# Respectful Workplace and Sexual Harassment Policy

Our Values in Action: Creating a Respectful Workplace

Our commitment

Yamazaki Mazak is committed to maintaining a working environment in which everyone is treated with dignity, respect and professionalism. We have a zero-tolerance approach to sexual harassment, victimisation and retaliation. We take all reasonable steps to prevent sexual harassment in the course of employment, including harassment connected with work-related activities and interactions with third parties.

## 1. Purpose and scope

This public policy explains the standards Yamazaki Mazak expects and the steps we take to help prevent and respond to sexual harassment. It complements our detailed internal policies and procedures.

It applies to employees, directors, contractors, agency workers, apprentices, interns and work-experience participants. It also sets expectations for customers, suppliers, distributors, visitors and other business partners when interacting with Mazak or anyone working on Mazak's behalf.

## 2. Our legal and cultural commitment

Sexual harassment and victimisation are unlawful under the Equality Act 2010. Yamazaki Mazak recognises its duty to take all reasonable steps to prevent sexual harassment of employees in the course of their employment, including sexual harassment by third parties.

Our approach is also grounded in our values of Integrity, Teamwork, Passion, Awareness and Commitment. These values guide how we treat one another and how we represent Mazak in every working environment.

## 3. What is sexual harassment?

Sexual harassment is unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. A single incident may amount to sexual harassment.

When considering the effect of conduct, the circumstances, the perception of the person affected and whether it was reasonable for the conduct to have that effect will be taken into account.

## 4. Examples of unacceptable conduct

Sexual harassment may include, but is not limited to:

- unwanted physical contact or inappropriate "horseplay";
- unwelcome sexual advances, propositions or repeated unwanted invitations;


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- sexual comments, jokes, gestures or questions;
- comments about a person's appearance or private life that are sexual in nature;
- displaying or sharing sexual or offensive images, videos, messages or other material;
- inappropriate conduct through email, messaging services, telephone calls, online meetings or social media;
- treating someone less favourably because that person submitted to, rejected or complained about sexual conduct; or
- conduct directed at one person that creates an offensive environment for another person who witnesses or becomes aware of it.

This list is illustrative, not exhaustive. Conduct can be harassment even where offence was not intended.

## 5. Where the policy applies

The same standards apply in all work-related settings, including:

- Mazak offices, manufacturing facilities and other premises;
- customer, supplier and partner premises;
- business travel, accommodation and transport;
- training courses, demonstrations, Open Houses, exhibitions and conferences;
- hospitality, networking and work-related social events; and
- online meetings, digital communications and social media where there is a connection to work.

## 6. Third-party harassment

Yamazaki Mazak does not tolerate sexual harassment by or towards customers, suppliers, contractors, distributors, visitors or other third parties. Employees are not expected to accept inappropriate behaviour because it comes from a customer, supplier or business partner.

We take all reasonable and proportionate steps to reduce third-party risks. Depending on the circumstances, these may include communicating behavioural expectations, carrying out risk assessments, briefing employees, changing working arrangements, warning or removing an individual, restricting future access, raising the matter with the third party's organisation or reporting suspected criminal conduct to the police.

## 7. Prevention

Our preventative approach may include:

- regular risk assessments, with particular attention to higher-risk activities and working environments;
- clear standards of conduct for employees, visitors and business partners;
- training, induction and awareness communications;
- manager and event-team briefings;
- accessible reporting routes and support;
- appropriate contractual, visitor and event controls; and
- monitoring and periodic review of our policies, controls and learning.

## 8. Speaking up and reporting concerns


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Anyone who experiences, witnesses or becomes aware of conduct that may breach this policy is encouraged to raise the concern promptly. Employees may speak to their line manager or contact the Human Resources Department. If a concern involves the line manager, or the individual would prefer not to approach the line manager, the concern should be raised directly with Human Resources.

Human Resources Department
HR@mazak.co.uk

External parties may also use this address to report conduct connected with Yamazaki Mazak UK Ltd, its premises, employees or business activities.

Concerns will be taken seriously and handled sensitively, fairly and as confidentially as reasonably possible. Information will be shared only where necessary to review the concern, conduct a fair investigation, protect those involved or meet legal obligations.

## 9. Response and action

Reports will be considered under the appropriate internal procedure. Where necessary, Mazak may investigate, introduce interim safeguards, take disciplinary action, change working arrangements or take proportionate steps in relation to a third party. Sexual harassment or victimisation by an employee may amount to misconduct or gross misconduct and may result in dismissal.

Where concerns relate to a third party, action may include a formal warning, removal from an event or premises, restrictions on future access, escalation to the third party's employer or organisation, or referral to the police where appropriate.

## 10. Protection from victimisation and retaliation

Yamazaki Mazak will not tolerate victimisation or retaliation against anyone who, in good faith, raises a concern, supports another person, gives evidence or participates in an investigation. Any concern about retaliation should be reported to Human Resources without delay.

A concern that is not upheld will not, by itself, result in action against the person who raised it. Deliberately providing false information in bad faith may, however, be addressed under the relevant procedure.

## 11. Support

Support is available through the Human Resources Department. Employees may also access confidential support through Mazak's Employee Assistance Programme; details are available internally or from Human Resources.

## 12. Our values in action

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| **Integrity** | We do the right thing, treat others with dignity and speak up when something is not right. |
| **Teamwork** | We look out for one another and support colleagues who raise concerns. |
| **Passion** | We demonstrate professionalism and pride in the culture we create. |
| **Awareness** | We consider the impact of our words and actions and respect personal boundaries. |
| **Commitment** | We all play a part in maintaining a safe and respectful workplace. |


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## 13. Approval

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| Signed |  |
| Name | Richard Smith |
| Title | European Group Managing Director |
| Effective date | October 2026 |
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