

Sexual Harassment Policy

Policy Statement

The Company is committed to providing a work environment free from sexual harassment. Sexual harassment in any form is a violation of Company policy and will not be tolerated. This policy applies to all employees, contractors, vendors, clients, and any other individuals engaging with the Company.

Definition of Sexual Harassment

Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances, requests for sexual favours, or verbal or physical conduct of a sexual nature.
- Unwanted or inappropriate comments or jokes about a person's gender, sexuality, or appearance.
- Displaying sexually suggestive or inappropriate images, materials, or language in the workplace.
- Any other unwelcome behaviour that creates a hostile, intimidating, or offensive work environment.

Examples of Sexual Harassment

- Verbal Harassment: Inappropriate comments, jokes, or innuendos of a sexual nature, or unsolicited compliments about someone's physical appearance.
- Physical Harassment: Unwanted touching, groping, or any form of physical contact of a sexual nature.
- Visual Harassment: Displaying sexually explicit images or objects in the workplace.
- Sexual Coercion: Offering or withholding benefits based on the acceptance or rejection of sexual advances.

Responsibilities of Employees and Management

- Employees: Every employee is expected to behave in a manner that fosters a respectful and professional workplace. Employees must refrain from engaging in any form of sexual harassment.
- Management: Supervisors and managers have a heightened responsibility to act as role models and ensure the work environment is free from sexual harassment. They are also responsible for addressing complaints promptly and appropriately.

Reporting Sexual Harassment

If you experience or witness sexual harassment, it is important to report the incident immediately. The Company encourages individuals to report incidents of sexual harassment directly to:

- Human Resources Department: Christian Brown or Charlotte Dempsey
- Designated Harassment Officer/Manager:

Christian Brown – christian@ultimaterecruitment.co.uk

Charlotte Dempsey – Charlotte@ultimaterecruitment.co.uk

(depending on employee preference on sex)

Reports of sexual harassment will be taken seriously and investigated promptly. Confidentiality will be maintained to the extent possible throughout the investigation process. Retaliation against individuals who report sexual harassment or participate in investigations will not be tolerated and will result in disciplinary action.

Investigation and Action

All complaints of sexual harassment will be investigated thoroughly. The investigation will involve interviewing the involved parties, collecting any relevant evidence, and ensuring that the privacy and dignity of all individuals are respected.

Based on the outcome of the investigation, appropriate corrective actions will be taken. If the allegations are substantiated, the Company will take disciplinary measures, which may include termination of employment, depending on the severity of the misconduct.

Disciplinary Action

Any employee found in violation of this Code of Conduct, including the sexual harassment policy, will be subject to disciplinary action. Such actions may include:

- Verbal or written warning
- Suspension
- Termination of employment
- Legal action (in severe cases)

Commitment to Continuous Improvement

The Company is committed to regularly reviewing and updating its policies to maintain a healthy, safe, and respectful workplace. Training programs and awareness campaigns related to sexual harassment and workplace conduct will be conducted periodically.



Conclusion

By adhering to this Code of Conduct, all employees and associates contribute to a workplace where mutual respect and safety are the foundation of professional success. Any concerns about violations of this policy should be reported immediately, and the Company will act swiftly and fairly to address such concerns.

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