

Anti-Harassment Policy

Purpose

Sofap Ltd is committed to fostering a harassment-free workplace where all employees are treated with respect and dignity.

The current national law protects employees from harassment based on race, national or ethnic origin, colour, religion, age, gender, marital status, family status, disability. Harassment at Sofap Ltd will not be tolerated.

Scope

The scope of Sofap Ltd's Anti-Harassment Policy applies to all employees. Though Sofap Ltd cannot be held accountable for actions of its stakeholders, we will strongly support organisations abiding to anti-harassment policies and hence, would be given due consideration for various business avenues. This policy applies to all behaviour that is in some way connected to work, including during off-site meetings, training and on business trips.

Definitions

Harassment is:

- offending or humiliating someone physically or verbally.
- threatening or intimidating someone; or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, gender, marital status, family status, disability.

Sexual harassment is:

- offensive or humiliating behaviour that is related to a person's gender.
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive work environment; or

- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

Main objectives of the Anti-Harassment Policy:

- Sofap Ltd will not tolerate harassment under any circumstances. Responsibility lies with every Manager, Supervisor and employee/casual worker to ensure that any form of harassment does not occur.
- The Company strongly encourages any employee who feels that they have been harassed to report to the immediate Manager. In case there is involvement of the immediate Manager, the employee may report the matter to the HR Department.
- Any case of harassment will be recorded and investigated per Sofap Ltd's procedures. The employee who has been harassed would be called to provide a written statement with the HR Department.
- A breach of this policy will result in disciplinary action, up to and including termination of employment.
- Sofap Ltd is committed to ensuring that no employee who brings forward a harassment concern is subject to any form of reprisal. Any reprisal will be subject to disciplinary action. Sofap Ltd will ensure that the victim or witnesses are not victimized or discriminated against while dealing with complaints of harassment.
- However, anyone who abuses the procedure (for example, by maliciously putting an allegation knowing it to be untrue) will be subject to disciplinary action.

Approved by

Eric Adam
Managing Director

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