

Reviewed: October 2025

Kings Group & Kings Lettings Sexual Harassment Policy for Contractors and the General Public.

Effective Date: October 2024

Purpose:

Kings Group & Kings Lettings are committed to maintaining a workplace and environment free from sexual harassment and all forms of discrimination, where all individuals are treated with dignity and respect. This policy applies to all contractors, vendors, service providers, and members of the general public interacting with Kings Group & Lettings or its employees, whether in person, online, or through any other means of communication.

Definition of Sexual Harassment:

Sexual harassment refers to any unwelcome or inappropriate conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment. This can include, but is not limited to:

- Verbal conduct: Sexual jokes, comments, or innuendos, including those made in person, over the phone, or through electronic communications.
- Physical conduct: Unwanted touching, gestures, or physical contact.
- Visual conduct: Displaying sexual images, objects, or text.
- Non-verbal conduct: Unwelcome sexual gestures, looks, or suggestive body language.
- Any other behavior that is sexually suggestive, makes someone feel uncomfortable, or creates a hostile atmosphere.

Policy Statement:

Kings Group and Lettings does not tolerate any form of sexual harassment or discrimination. All contractors, vendors, service providers, and individuals interacting with our organization are expected to behave respectfully, courteously, and professionally at all times.

Reporting Sexual Harassment:

If you experience or witness sexual harassment, we encourage you to report the incident immediately. All reports will be taken seriously, investigated thoroughly, and treated with confidentiality to the extent possible. There will be no retaliation for making a report in good faith.

To report an incident of sexual harassment, please contact:

- Amanda Brabant-Rudd Company Operations Manager
- 01707872000
- Amanda.brabant-rudd@kings-group.net

Alternatively, you may reach out to any member of Kings Group & Kings Lettings management.

Investigation and Response:

Upon receiving a report of sexual harassment, Kings Group & Kings Lettings will:

1. Investigate the matter promptly and fairly.
2. Take necessary corrective action if the complaint is substantiated, which may include disciplinary measures, termination of contracts, or legal action.
3. Take steps to prevent further harassment and protect the rights and safety of all individuals involved.

No Retaliation:

Kings Group & Kings Lettings strictly prohibits any form of retaliation against individuals who report harassment or participate in investigations. Retaliation is a serious violation of this policy and will be treated as a separate matter for investigation and action.

Conclusion:

At Kings Group & Kings Lettings, we strive to foster a positive and professional environment where all individuals, regardless of their role or affiliation, are treated with respect and dignity. We take all concerns seriously and are dedicated to ensuring that our workplace and external interactions remain safe, respectful, and free from harassment.

By working with or interacting with Kings Group and Kings Lettings, you agree to uphold the values outlined in this policy and contribute to maintaining a respectful and harassment-free environment.