

1. Policy statement

- 1.1 Bodycote is committed to providing a working environment free from sexual harassment and ensuring all staff are treated, and treat others, with dignity and respect. We recognise that sexual harassment can occur both in and outside the workplace, such as on business trips, or at work-related events or social functions, or on social media.
- 1.2 Sexual harassment or victimisation of any member of staff, or anyone they come into contact with during the course of their work, may be unlawful and will not be tolerated. We will take active steps to help prevent the sexual harassment and victimisation of all staff. Anyone who is a victim of, or witness to, sexual harassment is encouraged to report it in accordance with this policy and/or applicable local laws and requirements. This will enable us to take appropriate action and provide support. Sexual harassment can result in legal liability for both the business and the perpetrator, whether they work for us or are a third party outside of our control. Sexual harassment may result in disciplinary action up to and including dismissal.

2. About this policy

- 2.1 The purpose of this policy is to set out a framework for line managers to deal with any sexual harassment that occurs by staff (which may include consultants, contractors and agency workers) and also by third parties such as customers, suppliers or visitors to our premises.
- 2.2 This policy does not form part of any contract of employment or contract to provide services, and we may amend it at any time.

3. Who does this policy apply to?

- 3.1 This policy is a Bodycote Group policy which, strictly subject to applicable local laws and requirements which may vary or add to the provisions of this policy, applies to all Bodycote companies, businesses, employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers and interns.

4. Who is responsible for this policy?

- 4.1 The Executive Committee has overall responsibility for the effective operation of this policy but has delegated responsibility for overseeing its implementation to Chief Human Resources Officer.
- 4.2 HR Business Partners have day-to-day responsibility for matters regarding sexual harassment and this policy and you should refer any questions about applicable local laws and requirements and/or this policy to them in the first instance.

5. What is sexual harassment?

- 5.1 Sexual harassment is any unwanted physical, verbal or non-verbal 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 for them. A single incident can amount to sexual harassment.
- 5.2 It also includes treating someone less favourably because they have submitted or refused to submit to unwanted conduct of a sexual nature, or that is related to gender reassignment or sex, in the past.
- 5.3 Sexual harassment may include, for example:
- (a) Unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
 - (b) Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome;
 - (c) Sending or displaying material that is pornographic or that some people may find offensive (including emails, text messages, video clips and images sent by mobile phone or posted on the internet);
 - (d) Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless); or
 - (e) Offensive emails, text messages or social media content.
- 5.4 A person may be sexually harassed even if they were not the intended target. For example, a person may be sexually harassed by pornographic images displayed on a colleague's computer in the workplace.
- 5.5 Victimisation includes subjecting a person to a detriment because they have done, or are suspected of doing or intending to do, any acts protected by applicable laws.
- 5.6 Victimisation may include, for example:
- (a) Denying someone an opportunity because it is suspected that they intend to make a complaint about sexual harassment.
 - (b) Excluding someone because they have raised a grievance about sexual harassment.
 - (c) Failing to promote someone because they accompanied another staff member to a grievance meeting.
 - (d) Dismissing someone because they gave evidence on behalf of another staff member at an employment tribunal hearing.
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- 5.7 Sexual harassment and victimisation are unlawful and will not be tolerated. They may lead to disciplinary action up to and including dismissal if they are committed:
- (a) In a work situation.
 - (b) During any situation related to work, such as at a social event with colleagues.
 - (c) Against a colleague or other person connected to us outside of a work situation, including on social media.
 - (d) Against anyone outside of a work situation where the incident is relevant to your suitability to carry out your role.
- 5.8 We will take into account any aggravating factors, such as abuse of power over a more junior colleague, when deciding the appropriate disciplinary action to take.
- 5.9 If any sexual harassment or victimisation of staff occurs, we will take steps to remedy any complaints and to prevent it happening again.
- 5.10 Third-party harassment occurs where a person is harassed or sexually harassed by someone who does not work for, and who is not an agent of, the same employer, but with whom they have come into contact during the course of their employment. Third-party harassment could include, for example, unwelcome sexual advances from a client, customer or supplier visiting the employer's premises, or where a person is visiting a client, customer or supplier's premises or other location in the course of their employment.
- 5.11 Third-party sexual harassment can result in legal liability and will not be tolerated. All staff are encouraged to report any third-party harassment they are a victim of, or witness, in accordance with this policy.
- 5.12 Any sexual harassment by a member of staff against a third party may lead to disciplinary action up to and including dismissal.
- 5.13 We will take active steps to try to prevent third-party sexual harassment of staff.
- 5.14 If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again.
- 6. If you are being sexually harassed: informal steps**
- 6.1 If you are being sexually harassed, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult, you should speak to your line manager or your Human Resources Business Partner, who can provide confidential advice and assistance in resolving the issue formally or informally. If you feel unable to speak to your line manager because the complaint concerns them, you should

speak informally to your Human Resources Business Partner. If this does not resolve the issue, you should follow the formal procedure below. You can also report the matter by using Bodycote's Open Door Line.

- 6.2 If you are not certain whether an incident or series of incidents amounts to sexual harassment, you should initially contact your line manager or your Human Resources Business Partner informally for confidential advice.
- 6.3 If informal steps are not appropriate, or have been unsuccessful, you are encouraged to follow the formal procedure set out below.

