



UDL INTERNATIONAL LIMITED

Anti-Harassment Policy





UDL INTERNATIONAL LIMITED

1. Purpose

Our company is committed to providing a safe, respectful, and professional workplace for all employees. Harassment of any kind is not tolerated. Every individual has the right to work in an environment free from intimidation, discrimination, and offensive behavior.

The policy complies with requirements of Code of Corporate Governance ,2019

2. Scope

This policy applies to all employees, managers, directors, contractors, interns, and visitors, regardless of their role, location, or employment status. It also applies to work-related events, meetings, travel, or any company-related activity outside the office.

3. Definition of Harassment

Harassment is any unwanted conduct that creates an intimidating, hostile, or offensive work environment. It may include, but is not limited to:

3. (a) Sexual harassment / gender-based harassment against women

Unwanted sexual advances, requests for sexual favours, and other verbal or physical harassment of a sexual nature against women are strictly prohibited and will be dealt under the Protection Against Harassment of Women at the Workplace Act, 2010.

3 (b) Other forms of harassment covering all employees

- **Verbal Harassment:** Insults, derogatory comments, or slurs.
- **Physical Harassment:** Unwelcome touching, blocking movement, or any physical interference .
- **Visual Harassment:** Display of offensive or suggestive images, emails, or other visual material.
- **Psychological Harassment:** Intimidation, threats, or any conduct that causes psychological harm
- **Religious Harassment:** Religious harassment is often interconnected with racial harassment but narrows in specifically on the victim's religious beliefs.
- **Power Harassment:** Power harassment isn't limited to a certain type of behaviour. It can be verbal in the form of intimidation or physical in the form of acts of violence. Power harassment is a form of harassment and workplace bullying in which someone in a position of greater power uses that power to harass or bully a lower-ranking person.
- **Discriminatory Harassment:** targeting someone based on gender, race, religion, disability, age, or any protected characteristic.



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4. Reporting a Complaint

If you experience or witness harassment:

1. Report the incident to your immediate HOD, HR, or any manager you feel comfortable approaching.
2. Reports can be made verbally, in writing, or via email.
3. All complaints will be handled promptly, fairly, and confidentially.

5. Investigation

The company will investigate all complaints in a timely and impartial manner.

Both parties will have the opportunity to present their respective versions of the events.

Confidentiality will be respected as much as possible.

6. Consequences

If harassment is confirmed, disciplinary action will be taken. This may include counseling, warnings, suspension, or termination of employment, depending on the severity of the behavior.

Retaliation against anyone who makes a complaint in good faith will not be tolerated.

7. Responsibility

Managers and HOD's are responsible for setting the tone, addressing issues early, and supporting employees who raise concerns.

Employees are expected to treat others with dignity and respect, and to report inappropriate conduct.

8. Commitment

We are dedicated to fostering a positive, respectful, and inclusive workplace where everyone feels safe and valued.