

# Prevention of Sexual Harassment Policy (PoSH Policy)

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At AACL, we are committed to maintaining a safe, respectful, and inclusive work environment for all employees. We strictly prohibit any form of sexual harassment and are dedicated to preventing such behaviour. This policy outlines our commitment to promoting a workplace free from sexual harassment and our procedures for addressing complaints in a prompt, fair, and confidential manner.

## **Policy Guidelines:**

### **1) Definition of Sexual Harassment:**

Sexual harassment refers to any unwelcome conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favours, verbal or physical conduct of a sexual nature, or any other conduct that creates an uncomfortable or offensive atmosphere.

### **2) Scope of Policy:**

This policy applies to all employees, including full-time, part-time, temporary, and contract workers, as well as interns, volunteers, and visitors, both within the workplace and during work-related events or activities outside of the office premises.

### **3) Responsibilities:**

#### **3.1 Management:**

- Ensure the implementation and enforcement of this policy.
- Promote awareness and understanding of the policy among employees.
- Respond promptly and effectively to any reported incidents of sexual harassment.
- Conduct fair and thorough investigations into complaints.
- Take appropriate disciplinary action against offenders.

#### **3.2 Employees:**

- Treat all colleagues with respect and professionalism.
- Refrain from engaging in any form of sexual harassment.
- Report any incidents of sexual harassment promptly and honestly.
- Cooperate with investigations and maintain confidentiality.

#### **4) Reporting Procedure:**

##### **4.1 Reporting:**

Employees who experience or witness any form of sexual harassment are encouraged to report the incident promptly. Reports can be made to the designated Human Resources representative, PoSH Chairperson or the committee members or any other trusted supervisor or manager. IC Members list is displayed in respective location's notice board.

##### **4.2 Confidentiality and Non-Retaliation:**

All reports will be treated confidentially, and the privacy of individuals involved will be protected to the fullest extent possible. Retaliation against any individual who reports or participates in an investigation is strictly prohibited and will result in disciplinary action.

#### **5) Investigation and Resolution:**

All reported incidents will be thoroughly and impartially investigated. The investigation will be conducted promptly and in a manner that respects the rights of all parties involved. Appropriate action will be taken based on the outcome of the investigation, ranging from counselling and disciplinary measures to termination, as deemed necessary.

#### **6) Awareness and Training:**

Regular training sessions will be conducted to raise awareness about sexual harassment, its impact, and preventive measures. All employees will be educated on this policy and their rights and responsibilities within the workplace.

#### **7) Policy Review:**

This policy will be periodically reviewed to ensure its effectiveness and alignment with applicable laws and regulations. Any necessary updates or revisions will be made accordingly.