

| MITSUKOSHI MOTORS PHILIPPINES, INC. |  |                  |
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| POLICY AND PROCEDURE                |  |                  |
| POLICY TITLE :                      | <b>ANTI SEXUAL HARASSMENT POLICY</b>   | Ref. No.         |
| DEPARTMENT :                        | HUMAN RESOURCES DEPARTMENT   | HRD-16-01-024    |
| TO :                                | BRANCH MANAGER, CASHIER, ASST. CASHIER, CREDIT SUPERVISOR, ACCOUNT COUNSELOR, MARKETING ASSISTANT, BRANCH MECHANIC | JANUARY 05, 2016 |

#### OBJECTIVE:

1. To safeguard the rights of the employees against Sexual Harassment. Thus, it is the outmost thrust of the management to provide a healthy working environment by not encouraging acts such as the one under this policy.
2. To ensure that policies and procedures are strictly implemented and observed by all employees.

#### POLICIES:

##### 1. SCOPE

All employees are covered by this policy and, as a condition of employment, are required to abide by the terms of this policy.

##### 2. DEFINITION

2.1 "Sexual Harassment" is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act."

##### 3. GUIDELINES

3.1 How is Sexual Harassment committed? Sexual harassment happens when:

- 3.1.1 The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee

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| Prepared by:<br><br>Mark D. Tenorio<br>HR Manager | Approved by:<br><br>Richmond Ngan<br>Executive Officer | Effective<br><br>February 1, 2016 | Page 1 of 2 |
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- 3.1.2 The above acts would impair the employee's rights or privileges under existing labor laws
- 3.1.3 The above acts would result in an intimidating, hostile, or offensive environment for the employee
- 3.1.4 A person who directs or induces another person to commit any act of sexual harassment or who cooperates to commit the act, without which, the said act would not have been committed, will also be held liable under the law
- 3.1.5 The employer or head of office is required by the law to prevent the occurrence of sexual harassment acts.

## PROCEDURES

1. Employee
  - 1.1 The employee who witnessed or who have absolute knowledge of the sexual harassment act done by the person above mentioned in the "definition" shall make an Incident Report and submit to his/her Branch Manager.
2. Branch Manager
  - 2.1 If it is the Branch Manager who witnessed the act of Sexual Harassment, he/she should issue the Incident report with Notice to Explain, giving the erring employee five (5) days to respond.
  - 2.2 Give HR Department a copy of the Incident report together with the written explanation
  - 2.3 Within the period of five (5) days, the HR Manager, thru the HR-ER shall call the attention of the erring employee to discuss and hear the explanation of the latter.
3. Area Manager
  - 3.1 Shall be present on the administrative hearing and shall be consulted on the decision of HRD.
  - 3.2 Execute Notice of Decision to the erring employee as provided by HRD.
4. HR Manager
  - 4.1 HR shall implement due process based on the Code of Discipline
  - 4.2 Decision shall be given by the Human Resource Manager based on the Code of Discipline through a Notice of Decision which should be served and received by the erring employee.

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