7. Raising a formal complaint

- 7.1 If you wish to make a formal complaint about sexual harassment, you should submit it in writing to your line manager or your Human Resources Business Partner. If the matter concerns your line manager, you should submit it to your Human Resources Business Partner. You can also report the matter by using Bodycote's Open Door Line.
- 7.2 Your written complaint should set out full details of the conduct in question, including the name of the harasser, the nature of the sexual harassment, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.
- 7.3 If you wish to make a formal complaint about victimisation, you should submit it in writing to your line manager or your Human Resources Business Partner. If the matter concerns your line manager, you should submit it to your Human Resources Business Partner.
- 7.4 Your written complaint should set out full details of the conduct in question, including the name of the person or persons you believe have victimised you, the reason you believe you have been victimised, the nature of the victimisation, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.
- 7.5 As a general principle, the decision whether to progress a complaint is up to you. However, we have a duty to protect all staff and may pursue the matter independently if, in all the circumstances, we consider it appropriate to do so.

8. If you witness sexual harassment or victimisation

- 8.1 Staff who witness sexual harassment or victimisation are encouraged to take appropriate steps to address it. Depending on the circumstances, this could include:
 - (a) Intervening where you feel able to do so.
 - (b) Supporting the victim to report it or reporting it on their behalf.

(c) Reporting the incident where you feel there may be a continuing risk if you do not report it.

(d) Co-operating in any investigation into the incident.

8.2 All witnesses will be provided with appropriate support and will be protected from victimisation.

9. Formal investigations

9.1 We will investigate complaints in a timely, respectful and, above all, confidential manner. Individuals not involved in the complaint or the investigation should not be told about it.

9.2 We will arrange a meeting with you, usually within one week of receiving your complaint, so that you can give your account of events. Where local laws and requirements permit, you have the right to be accompanied by a colleague or, where applicable, a trade union representative of your choice, who must respect the confidentiality of the investigation.

9.3 Where your complaint is about an employee, we may consider suspending them on full pay or making other temporary changes to working arrangements pending the outcome of the investigation, if circumstances require. The investigator will also meet with the alleged harasser who, where applicable local laws and requirements permit may also be accompanied by a colleague or, where applicable, a trade union representative of their choice to hear their account of events. They have a right to be told the details of the allegations against them, so that they can respond.

9.4 Where your complaint is about someone other than an employee, such as a customer, supplier or visitor, we will consider what action may be appropriate to protect you and anyone involved pending the outcome of the investigation, bearing in mind the reasonable needs of the business and the rights of that person. Where appropriate, we will attempt to discuss the matter with the third party.

9.5 We will also consider any request that you make for changes to your own working arrangements during the investigation. For example, you may ask for changes to your duties or working hours to avoid or minimise contact with the alleged harasser.

9.6 It may be necessary to interview witnesses to any of the incidents mentioned in your complaint. If so, the importance of confidentiality will be emphasised to them.

9.7 Subject to applicable local laws and requirements, the results of the investigation will be communicated to the relevant parties.

10. Action following the investigation

10.1 If it is considered that there is a case to answer and the harasser is an employee, the matter will be dealt with as a case of possible misconduct or gross misconduct under the

applicable disciplinary rules. Our investigation into your complaint may be put on hold pending the outcome of the disciplinary procedure. Where the disciplinary outcome is that sexual harassment occurred, prompt action will be taken to address it. If the harasser is a third party, such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem.

- 10.2 Whether or not your complaint is upheld, we will consider how best to manage the ongoing working relationship between you and the person concerned. It may be appropriate to arrange some form of mediation or counselling, or to change the duties, working location or reporting lines of one or both parties.
- 10.3 Any staff member who deliberately provides false information in bad faith, or who otherwise acts in bad faith as part of an investigation, may be subject to action under the applicable disciplinary rules. However, you will not be disciplined or treated detrimentally because your complaint has not been upheld.

11. Appeals

- 11.1 If you are not satisfied with the outcome, subject to applicable local laws and requirements, you may be able appeal . You should discuss this with your Human Resources Business Partner.

12. Protection and support for those involved

- 12.1 Staff who make complaints, report that they have witnessed wrongdoing, or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under the applicable disciplinary rules.
- 12.2 If you believe you have suffered any such treatment you should inform your line manager or your Human Resources Business Partner.
- 12.3 We will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation we receive to ensure that they are investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed.

13. Reporting outcomes, confidentiality and record-keeping

- 13.1 Confidentiality is an important part of the procedures provided under this policy. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. Breach of confidentiality may give rise to disciplinary action.

- 13.2 When appropriate and possible, where a complaint is upheld, we will advise the complainant of the action that has been taken to address their specific complaint and any measures put in place to prevent a similar event happening again.
- 13.3 Information about a complaint by or about a staff member may be placed on their personnel file, along with a record of the outcome. These will be processed in accordance with our Data Protection Policy.

If you have any further questions please contact the Chief Human Resources Officer of Bodycote plc info@bodycote.com

Policy owner:	Chief Human Resources Officer
Second policy owner:	General Counsel
Approved by:	Group Chief Executive Officer
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