



24/03/2026

## **Zero Tolerance Policy on Sexual Harassment**

Kate's Kitchen Catering Ltd is committed to providing a safe, respectful, and inclusive environment for everyone who works with or interacts with our organisation. We operate a **zero tolerance policy towards sexual harassment** in any form.

Sexual harassment is **strictly prohibited** and will not be tolerated under any circumstances. This policy applies to **all employees, contractors, suppliers, customers, visitors and any third parties** associated with our organisation.

### **Scope of the Policy**

This policy applies to behaviour that occurs:

- On company premises
- At external venues or events connected to our organisation
- During work-related travel
- At meetings, training sessions, conferences, or social events linked to work
- In any work-related communication, including email, messaging, or social media

### **What Constitutes Sexual Harassment**

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

Examples include (but are not limited to):

- Unwanted sexual comments, jokes, or remarks
- Inappropriate touching or physical contact
- Sexual advances or requests for sexual favours
- Displaying or sharing sexually explicit images or messages
- Suggestive gestures, looks, or behaviour
- Repeated unwanted invitations or attention
- Any behaviour that makes someone feel uncomfortable, unsafe, or intimidated



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## **Responsibilities**

Everyone has a responsibility to help maintain a respectful workplace. All individuals interacting with our organisation are expected to:

- Treat others with dignity and respect
- Refrain from any form of harassment or inappropriate behaviour
- Comply with this policy at all times, whether on-site or at external venues

Managers and supervisors have an additional duty to **lead by example and take immediate action** if concerns are raised.

## **Reporting Concerns**

Any individual who experiences or witnesses sexual harassment is encouraged to report the matter as soon as possible to:

- A manager or supervisor
- Human Resources
- A designated safeguarding or reporting contact

Reports will be **taken seriously, handled confidentially where possible, and investigated promptly and fairly.**

## **Consequences**

Any breach of this policy may result in **disciplinary action**, which could include:

- Formal warnings
- Removal from company premises or events
- Termination of employment or contracts
- Exclusion of suppliers or customers from future engagement
- Referral to relevant authorities where appropriate

## **Commitment**

Kate's Kitchen Catering Ltd is committed to ensuring that **everyone has the right to work and interact in an environment free from sexual harassment.** We will take all complaints seriously and act swiftly to address any concerns.