

Sexual Harassment Policy

Tezza Business Solutions Ltd is committed to providing a workplace that is free from sexual harassment. We are also committed to ensuring that our behavior when at clients' sites keeps their work environment free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. When we determine that an allegation of sexual harassment is credible, we will take prompt and appropriate corrective action.

What is Sexual Harassment?

Sexual Harassment is defined as (but not limited to):

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Unwelcome Behavior is the critical word. Unwelcome does not mean "involuntary." A victim may consent or agree to certain conduct and actively participate in it even though it is offensive and objectionable. Therefore, sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome. Whether the person in fact welcomed a request for a date, sex-oriented comment, or joke depends on all the circumstances.

*Source: Preventing Sexual Harassment (BNA Communications, Inc.) SDC IP .73
1992 manual*

Sexual harassment includes many things...

- Actual or attempted rape or sexual assault.
- Unwanted pressure for sexual favors.
- Unwanted deliberate touching, leaning over, cornering, or pinching.
- Unwanted sexual looks or gestures.
- Unwanted letters, telephone calls, or materials of a sexual nature.
- Unwanted pressure for dates.

- Unwanted sexual teasing, jokes, remarks, or questions.
- Referring to an adult as a girl, hunk, doll, babe, or honey.
- Whistling at someone.
- Cat calls.
- Sexual comments.
- Turning work discussions to sexual topics.
- Sexual innuendos or stories.
- Asking about sexual fantasies, preferences, or history.
- Personal questions about social or sexual life.
- Sexual comments about a person's clothing, anatomy, or looks.
- Kissing sounds, howling, and smacking lips.
- Telling lies or spreading rumors about a person's personal sex life.
- Neck massage.
- Touching an employee's clothing, hair, or body.
- Giving personal gifts.
- Hanging around a person.
- Hugging, kissing, patting, or stroking.
- Touching or rubbing oneself sexually around another person.
- Standing close or brushing up against a person.
- Looking a person up and down (elevator eyes).
- Staring at someone.
- Sexually suggestive signals.
- Facial expressions, winking, throwing kisses, or licking lips.
- Making sexual gestures with hands or through body movements.

VERBAL

- Referring to an adult as a girl, hunk, doll, babe, or honey
- Whistling at someone, cat calls
- Making sexual comments about a person's body
- Making sexual comments or innuendos
- Turning work discussions to sexual topics
- Telling sexual jokes or stories
- Asking about sexual fantasies, preferences, or history
- Asking personal questions about social or sexual life
- Making kissing sounds, howling, and smacking lips
- Making sexual comments about a person's clothing, anatomy, or looks
- Repeatedly asking out a person who is not interested
- Telling lies or spreading rumors about a person's personal sex life

NON-VERBAL

- Looking a person up and down (Elevator eyes)
- Staring at someone
- Blocking a person's path

- Following the person
- Giving personal gifts
- Displaying sexually suggestive visuals
- Making sexual gestures with hands or through body movements
- Making facial expressions such as winking, throwing kisses, or licking lips

PHYSICAL

- Giving a massage around the neck or shoulders
- Touching the person's clothing, hair, or body
- Hugging, kissing, patting, or stroking
- Touching or rubbing oneself sexually around another person
- Standing close or brushing up against another person

SEXISM is an attitude. It is an attitude of a person of one sex that he or she is superior to a person of the other sex.

For example, a man thinks that women are too emotional. Or a woman thinks that men are chauvinists.

SEX DISCRIMINATION is a behavior. It occurs when employment decisions are based on an employee's sex or when an employee is treated differently because of his or her sex.

For example, a female supervisor always asks the male employees, in a coed workplace, to move the boxes of computer paper. Or, a male supervisor always asks the female employees, in a coed workplace to plan office parties.

SEXUAL HARASSMENT is a behavior. It is defined as unwelcome behavior of a sexual nature. *For example, a man whistles at a woman when she walks by. Or a woman looks a man up and down when he walks towards her.*

SUBTLE SEXUAL HARASSMENT is a behavior but not a legal term. It is unwelcome behavior of a sexual nature that if allowed to continue could create a QUID PRO QUO and/or a Hostile Work Environment for the recipient.

For example, unwelcome sexual comments, jokes, innuendoes.

QUID PRO QUO HARASSMENT is when employment and/or employment decisions for an employee are based on that employee's acceptance or rejection of unwelcome sexual behavior.

For example, a supervisor fires an employee because that employee will not go out with him or her.

HOSTILE WORK ENVIRONMENT is a work environment created by unwelcome sexual behavior or behavior directed at an A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other Department employee, or a non-employee who has a business relationship with the Department.

For example, pervasive unwelcome sexual comments or jokes that continue even though the recipient has indicated that those behaviors are unwelcome.

Tezza Business Solutions' Responsibilities Under This Policy

If Tezza receives an allegation of sexual harassment, or has reason to believe sexual harassment is occurring, it will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, we will take immediate and effective measures to end the unwelcome behavior. We are committed to take action if we learn of possible sexual harassment, even if the individual does not wish to file a formal complaint.

The Human Resources Director is the main contact point for questions or concerns about sexual harassment. Our HR Director has the responsibility for investigating or overseeing investigations of alleged sexual harassment. Our HR Department is committed to ensuring that all investigations of sexual harassment are conducted in a prompt, thorough, and impartial manner.

Managers and other responsible leads who observe, are informed of, or reasonably suspect incidents of possible sexual harassment must immediately report such incidents to the HR Director, which will either initiate or oversee a prompt investigation. Failure to report such incidents will be considered a violation of this policy and may result in disciplinary action. The HR Director will provide guidance as needed on investigating and handling the potential harassment. Managers should take effective measures to ensure no further apparent or alleged harassment occur pending completion of an investigation.

Tezza will seek to protect the identities of the alleged victim and harasser, except as reasonably necessary (for example, to complete an investigation successfully). The Department will also take the necessary steps to protect from retaliation those employees who in good faith report incidents of potential sexual harassment. It is a violation of both federal law and this policy to

retaliate against someone who has reported possible sexual harassment. Violators may be subject to discipline.

Employees who have been found by Tezza to have subjected another employee to unwelcome conduct of a sexual nature, whether such behavior meets the legal definition of sexual harassment or not, will be subject to discipline or other appropriate management action including termination of employment (could include instant dismissal). Discipline will be appropriate to the circumstances, ranging from a letter of reprimand through suspensions without pay of varying lengths to separation for cause. A verbal or written admonishment, while not considered formal discipline, may also be considered.

Employees' Rights and Responsibilities Under This Policy

Any employee who believes he or she has been the target of sexual harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive and must stop.

If the employee does not wish to communicate directly with the offending person, or if such communication has been ineffective, the employee has multiple avenues for reporting allegations of sexual harassment and/or pursuing resolution.

Employees are encouraged to report the unwelcome conduct as soon as possible to a responsible Tezza official such as a Manager. It is usually most effective -- although it is not required--that the official be within the employee's supervisory chain. Responsible Tezza officials include Test Managers and Test Leads, the CEO and HR Director.


In addition to reporting sexual harassment concerns to a responsible Department official, employees who believe they have been subjected to sexual harassment may elect to pursue.

SEXUAL HARASSMENT POLICY

MY ACKNOWLEDGEMENT

I was provided and read through Tezza Business Solutions' Sexual Harassment Policy. I understand that Tezza Business Solutions Ltd has a "ZERO" tolerance level for sexual harassment which means that my employment can be terminated if I'm found guilty of sexually harassing anyone in my work environment.

Name: Ikumawoyi Ayotunde Ezekiel

Signature: 

Date: 06/06/2020