged to report any incidents of harassment by employees or third parties which they experience or witness.

Sexual harassment includes unwelcome romantic advances, requests for sexual favours, and other verbal, visual, or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive working environment.

Examples of sexual harassment may include (but are not limited to):

- Threatening to, or actively making, job decisions such as discharge, demotion, or reassignment if sexual favours are not granted;
- Demanding sexual favours in exchange for favourable or preferential treatment;
- Making offensive, insulting, derogatory, or degrading remarks of a sexual nature,
- Making unwelcome comments of a sexual nature about an individual's physical appearance or body;
- Teasing or joking about sexual matters, or using sexually explicit or offensive language, either in person, on paper, or through email or other electronic means, including text messages;
- Sending or displaying sexually suggestive materials;
- Making unwanted contact or attention, such as hugging, grabbing, patting, pinching, or brushing against another's body;
- Using obscene or sexually oriented language or gestures;
- Making repeated offensive sexual flirtations, advances, and propositions;
- Asking personal questions about someone's private life;
- Acts of sexual violence or threatening to carry out any acts of sexual violence.

Sexual harassment or victimisation of any member of staff, or anyone they come into contact with during the course of their work, is unlawful and will not be tolerated. Anyone who is a victim of, or witness to, sexual harassment is encouraged to report it in accordance with this policy. This will enable us to take appropriate action and provide support. Sexual harassment can result in legal liability for both the business and the perpetrator, whether they work for us or are a third party outside of our control. Sexual harassment and victimisation may result in disciplinary action up to and including dismissal.

Third-party sexual harassment can result in legal liability and will not be tolerated. All staff are encouraged to report any third-party harassment they are a victim of, or witness, in accordance with this policy.



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How can we all help prevent Sexual Harassment?

We all have a shared duty to help create and maintain an environment free of sexual harassment. To discharge this duty, you must:

- Ensure you understand what sexual harassment is and complete any training required by the company;
- Consider how your own behaviour may affect others, and amend it accordingly;
- Be receptive, rather than defensive, if asked to modify your behaviour;
- Treat your colleagues with dignity and respect;
- Take a stand if you think inappropriate comments, jokes or behaviour is occurring, where it is possible and safe to do so;
- Make it clear to others if you find their behaviour unacceptable;
- Intervene if possible and giving support to others;
- Report sexual harassment or potential sexual harassment in the appropriate manner to your line manager;
- Co-operate in any investigation (fact-finding mission) process to resolve matters promptly.

If you wish to report any potential breaches of this policy then please do so in confidence to your line manager. If you wish to report the behaviour of your line manager then please do so in confidence to the Company Secretary's office. We assure you that any reported breaches of this policy will be handled sensitively, respecting your privacy as best we can.

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