

## **Epic Studios Sexual Harassment Policy**

### **Policy Statement:**

Epic Studios is committed to maintaining a safe and respectful environment for all individuals who attend or work at our venue. We strictly prohibit any form of sexual harassment and are committed to addressing complaints promptly, conducting thorough investigations, and taking appropriate action to ensure the safety and well-being of all attendees and staff members.

### **Definitions:**

For the purpose of this policy, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favours, or other verbal, non-verbal, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. This includes, but is not limited to, unwanted sexual comments, gestures, jokes, touching, lewd remarks, and any other form of sexual misconduct.

### **Scope:**

This policy applies to all individuals who attend or work at the events venue, including but not limited to employees, contractors, vendors, clients, and guests.

### **Responsibility:**

It is the responsibility of all individuals attending or working at the events venue to adhere to and promote a culture that prevents sexual harassment. Managers and supervisors have a duty to respond promptly and effectively to any reports of sexual harassment and to take appropriate action.

### **Reporting Procedure:**

If you have experienced or witnessed any form of sexual harassment at the events venue, you are encouraged to report it immediately. The following reporting options are available:

- a. Direct Reporting: You can report the incident directly to a supervisor, manager, or designated HR representative in person or in writing either via email to the general manager [laura.rycroft@epic-tv.com](mailto:laura.rycroft@epic-tv.com) or post to: Laura Rycroft, Extreme Video Ltd, Epic Studios, 112-114 Magdalen Street, Norwich, NR3 1JD.
- b. Anonymous Reporting: If you prefer to remain anonymous, you may report the incident via the above contact details. However, please note that anonymous reports may limit the ability to fully investigate and address the complaint.
- c. Third-Party Reporting: If you are uncomfortable reporting within the events venue, you have the option to report the incident to an external authority, such as the police or relevant regulatory bodies.

**Complaint Handling and Investigation:**

All reports of sexual harassment will be treated seriously and promptly investigated in a fair, impartial, and confidential manner. The investigation process may involve interviews with the complainant, alleged harasser, and any witnesses. The events venue will make reasonable efforts to protect the privacy and confidentiality of all parties involved.

**Disciplinary Action:**

If a complaint of sexual harassment is substantiated through the investigation process, the events venue will take appropriate disciplinary action against the perpetrator. Disciplinary measures may include, but are not limited to;

Contractors, vendors, clients, and guests - being asked to leave the venue and/or future denial of entry to the premises.

Employees - verbal or written warnings, retraining, suspension, termination of employment, and legal action.

**Retaliation Prohibition:**

Epic Studios strictly prohibits retaliation against any individual who reports sexual harassment or participates in the investigation process. Any form of retaliation will be subject to disciplinary action.

**Training and Awareness:**

We are committed to providing regular training and awareness programs to our employees to prevent sexual harassment. These initiatives will focus on defining sexual harassment, explaining reporting procedures, promoting bystander intervention, and fostering a respectful work environment.

**Review and Update:**

This policy will be reviewed periodically to ensure its effectiveness and compliance with current legislation. Updates may be made as necessary to reflect evolving best practices and legal requirements.

| Written By:   | Date:      | Review Due Date: |
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| Laura Rycroft | 13.06.2023 | 12.06.2024       |
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