



Guidance for Employees Who Regularly Interact with Third Parties

Purpose

The Company is committed to providing a working environment where everyone is treated with dignity and respect.

Employees who regularly interact with customers, suppliers, contractors, consultants, visitors and other third parties may occasionally encounter behaviour that is inappropriate or unacceptable. This guidance supports our Sexual Harassment Risk Assessment and explains how employees can help maintain a safe, respectful and professional working environment.

Our Commitment

The Company has a zero-tolerance approach to sexual harassment. No employee is expected to tolerate inappropriate behaviour as part of their role, regardless of who is responsible.

If you experience or witness sexual harassment by a third party, the Company will take your concerns seriously and respond appropriately.

Professional Interactions

When interacting with third parties, employees should:

- Maintain professional boundaries at all times.
- Treat everyone with dignity, courtesy and respect.
- Conduct meetings in appropriate business settings wherever reasonably practicable.
- Follow any company guidance relating to business travel, hospitality and lone working.
- Raise any concerns with their line manager before attending meetings or events that may present additional risks.

If You Experience Inappropriate Behaviour

Examples of inappropriate behaviour may include:

- Unwanted sexual comments or jokes.
- Unwanted flirting or repeated personal attention.
- Inappropriate questions of a sexual nature.
- Unwanted physical contact.
- Requests for personal relationships or contact outside work.
- Sexually suggestive messages, emails or social media communications.



- Any behaviour that makes you feel intimidated, humiliated, degraded or uncomfortable.

If this happens:

- If it is safe to do so, make it clear that the behaviour is unwelcome.
- End the conversation or meeting where appropriate.
- Remove yourself from the situation if necessary.
- Seek support from your manager or a colleague.
- Report the incident as soon as reasonably practicable.

Your safety and wellbeing should always take priority.

Reporting Concerns

You are encouraged to report any incident of sexual harassment or inappropriate behaviour, whether it involves a colleague or a third party.

Reports will be:

- Taken seriously.
- Handled as sensitively and confidentially as possible.
- Investigated promptly and fairly.
- Used to identify any further action needed to protect employees.

The Company will not tolerate retaliation against anyone who raises a concern in good faith or supports an investigation.

How the Company May Respond

Depending on the circumstances, the Company may:

- Speak with the third party or their employer.
- End a meeting or ask an individual to leave company premises.
- Arrange for a different employee to manage the relationship.
- Review or terminate contracts or business relationships where appropriate.
- Introduce additional control measures for future interactions.

Everyone's Responsibility

Creating a respectful workplace is a shared responsibility. Employees should support colleagues, challenge inappropriate behaviour where it is safe and appropriate to do so, and report concerns promptly so that action can be taken.



No one should feel that experiencing sexual harassment is an expected part of their job. The Company is committed to taking reasonable and proportionate steps to protect everyone who works for or with the organisation.