

## **Sexual Harassment Policy**

The company considers that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Behavior that amounts to sexual harassment may result in disciplinary action, up to and including dismissal.

**What is sexual harassment?** Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is offensive or objectionable to the recipient. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore interferes with work effectiveness.

**When is conduct unwelcome or harassing?** Specifically this applies when submission to or rejection of a conduct of above nature

- Explicitly or implicitly affects an individual's employment contract (e.g., hiring, promotion, training, termination etc ) or
- Unreasonably interferes with an individual's work performance (eg: work efficiency, training, overtime assignments etc) or
- creates an intimidating, hostile, or offensive work environment

**What is *not* sexual harassment?** Sexual harassment does not refer to occasional compliments of a socially acceptable nature.

**Complaint Procedure :** If an employee experience or witness sexually harassing behavior in the work place, report it immediately to the General Manager (HR, Admin). You may also report harassment to any other member of the senior management of the company.

**Employer's Responsibility :** Any complaints received as above will be immediately notified to the CEO and such complaints shall be quickly investigated by an officer

designated by the CEO. To the extent possible, confidentiality as regards the affected person and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the affected person will be informed of the outcome of that investigation and what action will be taken.

The company will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

**Punishment/ penalties :** If an investigation of any allegation of sexual harassment shows that harassing behavior has taken place, the harasser will be subject to disciplinary action. Disciplinary action may vary depending on the severity of the conduct which will be one or more of following:

- oral and written warning
- suspension
- extension of probation
- transfer
- demotion
- termination