

Sexual Harassment Policy

OBJECTIVE:

The objective of sexual harassment policy is to totally prohibit any form of sexual harassment against women at workplace in the way the team members behave with each other.

SCOPE:

The policy shall apply to all the team members of Huvafen Fushi, Maldives (both on roll and outsourced). The management may modify the policy as and when required in order to make it more effective and relevant.

REDRESSAL:

Any incident of sexual harassment at the workplace will be viewed extremely seriously. Any report or complaint of sexual harassment will be investigated and appropriate action will be taken against offending employee/s. Such action will depend upon the nature and gravity of the misconduct/ seriousness of the offense and will include strict disciplinary action including dismissal from service and/ or possible reporting the offense to police as per applicable laws. The complaint may be submitted in writing on email to the HR Manager at the resort.

SEXUAL HARRASMENT INCLUDES ANY OR ALL OF THE FOLLOWING:

1. Unwelcome sexual advances, requests or demand for sexual favors either implicitly or explicitly in return for employment, promotion, favorable appraisal or conferring any other benefit/s.
2. Unwelcome sexual advances involving verbal, non-verbal or physical conduct such as sexually colored remarks, jokes, letters, phone calls, emails, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, display of pictures, signs, verbal or non-verbal communication which offends individual's sensibilities and may adversely affect work performance.
3. Teasing innuendos or taunts, physical confinements against one's will and actions that are likely to intrude upon one's privacy.
4. Any unwelcome gesture having sexual overtones against female team member/s.
5. Oral or written communication that contains offensive name calling, sex or sexual jokes, using words having sex or sexual meaning or using objects having sex or sexual connotations
6. Non-verbal conduct such as staring, leering or giving any inappropriate gift/s.
7. Physical conduct such as sexual assault or unwanted touching.
8. Visual images such as offensive or derogatory pictures, cartoons, drawings or gestures.
9. Such prohibited images include hard copy or in electronic form.

COMPLAINTS COMMITTEE FOR SEXUAL HARRASMENT:

In preventing and addressing cases of sexual harassment or abuse the Company shall form a committee comprising not less than 3 members.

The Committee shall be at all times headed by the HR manager at the resort. Two more committee members, preferably amongst women colleagues, to be appointed in consultation with the General Manager/ Head of HR. At least one member of the committee shall be a female team member and Head of department. In case HR manager is the accused, then General Manager will head the committee. The committee shall have the power to summon staff team members to the committee and take statements.

COMPLAINTS HANDLING PROCESS:

1. Any female team member who experiences sexual harassment may submit written complaint to HR Manager or send an email. The complaint shall be in writing giving full details of the incident.
2. On receipt of such a complaint the committee will be constituted (headed by HR manager) to investigate the incident. It will do so with reasonable care, sensitivity and will ensure to protect the dignity of the victim/s. The committee members will ensure to maintain the confidentiality of the victim/s and the accused.
3. The person/s who have allegedly committed the offence will be given reasonable opportunity of being heard. The committee members may also require the production of witnesses and/or evidence/s to investigate in unbiased manner.
4. The committee members will ensure that the complaint is not frivolous or fabricated with an intent to malign the image of any team member.
5. The results of the investigation will be recorded and communicated by the committee members to the Group Director with their recommendations regarding what action, if any, is to be taken against the offender.
6. The committee will normally complete the investigation within 30 days of receiving the complaint unless there are exceptional circumstances to complete investigation beyond 30 days.
7. Where the company is legally advised that such incident was a criminal offence, or where the victim express her desire to approach to the police, company will inform police and provide all reasonable support to the victim to report the matter to the police. Simultaneously the committee will also continue to investigate as per policy.
8. The company will ensure that the career interests of the complainant/s are protected and not adversely affected due to the complainant having drawn an attention to such an offence.
9. In order to ensure that this important matter is not trivialized, any complaint which in the opinion of the committee is blatantly false or has been motivated by reasons that are clearly unconnected with gender issues, would be viewed very seriously by the company and appropriate action taken against the complainant.

CONSEQUENCES FOR COMMITTING OFFENCE/S:

If anyone is found guilty for committing any offence/s under this policy, any of the following or combination of any of the following actions may be taken against the offender, depending upon the gravity of offense/ seriousness of the act committed:

1. Written warning
2. Suspension without salary for up to 10 days
3. Termination from service
4. Reporting the matter to the Police

TRAINING AND SENSITIZING WORKFORCE

Awareness training will be imparted on the policy to cover all the existing team members so that they can be sensitized on gender issues. A session on sexual harassment policy will be conducted during induction of new hires.