

# Sexual Harassment Policy.



31st August 2020

**POLICY POL-107  
VERSION 1.2**

**WORKPLACE HEALTH AND SAFETY**

# Sexual Harassment Policy



## 1. Purpose

The purpose of this policy is to promote a safe, healthy, and productive workplace at Elite Staffing Solutions.

## 2. Scope

This policy applies to all employees, contracted employees, contractors, potential employees, and visitors of Elite Staffing Solutions. This policy applies to all activities occurring during work with Elite Staffing Solutions, including:

- work related social activities.
- work related dealings with others, including customers, sales representatives.
- work related dealings for Elite Staffing Solutions outside of Elite's premises and outside usual working hours.

## 3. Policy

Elite Staffing Solutions supports the rights of individuals to be free from sexual harassment while engaged in activities undertaken as part of their employment. All employees are required to treat others with dignity, courtesy, and respect.

Sexual harassment is an unwanted, unwelcomed, or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated, or offended. Sexual harassment may take many forms it can be:

- Comments about a person's private life or the way they look
- Pressure or demands for dates or sexual favours
- Unnecessary familiarity – for example, deliberately brushing against a person or constant staring at a person
- Unwanted physical contact – for example, touching or fondling
- Sexual jokes or innuendo – verbal or transmitted via electronic or any other media
- Offensive telephone calls and/or text messages of a sexual nature
- Unwelcome comments or questions about a person's sex life – in person, by phone, email, text message or on social networking sites
- Sexually explicit emails, text messages or posts on social networking sites.
- Displaying offensive screen savers, photos, calendars, or objects
- Sexual assault

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Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour. A single incident is enough to constitute sexual harassment – it does not have to be repeated.

## 4. Roles and Responsibilities

### Employee responsibilities:

- Comply with the Emerson's Sexual Harassment Policy.
- Participate in any training provided by Emerson.
- Model appropriate behaviour.
- Treat information in relation to sexual harassment allegations with appropriate confidentiality.
- Ensure that a person is not victimised for making or being involved in, a complaint of sexual harassment.

### Director or CEOs' responsibilities:

- Modelling appropriate behaviour.
- Monitoring the working environment to ensure as far as practicable that acceptable standards of conduct are always maintained, and that sexual harassment is not tolerated.
- Promoting awareness of the avenues for advice and the complaints procedures with respect to sexual harassment as set out in this policy.
- Treating seriously complaints and behaviour which may constitute sexual harassment and taking immediate action.
- Treating complaints of sexual harassment with appropriate confidentiality.
- ensuring that a person is not victimised for making, or being involved in, a complaint of sexual harassment.
- Be familiar with the Sexual Harassment Policy including the procedures for dealing with allegations of sexual harassment.
- Understand the negative effects that sexual harassment can have in the workplace, and particularly the effect that making a complaint can have.
- Act as a point of contact for a person considering making a complaint or seeking information about sexual harassment.

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- Provide the complainant with information about the various options and avenues for advice and the complaints procedures.
- understand that the role of the contact person is to provide information and support to the complainant, and does not extend to investigation, conciliation, making a judgement about what constitutes sexual harassment, or other intervention.

## 5. Complaints

Any complaints under this policy will be treated seriously and confidentially and will be investigated thoroughly and impartially. Elite Staffing Solutions will take appropriate action to ensure that any discrimination or harassment found to exist is rectified and does not continue.

## 6. Breaches of policy

Employees are expected to comply with company policy and refrain from engaging in harassing behaviour. Where sexual harassment is found to be substantiated, the consequences for the person against whom the complaint is made will depend on a range of factors. The consequences may include an apology, counselling, undertaking training, or disciplinary action including dismissal.

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## Document Control

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## Document Approvers

| S. No. | Approver                     | Approved Through Nominee | Nominee Contact       |
|--------|------------------------------|--------------------------|-----------------------|
| 1      | Elite Staffing WHS Committee | All Members              | Jessica Chandrasinghe |
|        |                              |                          |                       |

## Version History

| Section / Page No. | Description of Amendment | Reason for Amendment     | New Version No. & Effective Date | Amendment by:         | Approved by:          |
|--------------------|--------------------------|--------------------------|----------------------------------|-----------------------|-----------------------|
|                    | Minor working changes    | Minor updates from audit | 1.1<br>01 Dec 2018               | Chenath Fernando      | Jessica Chandrasinghe |
|                    | New document             | Updated for new format   | 1.2<br>31 Aug 2020               | Jessica Chandrasinghe | Bruce van Twest       |
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