Sexual Harassment Policy

MARCH 2026

Liquid Friday Limited
Authored by: People Team

LIQUID FRIDAY

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Version	Date	Collaborator	Comments (If Any)
V1	March 2025	Sam Pannell	Review
V2	March 2026	People Team	Review and formatting

Purpose

Liquid Friday are committed to providing an inclusive, supportive and safe environment for everyone. The aim of the Policy is to prevent, respond to incidents that arise, and take action to effect long-term change by:

- educating employees about sexual harassment and their role in developing a culture free from harassment;
- fostering a working environment that supports the dignity and respect of all and is free from any form of discrimination, bullying, harassment, and violence, including gender-based violence;
- where harassment does occur, providing a process and procedure for dealing with it to ensure it is properly managed, establishing mechanisms for reporting and resolving incidents
- monitoring our progress in achieving a workplace free from harassment; and building continuous improvement into our culture.

We adopt a zero-tolerance approach to any form of harassment, ensuring a safe, respectful, and inclusive environment for all employees, contractors, and associates.

Scope

This policy applies to all employees, contractors, freelancers, interns, volunteers, vendors, and anyone else conducting business with Liquid Friday regardless of position or seniority. It covers incidents that occur in the workplace, during work-related events, and online platforms associated with work.

Definition of Sexual Harassment

Sexual harassment includes any unwelcome sexual advances, requests for sexual favours or other verbal, physical, or non-verbal conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment. Sexual harassment can include, but is not limited to:

- Unwelcome sexual comments, jokes, or gestures
- Inappropriate touching, groping, or other physical contact
- Displaying sexually explicit materials in the workplace
- Making comments or inquiries about someone's sexual orientation or private life
- Sending sexually explicit messages or content through any medium
- Any form of quid pro quo harassment (e.g., implying employment benefits in exchange for sexual favours)

Zero-Tolerance Policy

Liquid Friday has a zero-tolerance policy toward sexual harassment. Any violation of this policy, regardless of the severity or frequency of the behaviour, will result in disciplinary action, up to and including termination of contract or employment. No employee, contractor, or third party shall be subject to retaliation for reporting an incident or participating in an investigation.

Reporting Mechanisms

Any employee who experiences or witnesses' sexual harassment is encouraged to report the incident immediately.
Reporting channels include:

- Complaints should be raised with a member of the team of the employee's choice at Liquid Friday, this allows employees to speak to someone that they feel comfortable with.
- People Team: Can be contacted directly via email or phone for confidential discussions and reporting.
- Whistleblower Protection: All reports will be handled with confidentiality, and those who report incidents in good faith are protected from retaliation or adverse consequences.

Investigation Procedure

Upon receiving a report of sexual harassment, the following process will be followed:

1. A thorough and impartial investigation will be undertaken; this may include gathering statements from the agency, end client, complainant, witnesses, and the accused.
2. Confidentiality: All details of the investigation will be fully kept confidential.
3. Outcome: Based on the findings, appropriate disciplinary actions will be taken, which may include written warnings, mandatory counselling, suspension, or termination of employment.
4. Our People Team can follow up with the complainant to ensure there are no further issues and to provide support as needed.

Training

Liquid Friday is committed to preventing sexual harassment through education and training. All members of the Liquid Friday Head Office Team complete annual sexual harassment prevention training that includes:

- Understanding what constitutes sexual harassment.
- How to report harassment and protect oneself and others.
- The consequences of engaging in harassment.
- Bystander intervention strategies.
- How to recognise sexual harassment

Responsibility:

Creating a respectful workplace is everyone's responsibility. All employees, contractors, and third parties are expected to:

- Refrain from engaging in behaviour that may be considered sexual harassment.
- Report any harassment they experience or observe.
- Cooperate in any investigations into harassment complaints.

Retaliation:

Retaliation against individuals who report harassment, participate in an investigation, or provide information is strictly prohibited. Any acts of retaliation will be met with serious consequences, up to and including termination.

Policy Review

This policy will be reviewed annually to ensure compliance with relevant laws and its effectiveness in preventing sexual harassment. Any updates or changes will be communicated to all employees.

Reviewed Date:	March 2026
Reviewed By:	The People Team

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