



Third-Party Harassment Policy

Our commitment

At Recorra, we are committed to providing a safe, respectful and inclusive environment for everyone who works with us and for us. We do not tolerate any form of harassment, abuse or inappropriate behaviour towards our employees, workers or representatives while carrying out work on our behalf by third parties.

This policy applies to all individuals who interact with Recorra, including customers, clients, suppliers, contractors, visitors and members of the public.

What we mean by third-party harassment

Third-party harassment refers to unwanted or inappropriate behaviour directed at a member of our workforce by someone who is not employed by Recorra, where the behaviour is connected to their work.

This can include (but is not limited to):

- Verbal abuse, threatening or intimidating behaviour
- Discriminatory, racist, sexist or sexual comments
- Unwanted physical contact
- Offensive jokes, gestures or remarks
- Harassment via phone, email or social media

A single serious incident may constitute harassment, as may repeated behaviour which has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment.

Zero-tolerance approach

Recorra operates a zero-tolerance approach to third-party harassment.

Any behaviour that breaches this policy may result in action being taken, which can include:

- A warning to the individual or organisation involved
- Restricting or refusing access to our services or premises
- Termination of commercial relationships
- Reporting incidents to the police where a criminal offence may have occurred

Our priority is always the safety, dignity and wellbeing of our workforce.



Our preventative approach

In line with our legal duty to take reasonable steps to prevent harassment, Recorra:

- Sets clear behavioural expectations for third parties
- Trains our staff on recognising and reporting harassment
- Supports employees who raise concerns
- Takes prompt and appropriate action when issues are identified
- Keeps our approach under regular review to ensure effectiveness

Reporting concerns

We encourage our employees to report any incidents or concerns so they can be addressed promptly and appropriately.

All reports are taken seriously and handled with sensitivity and confidentiality.

Scope

This policy applies to interactions connected with Recorra's work, including:

- On our premises
- At customer or supplier sites
- During work-related events or meetings
- Through work-related communications and social media

Review

This policy is reviewed regularly as part of Recorra's wider commitment to dignity, respect and safety at work.

Signed:



Date: 01/04/2026

Director

Recorra includes Recorra Ltd and its subsidiaries. Recorra was formerly known as BPR Group which included Paper Round, Secure Paper, Brighton Paper Round Ltd and Reef Environmental Solutions Ltd.