

• **SEXUAL HARASSMENT & HOSTILE WORK ENVIRONMENT BRIEF AND POLICY**

Anyone in the workplace might commit this type of harassment. A management official, co-worker, non-employee such as a contractor, vendor or guest. The victim can be anyone affected by the conduct, not just the individual at whom the offensive is directed. We all have to give respect to every male & specially the females. Appedology Pvt. Ltd wants to retain the strength of the females up to 13%.

Following would be considered harassment in the premises of Appedology Pvt. Ltd. If we find anyone involve in these kinds of activities, that individual would be terminated (fired) then & there.

Physical Harassment:

- Pulling leg (Making fun of them)
- Leering, i.e., staring in a sexually suggestive manner
- Making offensive remarks about looks, clothing or body parts
- Touching in a way that may make an employee feel uncomfortable, such as patting, pinching or intentional brushing against another's body
- Telling sexual or lewd jokes, Eve teasing, keeping sexual pictures, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images

Emotional Harassment:

- Nobody is allowed to do any kind of emotional harassment in the working environment such as:
- Comments about an individual's skin color or other racial discrimination/ethnic characteristics
- Making disparaging remarks about an individual's gender that are not sexual in nature
- Negative comments about an employee's religious beliefs (or lack of religious beliefs)
- Expressing negative stereotypes regarding an employee's birthplace or ancestry
- Derogatory or intimidating references to an employee's mental or physical impairment

All listed behaviors/conducts are considered sexual harassment in all forms of verbal, physical as well as written.

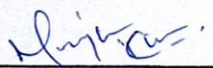
- Harassment can occur from either gender side, male to female and female to male as well as same gender meaning one female can create hostile work environment for another female and one male can create hostile work environment for another male. It can also take place from a staff member to a manager or from a manager to a staff member.
- All direct or implied threats from peer to peer or from manager to staff member that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation, also fall under the same course of action.
- Romantic and/or sexual relationship between staff and management is strictly prohibited as it constitutes a conflict of interest. It also leads to alleged accusation of sexual harassment when a conflict arises between the two parties involved.

Pressures:

Any kind of pressure other than work is not allowed.

Intoxication & Drugs:

All kinds of drugs are prohibited including coming to work intoxicated is strictly barred.


Employee Signature

Name: M. MUSTABA KHAN

DOJ: 9th, Dec, 2019.

CNIC: 382015-374273-9.

Human Resource Department