

	Sexual Harassment, Harassment & Workplace-Related Violence Policy	<i>Creation date:</i> 30/06/2016
		<i>Review date:</i> 16/01/2020
		<i>Communicated:</i> 28/02/2020
		<i>Version:</i> 003
		<i>Company:</i> Goldtree Ltd
		<i>Confidentiality:</i> Internal
		<i>Archiving:</i> HSE Department
SUSTAINABILITY DEPARTMENT		GTPOL015

The objective of this policy is to ensure that employees respect other employees and do not subject other employees to sexual harassment, harassment and violence in the workplace.

Definitions

- **Sexual harassment** is defined as unwelcome and inappropriate behaviour of a sexual nature that has the effect of offending, intimidating or humiliating a person. It may be a single incident or occur over a period of time. In defining and identifying sexual harassment it is the effect of the behaviour that is relevant not the intent. See Appendix 1 for examples of sexual harassment.
- **Harassment**, sometimes called bullying, is defined as unwelcome behaviour that has the effect of offending, intimidating or humiliating a person. It may be a single incident or occur over a period of time. In defining and identifying harassment it is the effect of the behaviour that is relevant not the intent. See Appendix 1 for examples of harassment.
- **Workplace-related violence** is defined as any aggressive and deliberate physical action, either threatened or actual, by an employee, contractor or sub-contractor that causes or is intended to cause physical harm or intimidation to another person in the workplace. See Appendix 1 for examples of violence in the workplace.

It should be noted that sexual harassment, harassment and workplace-related violence do not need to happen in the workplace to be constituted as workplace-related, if, for example, harassment takes place outside the workplace, but the incident is related to employment in the company.

This policy applies to all activities and operating locations currently run by the company as well as the future extensions or developments, including those carried out by contractors, and sub-contractors.

Company's responsibilities

- The company fully supports the rights of employees to be free from sexual harassment, harassment and violence while engaged in activities undertaken as part of their employment.
- Line managers are expected to be mindful of the possibility of sexual harassment, harassment and violence in the workplace, and to monitor the behaviour of other employees in this regard.
- The company prohibits extra-judicial intimidation and harassment by contracted security forces.
- The Compliance Officer for matters relating to sexual harassment, harassment and violence in the workplace is HR Manager.
- The Compliance Officer will deal with all complaints of sexual harassment, harassment and violence in the workplace promptly and confidentially.
- Where an employee is proven to have sexually harassed, harassed or been violent to another employee, the company will take disciplinary action up to and including dismissal.
- Every effort will be made to ensure that employees who make complaints are not victimised. Where an employee is proven to have victimised another employee, the company will take disciplinary action up to and including dismissal.

Employee's responsibilities

- All employees are responsible for ensuring that the rights of other employees are respected and that their behaviour is such that other employees are not sexually harassed, harassed or subjected to violence.
- Employees who believe that they have suffered any form of sexual harassment, harassment or violence in the workplace are entitled to raise the matter with their line manager or, if this is not appropriate, with the HR Manager.

Date of approval: January 2020

Signed: Pieter Van Dessel

General Manager Goldtree SL Ltd

