

Arctic Textile Mills Limited

Harassment at the Workplace

1. Introduction

Harassment, including intimidation, oppression, exploitation, and discrimination, is prohibited at ATML. This behavior undermines employee relations, damages morale, and affects productivity. ATML commits to a harassment-free workplace, with a zero-tolerance policy for harassment and gender inequality, fully supporting "The Protection against Harassment of Women at the Workplace Act 2010." Violators face disciplinary action, potentially including dismissal and court proceedings.

2. Policy

2.1 Workplace Harassment

- **Definition:** Improper and unwelcome conduct causing offense or humiliation.
- **Discrimination:** Includes harassment based on sex, race, religion, national origin, sexual orientation, disability, age, etc.
- **Forms:** Unwelcome verbal or physical conduct, hate literature, offensive jokes, and ethnic slurs.
- **Handling Complaints:** Serious cases are handled like sexual harassment cases.
- **Reporting:** All instances must be reported to Human Resources, possibly involving the Sexual Harassment Committee.
- **Exclusions:** Disagreement, admonishment, and criticism are not considered harassment.

2.2 Abuse of Authority

- **Definition:** Improper use of power by an employee.
- **Seriousness:** Especially serious when it affects another's career or employment conditions.
- **Forms:** Includes intimidation, threats, extortion, or coercion.

2.3 Sexual Harassment

- **Definition:** Unwelcome advances or requests for sexual favors.
- **Specific Form:** Includes unwelcome sexual advances affecting employment decisions.
- **Impact:** Creates an intimidating, hostile, or offensive work environment.
- **Incidents:** Can be a single or series of incidents; both males and females can be offenders or victims.

3. Evidence & Investigation

- **Reporting Incidents:** Employees should report harassment to supervisors, HR, or the CEO.
- **Complainant and Accused Accounts:** Detailed accounts from both parties are considered.

- **Witness Statements:** Included as part of the evidence.
- **Additional Statements:** From those with whom the incident was discussed.
- **Supporting Documents:** Relevant documents, audio, or video recordings.
- **Sexual Harassment Evidence:** Encouraged to report immediately, but delays won't affect the case's merits.

4. Procedure

4.1 Dealing with Sexual Harassment

- **Confidentiality:** Employees can report directly to the Head of HR.
- **Committee Formation:** A three-member committee, including at least one female, will handle complaints.
- **C-Level Accusations:** Handled by the Board of Directors and the chairman.
- **Initial Inquiry:** Conducted confidentially by HOD HR.
- **Informal Mediation:** If the issue is a misunderstanding.
- **Formal Procedure:** Initiated if the claim is supported.
- **Detailed Statement:** Prepared by the complainant.
- **Response from the Accused:** A written response is required.
- **Verbal Hearings:** Conducted with both parties.
- **Inquiry Conclusion:** The committee reports to the CEO with recommendations.
- **Declaration of Impartiality:** Committee members declare unbiased proceedings.

Responsibility of Supervisors Supervisors must promote a safe environment and report all harassment allegations to the appropriate authority.