

PREVENTION OF SEXUAL HARASSMENT POLICY

1. Introduction

Uniplex UK Ltd believes that each individual employed by the organisation has the right to be free from sexual harassment of any kind, and where employers and employees respect one another's integrity and dignity, their privacy, and their right to equity in the workplace.

2. Purpose

The purpose of this policy is to eliminate sexual harassment in the workplace and promote a safe and respectful workplace environment free from sexual harassment and to outline the procedures for reporting and addressing incidents of harassment.

3. Scope

This policy applies to all management, staff, interns, contractors, consultants and visitors.

4. Definition of sexual harassment

Sexual harassment includes all forms of conduct, whether implicit or explicit. There are various forms of sexual harassment that range from subtle attention to the worst forms of violence, such as rape.

Examples of sexual harassment may include the following, but are not limited to these examples:

Physical Forms

Impeding or blocking a person's physical movement, unwanted physical contact ranging from fondling, pinching, kissing, hugging, patting, stroking or rubbing, assault, molestation, touching, sexually explicit gestures, attempted rape, or rape.

Verbal Forms

Unwanted sexual advances, verbal comments with sexual overtones, sexually explicit language, use of vulgar language, sex-related jokes and stories, graphic comments about a person's body, or enquiries about a person's sex life, threat of reprisal for submitting a complaint.

Non-verbal Forms

Exposure, display of sexually suggestive pictures, photographs or objects, leering, or winking, offensive overall environment, whistling.

Visual

Staring in a sexual suggestive or offensive manner, looking a person's body up and down, making derogatory gestures or facial expressions of a sexual nature, frequently following or standing too close to a person on purpose.

5. Principles

Uniplex UK Ltd will not tolerate any form of sexual harassment from superiors, subordinates, or fellow employees, including any harassment from an employee against another employee, or by an employee of Uniplex UK Ltd against an employee of a client organisation with whom Uniplex UK Ltd works.

Uniplex UK Ltd will create and maintain a climate in the workplace in which victims of sexual harassment will not feel that their grievances are ignored or trivialised or fear reprisals.

Uniplex UK Ltd encourages the reporting of incidents of sexual harassment and will take action to stop the harassment and prevent its reoccurrence. Uniplex UK Ltd commits itself to dealing with sexual harassment cases in a very sensitive, prompt, unbiased, and confidential manner.

Uniplex UK Ltd will not tolerate intimidation, victimisation, or unfair discrimination against any employee who makes a complaint of harassment or who assists in an investigation of an alleged harassment. Retaliation against an employee who complains of harassment can be expected to lead to disciplinary action including, in appropriate cases, dismissal.

All proven sexual harassment offenders will be dealt with through the disciplinary procedures, up to and including dismissal.

6. Confidentiality

Uniplex UK Ltd shall ensure that sexual harassment complaints are investigated and handled confidentially, as necessary. Management and the parties concerned shall ensure confidentiality during the disciplinary process.

7. Reporting Procedures

Employees are encouraged to report any incidents of sexual harassment. Reports can be made to:

- Direct Supervisor
- Direct Manager
- Managing Director

All complaints will be taken seriously and investigated promptly and thoroughly, always ensuring confidentiality.

8. Investigation Process

Upon receiving a report, Uniplex UK Ltd will:

- Conduct a fair and impartial investigation.
- Interview the complainant, the accused and any witnesses.
- Maintain confidentiality throughout the investigation process.
- Document findings and outcomes.

9. Retaliation

Uniplex UK Ltd prohibits retaliation against any individual who reports sexual harassment or participates in an investigation. Any act of retaliation will be treated as a serious violation of this policy.

10. Disciplinary Action

Violations of this policy may result in disciplinary action, up to and including termination of employment. Disciplinary measures will be determined based on the severity of the incident.

A handwritten signature in black ink, consisting of a large, stylized initial 'A' followed by a horizontal line that curves slightly upwards at the end.

Signed:

Dated: 25.10.24

**Adriaan Posthuma,
Managing Director**