

### **Third-party sexual harassment**

Third-party sexual harassment occurs when a member of our workforce is subjected to sexual harassment by someone who is not part of our workforce but who is encountered in connection with work. This includes our customers (clients, candidates, and temp/interim workers), suppliers, and members of the public.

Third-party sexual harassment of our workforce is unlawful and will not be tolerated. The law requires employers to take steps to prevent sexual harassment by third parties and we are committed to doing so.

In order to prevent third-party sexual harassment from occurring, we will:

- inform third parties of our zero-tolerance sexual harassment policy within our supplier documentation
- Add the relevant parts of this policy to our website so its accessible publicly
- Ensure regular training is given to all employees so they understand our policy, and have clarity on what to do if third-party sexual harassment does occur

If you have been subjected to third-party sexual harassment, you are encouraged to report this as soon as possible to Sarah Gibson, Operations Director.

Should a customer sexually harass a member of our workforce, we will warn the client or customer about their behaviour, and where the harassment is deemed serious enough, we will ban that customer from working with us again. Any criminal acts will be reported to the police.

We will not tolerate sexual harassment by any member of our workforce against a third party. Instances of sexual harassment of this kind may lead to disciplinary action, including termination of employment.