

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 behaviour 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.

What is sexual harassment?

For the purposes of this policy, sexual harassment means 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.

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.

Sexual harassment may include, for example:

- unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing.
- continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome.
- Making sexual remarks about someone's body, clothing or appearance.
- Asking questions about someone's sex life.
- Telling sexually offensive jokes.
- Sending or displaying or sharing pornographic or sexual images, or other sexual content (including emails, text messages, video clips and images sent by mobile phone or posted on the internet).
- Touching someone against their will, for example hugging them.
- Sexual assault.
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless).



Danny Macfarlane
Managing Director

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