

## **AESTHETICS EVENT STAFF LIMITED**

### **Harassment Policy**

Our Company has worked hard to build a reputation for responsible behaviour and fairness – a reputation that builds trust with our customers and employees. We can continue to build trust only if we are steadfast in our focus on improving all aspects of our responsibilities, including the quality of our work environment.

This philosophy is embodied in our policy on providing a harassment-free workplace. All employees, as well as non-employees in our workplace with whom the Company has a business, service or professional relationship, have a right to work in an environment free from the demoralizing effects of harassment or unwelcome offensive or improper conduct. Sexual harassment or harassment based on age, race, ethnic background, sexual orientation, gender identity, national origin or religious beliefs or any other protected status will simply not be tolerated within Aesthetics Event Staff.

While it is not easy to provide a complete list of the types of improper behaviour, prohibited conduct certainly includes: unwelcome sexual advances, requests for sexual favours, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit, racially offensive or derogatory e-mails or voice-mails, and other verbal or physical conduct of a sexual or offensive nature, such as uninvited touching of a sexual nature or sexually related comments. Harassment does not require intent to offend. Inappropriate conduct meant as a joke, a prank or even a compliment can lead or contribute to harassment. There is a procedure for investigating and resolving issues of harassment at each operating company.

Employees should promptly report incidents of harassment to their immediate supervisor, a higher level of management, or a Human Resources Leader. The employee may also contact the Managing Director by email at [lee@aesthetics.co.uk](mailto:lee@aesthetics.co.uk) or by telephone on +44 (0)7768290627.

All reported incidents will be investigated with an effort to keep the source of the report confidential. Where inappropriate conduct has occurred, specific disciplinary actions, up to and including discharge where appropriate, will be implemented. Any employee who, in good faith, reports a possible violation of this policy will be protected from any form of retaliation.





Person responsible for policy:-

Lee Elizabeth Thomas  
Managing Director  
20<sup>th</sup> February, 2018

