



Anti-Harassment Policy

- 1. Purpose:** To ensure a safe workplace to SRKPS employees & set guidelines to deal with any behavior by its members that constitutes harassment of any kind.
- 2. Scope:** All existing & potential employees.
- 3. Details:**

SRKPS strictly prohibits all forms of harassment directed to any of its employees by anyone, including any senior, co-worker, vendor, or funding agents. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, including sex, color, race, ancestry, religion, national origin, disability, health status, sexual orientation, or any other act which demeans the person's protected status.

Any SRKPS employee who believes he or she has been subjected to, or has witnessed harassment in SRKPS is encouraged and requested to report the offence to Manager HR on a confidential basis, providing such details as the name of the suspected harasser, date of the offence, location, and type of harassment committed. Manager HR will forward the complaint to the Anti Harassment Committee within 24 hours.

The Anti Harassment Committee will investigate the complaint on a confidential basis to determine whether SRKPS's harassment policy has been violated within 72 hours and, if so, appropriate disciplinary procedures will be taken against the accused, including possible dismissal. If the complaint is found false, action will be taken against the complainant.