

<Company Name>

## **WORKPLACE HARASSMENT PREVENTION POLICY**

### **Commitment to Harassment-Free Workplace**

<Company Name> is committed to maintaining a work environment that is safe from harassment for its employees. Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, psychological, verbal or sexual abuse.

### **Definitions of Workplace Harassment**

Workplace harassment can occur when one party at the workplace demonstrates behaviour that causes or is likely to cause harassment, alarm or distress to another party. Workplace harassment can take different forms. Examples of behaviour that may be considered harassment include but are not limited to:

- Threatening, abusive or insulting language, comments or other non-verbal gestures
- Physical violence
- Bullying, including cyber-bullying
- Sexual harassment
- Stalking

Workplace harassment can also take place through different modes of communications, such as email, text messaging or social media. It can occur outside of the office space, such as on business trips, clients' premises or other work-related occasions.

Workplace harassment can be directed at and/or carried out by:

- Co-workers
- Managers
- Other people at the workplace e.g. customers, contractors, interns and volunteers

### **Reporting and Investigation Procedures**

Employees who are subjected to or witness harassment at the workplace may report the incident to the management in accordance with the grievance procedure. The Company will conduct prompt investigations and take appropriate actions to provide remedies and prevent recurrence. All complaints shall be dealt with fairly, with sensitivity, respect and in confidence for all parties concerned.

### **Disciplinary Actions**

An employee who has harassed his/her co-worker or has participated in an act of harassment or encouraged such conduct by others, shall be subject to corrective or disciplinary action. For severe cases, a police report may be made. Company disciplinary actions can include written warning and or demotion for more serious transgression.

If the harassment involves an external customer/stakeholder, the Company shall take appropriate actions to prevent recurrence.