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Sexual Harassment Policy

1. Purpose

Garton Ltd is committed to maintaining a workplace where all individuals are treated with respect and dignity. Sexual harassment of any kind will not be tolerated under any circumstances. This policy outlines Garton Ltd's stance on sexual harassment and the procedures for reporting and addressing such behaviour.

2. Scope

This policy applies to all employees of Garton Ltd, as well as contractors, job applicants, interns, suppliers, and any individual interacting with our workforce in the context of business operations. It covers conduct that occurs:

- In the workplace
- At work-related events, conferences, or training sessions
- During work-related travel
- Through work-related communications (email, messaging platforms, etc.)

3. Definition of Sexual Harassment

Sexual harassment refers to any unwelcome conduct of a sexual nature, whether verbal, non-verbal, visual, or physical. It includes but is not limited to:

- Unsolicited sexual advances or requests for sexual favours
- Sexually suggestive comments, jokes, or gestures
- Inappropriate touching or physical contact
- Displaying or sharing sexually explicit materials
- Making offensive remarks about someone's gender, sexual orientation, or appearance
- Repeatedly asking someone on dates or flirting after being asked to stop

Harassment may be considered sexual regardless of the gender or gender identity of the individuals involved.

4. Reporting Procedure

Any employee or individual covered by this policy who believes they have been subjected to sexual harassment, or who has witnessed such behaviour, is encouraged to report it immediately. Reports may be made to:

- Your direct manager or supervisor
- Any member of senior management

Complaints can be made verbally or in writing and will be handled with sensitivity and confidentiality.

6. Protection Against Retaliation

Garton Ltd prohibits any form of retaliation against anyone who reports sexual harassment or participates in an investigation. Retaliation itself will be treated as a serious disciplinary matter.

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