

Prevention of Sexual Harassment Policy

We want everyone to have a safe and enjoyable place to work and are committed to providing a safe, respectful, and harassment-free work environment for all employees.

In order to ensure we properly manage the risk of sexual harassment in the workplace the first step is to conduct a comprehensive, annual risk assessment. This process involves:

- Identifying potential risk factors within the business;
- Evaluating the effectiveness of existing preventive measures;
- Analysing the effectiveness of measures put in place.

The results of this assessment will guide our prevention efforts and help us allocate resources effectively.

Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature that:

- Is unwanted;
- Violates your dignity; or
- Creates an intimidating, hostile, degrading, humiliating or offensive environment.

Reporting Procedures

We encourage all employees to report incidents of sexual harassment promptly. To report sexual harassment:

1. Contact your immediate supervisor, HR department, or a manager whom you feel comfortable confiding in; or
2. Submit a written complaint in line with our grievance procedure.

You should report sexual harassment, if you are a victim of it or if you witness it in the workplace, whether that be from a colleague, agency worker or a third party. All reports will be treated confidentially.

Investigation Process

Upon receiving a report, an appropriate person will be assigned to conduct a thorough investigation. Appropriate action will be taken based on the findings.

Training and Education

Training may be considered the best way to prevent sexual harassment. Our comprehensive training program includes:

- Regular mandatory annual training for all employees
- Mandatory training upon induction.

Consequences

Employees found to have engaged in sexual harassment will face disciplinary action, up to and including dismissal. We consider harassment, sexual or otherwise, to be a gross misconduct offence.

Protection Against Retaliation

We strictly prohibit retaliation against any individual who reports sexual harassment or participates in an investigation. Retaliation will result in disciplinary action, also considered gross misconduct.

Ongoing Commitment

We are committed to continuously improving our sexual harassment prevention efforts.

By implementing this policy, we aim to create a work environment where all employees feel safe, respected, and valued. We encourage open communication and active participation in maintaining a harassment-free workplace.

Policy Date: September 2026

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