

## **Sexual Harassment Policy for RTW SHIPPING & LOGISTICS and Sister Companies referred to as RTWSL.**

### **What is sexual harassment?**

It is the persistent unwelcomed sexual advance, request for sexual favor, and other verbal, visual or physical conduct of a sexual nature by a person in a position of authority. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and unreasonably interferes with an individual's work performance or creates an intimidating, hostile, humiliating or offensive working environment.

### **When and where is sexual harassment unlawful?**

Sexual harassment is unlawful not only during working hours but also in any RTWSL related context including work functions and parties.

Note: Sexual harassment can be obvious or indirect, physical or verbal, repeated or one-off and can take different forms.

### **What are the different forms of sexual harassment?**

#### **i. PHYSICAL SEXUAL HARASSMENT:**

This occurs when a victim has been touched in an inappropriate way against his or her own will. Example: Stalking with an intention to sexually harass the victim; Obscene gestures; Groping; Subtle pressure for sexual activity; Unwelcome/uninvited physical contact such as massaging a person without invitation, hugging, pinching, patting, grabbing in a sexual manner, repeated unwanted sexual invitations, insistent requests for dinner, drinks or dates, persistent letters, phone calls and other invitations.

#### **ii. VERBAL SEXUAL HARASSMENT:**

This may be oral or written and may include and not limited to: Demeaning references to either the male or female gender; Comments that are sufficiently offensive to cause discomfort and interfere with work.

#### **iii. VISUAL SEXUAL HARASSMENT:**

This is the use of different forms of visual media to suggest inappropriate sexual advances which includes inappropriate use of photography, email or internet.

#### **iv. SEXUAL BRIBERY:**

Solicitation of sexual activity or other sex-linked behaviour by promise of reward; the proposition may be either overt or subtle.

## **What should you do if you are sexually harassed?**

- First Acquaint yourself with the RTWSL sexual harassment policy.
- You could talk to the person or people involved, tell them you object to what they are doing and ask they stop. If they don't, Report and raise a complaint.
- All members of the RTWSL community who experience or witness sexual violence, discrimination or harassment are encouraged to report such incidents without fear of retaliation.

The Company shall not retaliate and will protect all from retaliation and those found to have retaliated will be subject to disciplinary action up to and including dismissal. In certain cases, the Company may pursue an investigation without a formal complaint being lodged.

All members of the RTWSL have a Duty of good faith: The Company shall not tolerate false claims. A person who knowingly makes false allegations of sexual harassment, or who knowingly provides false information in a sexual harassment investigation or proceeding, shall be subject to disciplinary action, up to and including dismissal.

The Company undertakes to respond promptly to all reported cases. In case of sexual assault, the Company will assist the victim with consent to notify the relevant authorities.

## **Where should you file your complaint?**

Reports of sexual discrimination or harassment shall be lodged to: The branch Manager or the Human Resource Manager and If the matter involves the Human Resource Manager then the reporting will be done to the Managing Director.

The highest level of anonymity and confidentiality will be maintained at all times for people who report cases of sexual harassment and violence.

## **What will happen to your complaint?**

Involved parties will be notified in writing of the complaint and of their rights in the process. Investigation will be done, the charge brought before the accused, the matter will be referred to a disciplinary committee reflecting diversity in the Company for hearing, with evidence, fairness and in a timely manner, a decision will be made if there is violation of the policy, sanctions ranging from Disciplinary Warning or Suspension from duty.

The accused has a right to appeal within 2 working days of receipt of the letter and receive a response within 10 calendar days from the HR Manager whose decision shall be final.

## **What is your role and that of the Company?**

All RTWSL employees and management have a role to prevent, create awareness and manage sexual harassment in the Company. All members of RTWSL have a role to comply with the policy by obtaining and signing for a copy and modelling appropriate standards and professional behaviour in RTWSL.

NB

Any form of such harassment or violence shall therefore not be tolerated by RTWSL. Sexual Harassment is against International Laws such as; The UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW); The International Labor Organization.

**FORMS AND RECORDS**

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**AMENDMENT RECORD**

<b>Version</b>	<b>Date</b>	<b>Amendment Details</b>	<b>Reason Amendment</b>	<b>for Authorized by:</b>