

# Perkins&Will

## Sexual Harassment Policy

The purpose of this policy is to ensure a work environment free from sexual harassment, where all employees are treated with dignity and respect. This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, agency workers, contractors, external consultants and third-party representatives.

You are required to read, understand and comply with this policy. Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. Any non-employee who breaches this policy may have their contract terminated with immediate effect.

### **What is sexual harassment?**

Sexual harassment is defined as unwanted conduct of a sexual nature which has the purpose or effect of:

- Violating an individual's dignity, or
- Creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual

### **Examples include, but are not limited to:**

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions.
- Verbal harassment of a sexual nature, such as sexual comments, sexual jokes or references, and offensive personal references.
- Displaying or sharing sexually explicit or suggestive material.
- Any other conduct that creates a work environment that is intimidating, hostile, or offensive.

### **Someone can be found to have harassed someone if:**

- They intended it (it was their purpose)
- If their conduct has the effect of harassment (even if this was not their intended purpose)

### **Harassment can be:**

- A one-off incident
- Repeated behavior
- Indirect (overheard)
- Conduct outside the workplace (work party, social event, social media)

Sexual harassment of any type will not be tolerated and is unlawful. The Equality Act 2010 protects people against sexual harassment and harassment related to protected characteristics. Everyone has the right to go to work and be treated with dignity and respect.

## How to raise a concern

Employees who believe they have been subjected to sexual harassment by Perkins&Will and Portland employees, agency workers, contractors, external consultants or third-party representatives should report the incident immediately to HR department. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behaviours to HR department. Reports of sexual harassment may be made verbally or in writing.

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to HR department.

Any employee found to have engaged in sexual harassment will be subject to disciplinary action, which could result in dismissal for gross misconduct. Any non-employee who breaches this policy may have their contract terminated with immediate effect. Details of our disciplinary policy can be found in the Staff handbook and on the HUB.

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

## Training

All employees undergo an induction into the Company's policies and procedures as part of their initial orientation upon employment. These policies and procedures are revisited regularly. This includes familiarity with this policy and how to raise concerns.

All of our leadership team undertake additional training to understand what sexual harassment is and what measures they should take to ensure that we provide a safe working environment.

Our zero-tolerance approach to sexual harassment must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter. Our policy will be monitored and reviewed annually.

## External Links

- [ACAS What Sexual harassment is](#)
- [Equality & Human Rights commission](#)
- [Equality Act 2010](#)

## Signed



## Jo Wright

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February 2026. Next review February 2027