

Taylor & Fraser Ltd is committed to providing a working environment in which all employees are treated with dignity, respect and fairness.

The Company has zero tolerance for harassment, bullying or victimisation of any kind.

Taylor & Fraser Ltd recognises its duty to take reasonable steps to prevent sexual harassment and other forms of harassment in the workplace. The Company is committed to promoting a respectful working environment and addressing inappropriate behaviour promptly and effectively.

This policy outlines the standards of behaviour expected from all individuals working for or on behalf of the Company.

Scope

This policy applies to:

- employees
- agency workers
- contractors
- temporary workers
- visitors and third parties where relevant

The policy applies to behaviour occurring:

- in the workplace
- during work-related travel
- at work events or social functions
- during online or digital communication related to work

Harassment or inappropriate behaviour involving clients, contractors or other third parties will also be addressed by the Company.

Definitions

Harassment

Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Protected characteristics include:

- age
- disability
- gender reassignment
- race
- religion or belief
- sex
- sexual orientation
- pregnancy or maternity
- marriage or civil partnership

Harassment may be verbal, non-verbal or physical.

Examples include:

- offensive jokes or comments

Revision	Description	Reviewed by	Approved By	Date	Page
No: 01	Updated Document	CS	SMT	20.08.2026	1 of 4

- derogatory language or remarks
- displaying offensive material
- spreading malicious rumours
- exclusion from workplace activities

Sexual Harassment

Sexual harassment is unwanted conduct of a sexual nature which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Examples include:

- unwanted sexual comments or jokes
- intrusive questions about someone's personal life
- unwelcome physical contact
- displaying or sharing sexually explicit images
- sending inappropriate messages or communications
- making unwanted advances

Sexual harassment may occur between colleagues, between managers and employees, or involve third parties such as customers or contractors.

Bullying

Bullying is offensive, intimidating, malicious or insulting behaviour that abuses or misuses power and undermines, humiliates or injures the recipient.

Examples include:

- persistent criticism or humiliation
- shouting or aggressive behaviour
- deliberately excluding someone from work-related activities
- unfair or excessive monitoring of work
- assigning unreasonable workloads

Employer Commitment to Prevention

Taylor & Fraser Ltd is committed to actively preventing harassment and sexual harassment in the workplace.

The Company will take reasonable steps to reduce the risk of such behaviour, including:

- maintaining clear workplace policies
- providing training and guidance for employees and managers
- encouraging employees to raise concerns early
- investigating complaints promptly and fairly
- taking appropriate action where misconduct occurs

The Company will also review workplace practices where necessary to ensure a respectful and safe working environment.

Revision	Description	Reviewed by	Approved By	Date	Page
No: 01	Updated Document	CS	SMT	20.08.2026	2 of 4

Responsibilities

Employees

All employees are responsible for:

- treating colleagues with dignity and respect
- ensuring their behaviour does not cause offence or distress
- reporting incidents of harassment or bullying where appropriate
- cooperating with investigations where required

Managers

Managers have a responsibility to:

- promote a respectful and inclusive working environment
- take proactive steps to prevent harassment and bullying
- address concerns promptly and sensitively
- ensure employees understand expected standards of behaviour
- escalate concerns to HR where necessary

Reporting Concerns

Employees who believe they have experienced or witnessed harassment or bullying are encouraged to raise their concerns as soon as possible.

Concerns may be raised through:

- a line manager
- the HR department
- the Company's grievance procedure
- the Company's whistleblowing procedure where appropriate

Concerns may be raised informally where appropriate, however formal reporting may be necessary in more serious cases.

All complaints will be taken seriously and handled as sensitively and confidentially as possible.

Investigation

Where a complaint is made, the Company will investigate the matter promptly and fairly.

The investigation may involve:

- meetings with the complainant
- meetings with the individual(s) concerned
- speaking with witnesses
- reviewing relevant documentation or communications

Employees have the right to be accompanied at formal meetings by a colleague or trade union representative.

Protection Against Victimisation

Taylor & Fraser Ltd will not tolerate victimisation of any employee who raises a concern or participates in an investigation in good faith.

Any employee who retaliates against another individual for raising a concern may be subject to disciplinary action.

Revision	Description	Reviewed by	Approved By	Date	Page
No: 01	Updated Document	CS	SMT	20.08.2026	3 of 4

Disciplinary Action

Harassment, sexual harassment or bullying may be treated as misconduct or gross misconduct under the Company’s disciplinary procedure.
Appropriate disciplinary action will be taken where allegations are upheld.

Monitoring and Training

The Company will support the effective implementation of this policy through:

- regular review of workplace policies
- appropriate training for employees and managers
- monitoring of workplace concerns and complaints
- promoting awareness of respectful workplace behaviour

Policy Review

This policy will be reviewed periodically to ensure it remains compliant with employment legislation and reflects best practice in maintaining a respectful and inclusive workplace.

Name:	Andrew Norris	Position:	Managing Director
Signed:		Date:	03.09.2026

Revision	Description	Reviewed by	Approved By	Date	Page
No: 01	Updated Document	CS	SMT	20.08.2026	4 of 4