

## Anti-harassment, sexual harassment and bullying policy statement

Troup Bywaters + Anders LLP (TB+A LLP) are committed to providing a work environment free from unlawful harassment, sexual harassment and bullying ensuring that all of our people are treated, and treat others, with dignity and respect.

It is against the principles of TB+A LLP for any employee to bully or harass another employee in any way. Such conduct will not be tolerated. Any instance that comes to TB+A LLP's attention will be investigated. Should any person be found to have violated this policy they will be subject to disciplinary action, which could lead to dismissal.

### Harassment

Harassment is unsolicited behaviour which adversely affects the dignity of the recipient, and which can have a detrimental effect upon health, confidence, morale and performance at work. Where the behaviour is motivated by age, disability, gender reassignment, martial or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief or sexual orientation (Protected Characteristics) it also amounts to infringement of equal employment opportunity. Harassment is a form of direct discrimination.

### Sexual Harassment

Sexual harassment is unwanted conduct of a sexual nature that has violated an individual's dignity or created an intimidating, hostile, degrading, offensive or humiliating environment for someone. Conduct can be sexual harassment if this has one of the effects even though not intended or is intended to have one of these effects even though not achieved.

All should consider the impact of their behaviour on others and how this may be received and perceived by others. Individuals may feel sexually harassed by a behaviour directed at them or witnessing behaviour directed at others.

Sexual harassment can be a one-off incident or an on-going pattern of behaviour.

### Bullying

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear and intimidation.

TB+A LLP take the welfare of our people very seriously and we acknowledge the effects that such experiences may have on an individual and we strongly encourage our people to follow our clearly set and communicated procedures to report any incidents of experiencing any form of harassment or bullying so that this can be investigated and resolved informally or following our formal procedures.

In addition to our procedures for reporting incidents, we have training available to all staff in relation to harassment and bullying, with sexual harassment training forming part of our mandatory training.

Signed: ..... James Campbell – Managing Partner

Date: ..... 2<sup>nd</sup> January 2026