

## ***SEXUAL HARASSMENT POLICY***

SSTCM is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. SSTCM will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another, will face disciplinary action, up to and including dismissal from employment.

Anyone, including employees of SSTCM, clients, customers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this policy. All sexual harassment is prohibited whether it takes place within SSTCM premises or outside, including at social events, business trips, training sessions or conferences sponsored by SSTCM. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

Sexual harassment is an unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes the situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create environment which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include but not limited to;

- Unwanted sexual temptation – whether it involves physical contact or not;
- Request for sexual acts in exchange for promised job benefits such as obtaining a good review, salary increase, promotion, additional benefits or continued employment;
- Forced sexual acts;
- Insulting behaviour or comments (verbal or written);
- Verbal, written or physical insults, threats and attacks;
- Unacceptable, offensive or disliked nicknames, or negative stereotypes;
- Symbols, images, pictures or material displayed that are racist, pornographic or otherwise objectionable;
- Unwelcome coercion, insistence, invitation or request of a sexual nature;
- Indecent, lascivious, obscene or indecent gestures;

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, or inappropriate touching;
- Teasing, and jokes that are insulting and unpleasant;
- Inappropriate questions or comments about a person's sex life, religion, or cultural norms, sexual orientation, family background, source of income or lifestyle.

SSTCM respects the right of each employee to complain in good faith about illegal discrimination of any kind, including sexual or other workplace harassment, or who provides information in connection with any such complaint. If you believe that you have experienced illegal discrimination, harassment, or retaliation, you should report immediately to Head of Department or Executive Director.