

Sexual Harassment Policy

Krause and Hall Ltd is committed to the highest standards of ethical conduct and integrity in its business activities in the UK, continental Europe and overseas. This must be reflected in every aspect of the way in which we operate and we recognise that this requires the Company to:

is committed to providing a working environment in which all employees, workers, contractors, agency staff, consultants, volunteers, apprentices and job applicants are treated with dignity and respect.

We have a zero-tolerance approach to sexual harassment and any form of unwanted conduct of a sexual nature. Sexual harassment is unlawful and will not be tolerated under any circumstances.

The Company is committed to taking all reasonable steps to prevent sexual harassment occurring in the workplace and during any work-related activities.

Any employee found to have engaged in sexual harassment may be subject to disciplinary action up to and including dismissal for gross misconduct.

This policy applies to employees (permanent, fixed-term and temporary), workers and agency workers, contractors and consultants. The policy applies to conduct occurring in the workplace, during business travel, at work-related events, conferences and training, during work-related social events, in online meetings and communications and through email, messaging applications, social media or other electronic communications connected to work.

What is Sexual Harassment?

Sexual harassment is unwanted conduct of a sexual nature that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. The conduct may be intentional or unintentional. When assessing whether conduct amounts to sexual harassment, consideration will be given to the individual's perception, the circumstances of the case, and whether it is reasonable for the conduct to have that effect. A person may experience sexual harassment even if the conduct was not directed specifically at them.

Examples of Sexual Harassment include, but are not limited to:

Verbal Conduct

- Sexual comments, jokes or innuendo
- Comments about a person's appearance or body
- Questions about a person's sex life
- Repeated requests for dates after refusal
- Sexually suggestive remarks

Non-Verbal Conduct

- Displaying sexually explicit images or materials
- Leering, staring or suggestive gestures
- Sending inappropriate emails, messages, memes or images
- Sharing offensive content through social media or messaging platforms

Physical Conduct

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- Unwanted touching, hugging or kissing
- Standing unnecessarily close to someone
- Physical interference or blocking movement
- Sexual assault

Online Conduct

- Sending sexually explicit messages
- Inappropriate comments during virtual meetings
- Sharing offensive images, videos or links
- Persistent contact outside working hours of a sexual nature

The Company recognises that sexual harassment may be committed by third parties including customers, clients, suppliers, contractors, visitors and members of the public. The Company will take reasonable steps to protect workers from sexual harassment by third parties. Employees should report any incidents involving third parties as soon as possible. Where appropriate, the Company may warn the third party, restrict access to premises, end commercial relationships, remove individuals from assignments or report serious matters to the police or relevant authorities.

Responsibilities

All employees are expected to:

- Treat colleagues and others with dignity and respect.
- Refrain from conduct that may constitute harassment.
- Challenge inappropriate behaviour where appropriate.
- Report incidents of sexual harassment.
- Cooperate with investigations.

Managers must:

- Lead by example.
- Promote a respectful workplace culture.
- Take all complaints seriously.
- Act promptly when concerns are raised.
- Escalate issues appropriately.
- Ensure employees understand this policy.

Senior management will:

- Support a zero-tolerance approach.
- Monitor workplace culture and risks.
- Review preventative measures regularly.

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- Ensure appropriate training is provided.
- Take reasonable steps to prevent sexual harassment.

Reporting Sexual Harassment

Anyone who experiences or witnesses sexual harassment is encouraged to report it promptly. Reports can be made to the Managing Director. Reports may be made verbally or in writing. The Company will treat complaints sensitively and confidentially wherever possible.

Investigation Procedure

The Company will:

1. Acknowledge the complaint promptly.
2. Conduct a fair and impartial investigation.
3. Speak with relevant witnesses.
4. Review available evidence.
5. Reach a conclusion based on the evidence.
6. Take appropriate action.

Both the complainant and the person complained about will be treated fairly throughout the process.

Confidentiality will be maintained as far as reasonably possible.

No individual will suffer retaliation, victimisation or detriment because they raise a complaint, support a complaint, participate in an investigation or raise concerns in good faith. Victimisation is unlawful and may result in disciplinary action.

Complaints made in good faith will not result in disciplinary action, even where they are not upheld. However, deliberately false or malicious allegations may be treated as misconduct and addressed under the disciplinary procedure.

Sexual harassment may constitute gross misconduct. Where allegations are upheld, disciplinary action may be taken. The level of action will depend on the seriousness of the conduct.

Support Available

The Company recognises that sexual harassment can have a significant impact on wellbeing. To meet its duty to take reasonable steps to prevent sexual harassment, the Company will:

- Provide regular training for employees and managers.
- Communicate this policy to all staff.
- Assess workplace risks relating to harassment.
- Monitor complaints and trends.
- Review workplace culture and behaviours.

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- Take action where risks are identified.

Managers will receive additional training on recognising, preventing and responding to sexual harassment.

Monitoring and Review

The Company will review this policy regularly and whenever there are significant changes in legislation, guidance or organisational requirements.



T.Krause
Managing Director
Krause and Hall Ltd
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