

## Sexual Harassment Policy

It is the policy of Ellis Patents Ltd that its employees and board members uphold the highest standards of ethical and professional behaviour. To that end, Ellis Patents Limited will not tolerate sexual harassment under any circumstances. Responsibility lies with every Manager, Supervisor and employee to ensure that sexual harassment does not occur.

- The Equality Act 2010 determined that sexual harassment is unlawful and considers that legislative obligations under the Act establish the minimum standards of behavior for all its employees.
- The principles set out in this policy are intended to apply to any work-related context, including conferences, work functions, social events and business trips.
- No employee at any level should subject any other employee, customer or visitor to any form of sexual harassment.
- A breach of this policy will result in disciplinary action. Depending upon the severity of the case, consequences may include apology, counselling, dismissal, or other forms of disciplinary action deemed appropriate.

For the purposes of this policy, sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated. Some definitions of sexual harassment are below:

- Making sexual remarks about someone's body, clothing or appearance.
- Asking questions about someone's sex life.
- Telling sexually offensive jokes.
- Making sexual comments or jokes about someone's sexual orientation or gender reassignment.
- Displaying or sharing pornographic or sexual images, or other sexual content.
- Touching someone against their will, for example hugging them.
- Sexual assault.

**Behaviour that is based on mutual attraction, friendship and respect is not sexual harassment.**



Danny Macfarlane  
Managing Director

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