



## Anti-Harassment Policy

### Overview

Quadrant Resources Private Ltd is committed to providing a working environment free of discrimination and harassment. We prohibit discrimination/harassment in the workplace, whether committed by or against managers, colleagues, customers, suppliers, or visitors. We want our employees to work and grow in a healthy, respectful, and productive environment.

Discrimination or harassment in the workplace based on race, colour, religion, sex, national origin, citizenship, age, sexual orientation, disability, marital status, or any other basis prohibited by law will not be tolerated. The company prohibits inappropriate conduct based on any of the above characteristics at work, in the company's business, or at events sponsored by the company.

### Scope

This policy applies to all current employees of Quadrant Resources Private Ltd, including full-time and part-time, contractual, permanent, and temporary employees and applies to job applicants.

This policy applies to all behaviour related in any way to work, including off-site meetings, training, and business trips.

### Harassment/Discrimination Definition

Harassment/discrimination is unwanted, unreasonable, and offensive behaviour towards the person being harassed, which creates an intimidating, hostile, or humiliating work environment for the person concerned.

Types of harassment that can occur at work include but are not limited to:

- Race, ethnic origin, nationality, or skin colour
- Gender identity and/or sexual orientation
- Religious or political convictions
- Membership or non-membership of a trade union
- Disabilities, illness, sensory impairments, or learning difficulties

- Age
- Pregnancy/maternity/paternity

Harassment includes:

- Offending or humiliating someone physically or verbally
- Threatening or intimidating someone
- Making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction

Harassment can occur between people of the same sex or opposite sex.

### **Sexual Harassment**

Sexual harassment is defined as unwanted and unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature that:

- Is made either explicitly or implicitly a term or condition of employment
- Is used as a basis for employment decisions affecting such an individual
- Has the purpose or effect of substantially interfering with an individual's work performance and of creating an intimidating, hostile, or offensive work environment

The company prohibits inappropriate conduct that is sexual in nature at work, on company business, or at company-sponsored events including the following:

- Offensive or humiliating behaviour that is related to a person's sex
- Behaviour of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive work environment
- Behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities
- Comments, jokes, or degrading language
- Sexually suggestive objects, books, magazines, photography, cartoons, pictures, calendars, posters, electronic communications, or other materials
- Unwelcome sexual advances, requests for sexual favours, or any sexual touching
- Offering favourable terms or conditions of employment or benefits in exchange for sexual favours or threatening or imposing less favourable terms or conditions of employment if sexual favours are refused

Sexual harassment is prohibited whether it's between members of the opposite sex or members of the same sex.

### **Management and Staff Responsibility**

All managers have a responsibility to maintain a workplace free of discrimination and personal harassment. Managers are directly responsible for the conduct of their staff and the smooth running of their department.

Quadrant Resources Private Ltd expects all employees to comply with this policy and to conduct themselves appropriately.

Management is responsible for:

- Promoting a harassment-free workplace and setting an example of appropriate behaviour in the workplace
- Communicating the process for investigating and resolving harassment complaints filed by employees
- Dealing with harassment situations immediately after becoming aware of them, whether a harassment complaint has been made
- Taking appropriate action during a harassment investigation, including the separation of the parties to the harassment complaint, if necessary
- Ensuring that harassment situations are handled in a sensitive and confidential manner

Employees are responsible for:

- Treating others with respect in the workplace
- Informing their immediate supervisor or the human resources department of any harassment
- Collaborating in a harassment investigation and respecting the confidentiality of the investigation process

Employees can expect:

- To be treated with respect in the workplace
- That reported harassment will be dealt with in a timely, confidential, and effective manner
- To have their rights to a fair process and to confidentiality respected during a harassment investigation
- To be protected against retaliation for reporting harassment or cooperating with a harassment investigation

## Procedure

Creating a workplace free of discrimination and harassment is everyone's responsibility. If you observe or believe that you are a victim of discrimination, sexual harassment, or any other form of harassment at work, during the company's business, or any other activity sponsored by the company, you must immediately report it to one of the following:

- Your manager or another manager in your management chain
- Human Resources

An employee may file a harassment complaint by contacting his/her manager or HR. The complaint may be verbal or in writing. If the complaint is made verbally, the manager or HR will record the details provided by the employee. The employee should be prepared to provide details such as what happened, when it happened, where it happened, how often, and who else was present (if applicable).

Complaints should be made as soon as possible but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevented the employee from doing so.

## How Complaints Will Be Dealt With

Any claims of discrimination or harassment will be investigated promptly and discreetly. All complaints are treated with sensitivity and are kept confidential as much as possible. The company will never disclose who made a complaint to anyone or give out information that may help others identify that person (e.g., which department or role they work in). Appropriate disciplinary action will be taken to eliminate inappropriate behaviour.

You are not required to report your complaint to the person who is the subject of the complaint. For example, if your complaint concerns your supervisor, you can talk to someone in Human Resources. However, if someone at work, during the company's business, or in a company-sponsored function engages in conduct that makes you feel uncomfortable, we encourage you to tell them that the conduct is unwelcome, that you find it offensive, and that you ask that it stop immediately.

Human Resources will promptly investigate complaints. You must cooperate fully in such investigations. If warranted, the company will take appropriate corrective action, up to and including termination of employment.

The company prohibits any form of reprisal against a plaintiff for reporting discrimination or harassment or for participating in an investigation of a complaint of discrimination or harassment. If you believe you have been subject to reprisal, you can use any of the resources described above to report your concern.

## Employee Agreement on Anti-Harassment Policy

I acknowledge that I have received a copy of the Quadrant Resources Private Ltd Anti-Harassment Policy. I have read and understand the policy. I understand that if I violate the

policy, I may be subject to disciplinary action, including termination. I further understand that I will contact my supervisor if I have any questions about any aspect of the policy.

Dated: \_\_\_\_\_

Employee:

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Print Name and Title