



Certified ISO 9001 :2000(E)



The National Silk & Rayon Mills Ltd.

Processor of Blended, Embroidered and Textile Fabrics



Anti-Harassment Policy

Introduction.

The National Silk & Rayon Mills Limited harassment, whether through intimidation, oppression, exploitation, or discrimination is strictly prohibited. Such behavior undermines employee relationships, damages morale, and negatively impacts productivity. We are committed to maintaining a workplace free from harassment and gender inequality, with a zero tolerance approach. This policy aligns with "The Protection against Harassment of Women at the Workplace Act 2010." Violators will face disciplinary action, which may include termination and legal proceedings.

Policy

1. Workplace Harassment

Definition: Harassment is any inappropriate or unwelcome behavior that causes offense or humiliation.

Discrimination: Harassment can be based on factors such as gender, race, religion, nationality, sexual orientation, disability, or age.

Forms: This may include unwelcome verbal or physical behavior, hate speech, offensive jokes or derogatory remarks.

Handling Complaints: Serious cases, such as sexual harassment, will be addressed with the same severity.

Reporting: All incidents should be reported to the Human Resources department, and may involve the Sexual Harassment Committee.

Exclusions: Differences in opinion, constructive criticism, and professional reprimands do not constitute harassment.

2. Abuse of Authority

Definition: Abuse of authority refers to the improper use of power by an employee.

Seriousness: It is particularly concerning when it negatively affects another employee's career or working conditions.

Forms: This may include intimidation, threats, extortion, or coercion.

3. Sexual Harassment

Definition: Sexual harassment includes unwelcome advances, requests for sexual favors, or other inappropriate sexual conduct.

Specific Forms: This includes unwelcome sexual advances that influence employment decision.

4. Incidents and Investigations

Incidents: These may involve a single or series of occurrences, with both males and females capable of being offenders or victims.

Reporting: Employees are encouraged to report harassment to their supervisors, HR, or the CEO.

Investigation: Detailed accounts from both the complainant and the accused will be thoroughly considered during investigations.