 Savan Resorts	<b>POLICY AND PROCEDURE</b>	
	Department: Human Resources	
	Section : General Administration	
SR.HR.P.01.003	Policy : Anti-Harassment	
Supersedes Policy No : n/a	Issued on: 5 May 2018	Effective Date: 5 May 2018

**Purpose:**

Two of our four Core Values are about being 'Respectful' and 'Integrity'. This policy has been established to provide a safe and stressfree environment for all who work for, contact to, visit, stay at, and obtain services from Savan Legend Resorts Sole Company Limited and to ensure that all interactions must take place in a non-harassment atmosphere.

**Procedure:**

Savan Legend Resorts Sole Company Limited strives to providing a workplace which people are treated with dignity, decency and respect. Moreover, the company will seek to prevent, correct and discipline behavior that violates this policy.

The company is committed to create the free harassment environment, regardless of whether they are caused from Employees, Guests, Customers or Business Partners. The company maintains a strict policy prohibiting any forms of harassment, such as the basis of race, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, age, gender, sexual orientation, or any other basis.

All such harassment is unlawful. Harassment in any forms, including verbal, physical, visual, threats, demands and retaliation, is strictly prohibited. Violation of this policy will result in severe disciplinary action, which can include instant termination from employment.

**DEFINITION**

**Harassment** is defined as the verbal, visual, written, or physical conduct that harasses, disrupts, or interferes with another person's work performance or right to privacy and decency, or which creates an intimidating or hostile environment or work environment (whether this comes from any Employees at any position, levels, a Guest, a Customer or a Vendor). Some examples include, but are not limited to the following: derogatory comments or jokes regarding a person's race, skin colour, age, religion, gender, national or ethnic origin/ancestry, sexual orientation, citizenship, disability, physical appearance or any other characteristics or activities; or the distribution or display of written or graphic materials which have the same effect.

Initiated By




Director - Human Resources

Approved By



For: President

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**Sexual Harassment** is defined as unwelcome verbal, visual or physical conduct of a sexual nature and may involve behaviour of a person of either sex against a person of the opposite or same sex. Sexual Harassment can be in many forms and includes, but is not limited to:

- Verbal conduct such as derogatory comments, slurs, jokes or propositions; or unwanted verbal sexual advances, verbal abuse of a sexual nature; demands for sexual favours, unwelcome sexual flirtations, invitations or comments of a sexual nature; graphic or suggestive comments about an individual's body; sexually degrading names or words to describe an individual; sexually suggestive or insulting sounds or gestures, including whistling.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, graffiti or gestures; creating, transmitting, viewing, storing or displaying in the workplace any sexually suggestive objects, pictures, electronic images or words, suggestive or obscene letters, emails, notes, social media post or invitations.
- Physical conduct such as attack, unwanted touching, pushing, blocking, disrupting or interfering with normal movement.
- Threats or demands to submit to sexual requests in order to keep a job or to avoid some other loss, or to avoid a formal complaint, and offers of job or other benefits in return for sexual favours.
- Retaliation for having reported or threatened to report harassment

## COMPLAINTS


If any employees believe that he/she has been subjected to harassment of any kinds as described in this policy, he/she has the right to file a complaint, either verbally or in writing. All employees also have a responsibility to assist the Company with protecting and maintaining a professional workplace free from harassment. If an employee witnesses such conduct or if an employee is made aware of it, the employee must report the conduct, regardless of who the behaviour originates from and without fear of retaliation.

A complaint may also come in from a Guest, Customer or Business Partners. Such complaints will be handled in the same way as a complaint made by an employee.

If the employee either obtains no result or feels uncomfortable reporting this to one of the levels below, for whatever reason, he/she may seek help from:

1. Director/Manager - Human Resources
2. President

Initiated By




Director - Human Resources

Approved By



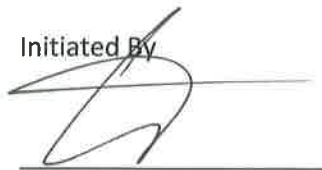
For President

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#### A COMPLAINT INVESTIGATION

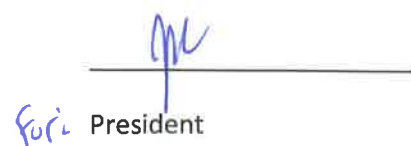
Complaints under this policy will be investigated by Human Resources. Complaints will be investigated promptly and as confidentially as possible. A timely resolution of each complaint will be reached and appropriately communicated to the involved parties/persons. If an investigation confirms that a violation of this policy has occurred, the Company will take corrective action as appropriate, including disciplinary action, up to the instant dismissal from employment without regular termination compensation and/or benefits.

Initiated By



Director - Human Resources

Approved By



President