



Business Travel Guidance – Preventing Sexual Harassment

Applies to: All employees travelling on company business

Purpose

The Company is committed to providing a working environment where everyone is treated with dignity and respect, including when travelling on business.

This guidance supports our Sexual Harassment Risk Assessment and sets out practical measures to help reduce the risk of sexual harassment during work-related travel.

Before You Travel

Before travelling, employees should:

- Ensure their line manager is aware of their travel itinerary and accommodation arrangements.
- Use company-approved travel and accommodation where applicable.
- Save emergency contact details, including local emergency services where travelling overseas.
- Raise any concerns about planned meetings, venues or travel arrangements with their manager before travel.

Meetings and Hospitality

Where reasonably practicable:

- Business meetings should take place during normal working hours and in professional settings.
- Meetings should be held in public or business premises rather than private locations.
- Employees should avoid attending evening meals, entertainment events or overseas business meetings alone with third parties where this can reasonably be avoided.
- Where lone attendance is necessary, employees should discuss the arrangements with their manager beforehand and appropriate safeguards should be considered.

Employees should never feel under pressure to attend social activities that make them uncomfortable.

Alcohol

Alcohol may be served at some business events.

Employees are encouraged to:

- Drink responsibly.
- Never feel obliged to consume alcohol.



- Respect the choices of colleagues and business contacts who choose not to drink.
- Remain professional at all times.

Accommodation

Employees should:

- Stay in reputable accommodation arranged or approved through normal company processes where applicable.
- Avoid inviting customers, suppliers or other business contacts to their hotel room or entering another person's room unless there is a legitimate business reason and they feel comfortable doing so.
- If they feel unsafe or uncomfortable, remove themselves from the situation and seek assistance from hotel staff if appropriate.

If Something Makes You Uncomfortable

Employees should trust their judgement.

If a situation or someone's behaviour makes you feel uncomfortable, you should:

- End the meeting or social engagement if it is safe to do so.
- Leave the location where appropriate.
- Contact your line manager or another manager if you need support.
- Seek assistance from venue or hotel staff if necessary.
- Contact the emergency services immediately if you believe you are in danger.

Reporting Concerns

Any incident of sexual harassment, inappropriate behaviour or unwanted conduct experienced during business travel should be reported as soon as reasonably practicable.

The Company will:

- Take all concerns seriously.
- Investigate reports promptly and fairly.
- Support employees who raise concerns.
- Take appropriate action where unacceptable behaviour is identified.

Reports may relate to colleagues, customers, suppliers, contractors, visitors or any other third party.



Looking After Each Other

Employees travelling together should be mindful of each other's wellbeing and support colleagues if concerns arise.

Everyone has a responsibility to contribute to a respectful and professional working environment, wherever company business is undertaken.