

HARASSMENT POLICY

Lalan Rubbers (pvt) Ltd is committed to provide a work environment in which all individuals are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace by Age, Marital Status ,Ancestry ,Place or Origin , Citizenship ,Political Affiliation , Colour ,Race ,Creed ,Record of Offences ,Ethnic Origin ,Sex, Pregnancy, Family Status ,Sexual Orientation or Handicap

Everyone in the workplace must be dedicated to preventing workplace harassment. Managers, supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker, in a workplace, that is known or ought reasonably to be known to be unwelcome derogatory or inappropriate comments, teasing, jokes, innuendoes or taunting , display or circulation of any inappropriate, derogatory or offensive written materials, cartoons or pictures, creation of an unpleasant, intimidating or intolerable environment through a pattern of offensive, threatening or hostile comments or conduct , stalking , inappropriate physical contact ,physical or verbal abuse ,refusing to communicate or work with an individual ,Sexual assault/abuse ,Suggestive looks, leering, staring or gestures ,unwelcome and unsolicited sexual advances ,Reprisal or threat of reprisal for the rejection of a sexual advance or solicitation ,Reprisal or threat of reprisal against an individual for having invoked this policy or participated in any investigation under this policy.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace.

Workers are encouraged to report any incidents of workplace harassment by written or verbal complaints. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a timely and fair manner while respecting workers' privacy.

Nothing in this policy prevents or discourages a worker's right to exercise any other legal avenues available.

Signature (CEO):.....

Date: 19.06.2018