



Maafushivaru

Version: 1:1

Policy No: 003

STANDARD OPERATING POLICY

Harassment & Discrimination

(Internal reference purpose and Strictly Confidential)

Annexure pages: 00
Total no of pages: 04

Date of Issue: 01/03/2014
Prior Version Date(s): None

OBJECTIVE

Harassment - The principle of this policy is to have a work environment where we all treat each other respectfully and professionally. Any unprofessional or disrespectful behaviour, even if not illegal, interferes with that goal and will not be tolerated.

Discrimination - The objective of this policy is to have a work environment where we all treat each without discriminating. Anyone behaving in an unfair way or taking unfair decision or influencing/ getting influence while taking the decision against anyone.

In both the above cases, Maafushivaru reserves the right to respond to inappropriate behavior/ unfair decision even where no one has complained or indicated they have been offended.

EFFECTIVE DATE:

01/7/2016 (Amended)

AUTHORISED BY

Resort Manager

APPLICABLE TO

Maafushivaru Employees

RESPONSIBLE PERSON

All Managers/ Supervisors

PROCEDURE

- Maafushivaru is committed to providing a workplace in which the dignity of every individual is respected. Each of us should understand that incidents of harassment and inappropriate behaviour will not be tolerated at Resort premises.
- All Team Members are entitled to respectful treatment in the workplace. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behaviour of all kinds and harassment because of age, disability, marital status, race or color, national origin, religion, sex, sexual orientation or gender identity.
- All team members should be fully aware of the processes and outcomes in relation to harassment proceedings.
- Any claims of harassment should be fully investigated in a confidential manner (for both parties involved), and actioned as necessary by the Resort Manager and/or Human Resources Manager.



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HARASSMENT

Harassment is unwelcome conduct toward an individual because of his or her age, disability, marital status, national origin, race or color, religion, sex, sexual orientation or gender identity, when the conduct creates an intimidating, hostile or offensive work environment that:

- Causes work performance to suffer; or
- Negatively affects job opportunities.

Harassment is against the law in the Maldives and many other countries. Examples of harassment that may violate the law and will violate this policy include:

Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereo typing, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on age, disability, marital status, national origin, race or color, religion, sex, sexual orientation or gender identity.

- Nonverbal conduct, such as staring, leering and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

SEXUAL HARASSMENT

Sexual harassment is a form of harassment that is based on a person's sex or that is sex-based behavior. It is also sexual harassment for anyone in a position of authority to tie hiring, promotion, termination or any other condition of employment to a request or demand for sexual favors. Although having a consensual romantic relationship with another Team Member is not harassment, harassment may occur as a result of the relationship if either person in the relationship engages in conduct in the workplace that is inappropriate or unwelcome.

HARASSMENT IN THE WORK PLACE

It is the policy of Maafushivaru that all Team members should enjoy good working relationships with each other. This means that everyone should feel comfortable in the workplace and that differences should be respected.

An important part of good working relationships is that everyone must be able to work in an environment free from any form of harassment. Any harassment, which is verbal or sexually based, racial, or related to a person's marital status, disability, age, pregnancy, or sexual preference, is discriminatory and will not be tolerated in the workplace under any circumstances.



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Any team member can notify their Supervisor or Manager about Harassment, or they may go directly to Human Resources department for assistance.

The Resort commits that:

- All harassment complaints will be treated seriously, empathetically, confidentially, in a timely manner and will be investigated fairly and impartially.
- Action will be taken to ensure the harassment stops.
- A team member making a complaint, or witnesses, will not be victimized.
- Complaints will be settled within the workplace wherever possible.

RESPONSIBILITY OF MANAGEMENT IN RELATION TO HARASSMENT

Legally, we are responsible for what happens in the workplace. All complaints will be taken seriously and handled in the way set out in the Grievance Handling Procedure. At all times, management must make sure that complete privacy is maintained. The names of anyone involved in a complaint will not be discussed with others except those immediately involved in the complaint. Management must report all incidents to Human Resources.

If a manager feels that she or he is not the best person to be handling the complaint she or he will refer the matter to someone who can better help the team member.

RESPONSIBILITY OF ALL TEAM MEMBERS IN RELATION TO HARASSMENT

It is the responsibility of all Team members to respect the rights of others and never harass anyone. If you become aware that someone you work with is being harassed, help prevent it by offering your support to the person being harassed.

You can do this by:

- Telling them that you will act as witness
- Refusing to join in with any harassing activity
- Backing them up or supporting them to say no or stop
- Encouraging the team member to follow the grievance handling procedure

It is not your responsibility to say anything to the person who they say is harassing them or to spread rumors about someone. If you participate in spreading rumors you may be subject to a disciplinary action.



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COUNTER STRATEGIES FOR SEXUAL HARASSMENT

- Employee Awareness
 1. Integrate as part of key employee touch points
 2. Conduct regular training sessions for all staff and management on sexual harassment and company policy on harassment
 3. Ensure that the training/ document is specific about the types of behaviors that may amount to sexual harassment
- Sensitization - Train all line managers and supervisors on their role in ensuring that the work place is free from sexual harassment
- Employee support – Create employee/ managers support system post the incident
- Employee assistance – Legal assistance in case of a criminal proceeding

Discrimination

Discrimination is when someone behaves unfairly towards you, or makes an unfair decision about you that is based on one of the reasons listed below. In general, it is against the law for someone to discriminate against or harass you because of your:

- Sex, transgender (Tran sexuality, actual or presumed)
- Careers' responsibilities/ Nationalities (in employment only)
- Religious belief/activity
- Political belief/activity
- Pregnancy
- Age

Ratified by:- _____

Aiman Rasheed
(HR Manager)

Approved by:- _____

Ronald Schweighardt
(Resort Manager)