

SEXUAL HARASSMENT POLICY

Introduction

L Lynch Plant Hire & (Haulage) Limited is committed to providing a workplace that is safe, respectful, and free from sexual harassment. Sexual harassment in any form is unacceptable and will not be tolerated. We believe that every individual has the right to work in an environment where they are treated with dignity and respect. This policy outlines our approach to preventing sexual harassment, addressing complaints, supporting affected individuals, and promoting a culture of openness and accountability.

This policy applies to all employees, contractors, agency workers, suppliers, visitors, and anyone else associated with L Lynch Plant Hire & (Haulage) Limited.

Statement of Intent

L Lynch Plant Hire & (Haulage) Limited is committed to maintaining a workplace where all individuals can work free from intimidation, humiliation, or unwanted conduct of a sexual nature. We are dedicated to promoting a culture of equality, respect, and professionalism. Any form of sexual harassment—verbal, non-verbal, physical, or digital—will be taken seriously, investigated promptly, and dealt with appropriately.

Definition of Sexual Harassment

Sexual harassment is unwanted conduct of a sexual nature which has the purpose or effect of violating a worker's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that worker.

Sexual harassment can be considered even if the behaviour has one of these effects and was not intended or where the behaviour was intended but did not have one of these effects.

Examples of sexual harassment include:

- Persistent suggestions to meet up socially after a person has made clear that they do not welcome such suggestions.
- Suggestions of sexual activity
- Unwanted physical contact or touching
- Showing or sending offensive or sexual material by any method (e.g. by text, email or social media etc.)
- Unwelcome sexual advances, suggestive behaviour, or propositions
- Offensive comments about appearance or dress, innuendo, or lewd comments
- Making sexually suggestive gestures
- Spreading gossip and speculation about a person's sexual orientation or status, including spreading rumours.

Policy Aims

1. **Prevention:** We are committed to preventing sexual harassment by raising awareness, providing appropriate training, undertaking workplace risk assessments, and ensuring that managers understand their responsibilities for preventing and addressing harassment and inappropriate behaviour. This includes taking reasonable steps to protect employees from harassment by colleagues, managers, clients, customers, contractors, visitors, and other third parties. We encourage

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employees to raise concerns or complaints without fear of retaliation and promote a culture of dignity, respect, and inclusion at all levels of the business, as set out in the Employee Handbook.

2. **Protection:** We will protect the rights and dignity of all employees and stakeholders. Any report of sexual harassment will be handled with sensitivity and urgency, ensuring that complainants are supported throughout the process.
3. **Responsibility:** Every employee, contractor, and stakeholder is responsible for ensuring that their behaviour does not cause harm or offense to others. All managers have a duty to lead by example and take immediate action if they observe or are made aware of inappropriate conduct.
4. **Confidentiality:** All reports and investigations will be handled with the highest degree of confidentiality. Information will only be shared where necessary and in line with legal requirements.
5. **Zero Tolerance:** Sexual harassment will not be tolerated under any circumstances. Proven misconduct will result in disciplinary action, up to and including dismissal, termination of contract, or reporting to relevant authorities where required.
6. **Reporting:** Employees and stakeholders are encouraged to report any incident of sexual harassment, whether they are directly affected or have witnessed the behaviour. Reports involving colleagues, managers, customers, clients, contractors, visitors, or other third parties will be taken seriously and handled promptly, fairly, and confidentially. Employees should report concerns to their Line Manager or People & Culture. Where the concern relates to one of these individuals, or where the employee does not feel comfortable reporting through their normal management chain, the concern may be raised directly with an alternative manager, People & Culture, or a Director. Concerns can also be raised through the Company's Grievance Procedure, as outlined in the Employee Handbook. Individuals who report concerns in good faith will be protected from victimisation, retaliation, or any other detrimental treatment as a result of making a report.
7. **Whistleblowing:** If you witness sexual harassment elsewhere in the business, you are encouraged to report it under our whistleblowing policy. Reports made in good faith will be protected, and retaliation against whistleblowers will not be tolerated.
8. **Support, Resources and Training:** We are committed to providing appropriate support to anyone who experiences or witnesses sexual harassment. This includes access to counselling services, guidance on reporting concerns, and a fair and confidential process for investigating complaints. We will also provide regular training to employees and managers to raise awareness of sexual harassment, help individuals recognise unacceptable behaviour, understand their rights and responsibilities, and ensure managers are equipped to prevent, identify, and address sexual harassment effectively.
9. **Fair and Timely Resolution:** All complaints will be investigated promptly, impartially, and fairly. Appropriate action will be taken based on the outcome of the investigation.
10. **Review and Improvement:** This policy will be reviewed annually or sooner where necessary to ensure its ongoing effectiveness and compliance with legal requirements and best practices.

Working with the Public and Third-Party Harassment

We regularly interact with members of the public, including clients, customers, contractors, visitors, suppliers, and other third parties. We are committed to protecting employees from sexual harassment and other unacceptable behaviour arising from these interactions. To prevent third-party harassment, we communicate

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our zero-tolerance approach through this policy, visitor sign-in procedures, site rules, inductions, contractual arrangements where appropriate, and visible workplace communications. Employees are encouraged to report any incidents involving third parties, and all reports will be taken seriously, investigated promptly, and addressed with appropriate action to safeguard the wellbeing of our employees. Training is provided to employees and managers to help them recognise, prevent, and respond to third-party harassment effectively.

At L Lynch Plant Hire & (Haulage) limited, we believe in adopting a respectful and inclusive work environment which is crucial to the success and well-being of our employees. We encourage all individuals associated with the company to actively support this policy and contribute to a workplace where everyone is treated with dignity and respect.

This policy will be communicated to all employees and organisations working on our behalf, and will be displayed at our offices, published on the company intranet, and made available to relevant interested parties. All employees are required to read and acknowledge the policy as part of their Health & Safety induction and through the HR Portal. Clients, customers, contractors, visitors, and other third parties will also be made aware of the policy and are required to acknowledge it when signing in at any company depot or premises. This helps ensure that everyone interacting with our business understands our commitment to maintaining a workplace free from harassment, including harassment by third parties.

This policy will be reviewed annually or sooner by senior management to ensure its suitability. Where necessary it will be amended, reissued, and communicated to all employees and people working on its behalf.



Rob Lynch
Joint Managing Director

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