

## Sexual Harassment Policy

### “AKTI PALACE RESORT & SPA”

#### 1. Purpose

The purpose of this policy is to prevent sexual harassment in the workplace and to provide a clear process for reporting and addressing any incidents that may occur. We are committed to fostering a respectful and safe environment for all employees and guests.

#### 2. Definition of Sexual Harassment

Sexual harassment includes any unwanted or inappropriate behavior of a sexual nature that creates a hostile or intimidating environment. This can include, but is not limited to:

- Unwanted sexual advances or propositions.
- Inappropriate touching or physical contact.
- Sharing sexually explicit materials or jokes.
- Verbal harassment, including comments about a person's appearance or sexual orientation.
- Retaliation against someone who reports harassment or participates in an investigation.

#### 3. Scope

This policy applies to all employees, contractors, guests and any third parties associated with Akti Palace

#### 4. Responsibilities

- **Management:** Ensure that this policy is enforced, provide training and promote a culture of respect and inclusion.
- **Employees:** Adhere to the policy, report any incidents of harassment and support colleagues in maintaining a harassment-free workplace.

#### 5. Reporting Procedures

- Employees and guests who experience or witness sexual harassment should report the incident immediately to a designated individual (e.g., HR manager, supervisor).
- Reports can be made verbally or in writing and will be treated confidentially to the extent possible.
- Anonymous reporting options may also be provided.

#### 6. Investigation Process

- All reports will be taken seriously and investigated promptly.
- Investigations will be conducted fairly and all parties involved will be given an opportunity to provide information.
- Confidentiality will be maintained throughout the investigation process.

## **7. Disciplinary Actions**

- Individuals found to have engaged in sexual harassment will face disciplinary action, which may include counseling, suspension or termination of employment.
- Retaliation against anyone who reports harassment or participates in an investigation is strictly prohibited and will also result in disciplinary action.

## **8. Training and Awareness**

- All employees will receive training on sexual harassment prevention and reporting procedures upon hire and regularly thereafter.
- Management will receive additional training on handling complaints and fostering a respectful workplace culture.

## **9. Support Resources**

- Employees and guests affected by sexual harassment can access support resources, including counseling services or employee assistance programs.

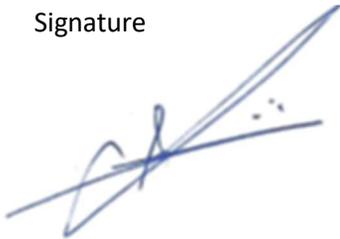
## **10. Policy Review**

- This policy will be reviewed regularly and updated as necessary to ensure its effectiveness and compliance with relevant laws.

## **11. Commitment to a Safe Environment**

At Akti PALACE we are committed to creating a safe, respectful, and inclusive environment. We encourage everyone to speak up against harassment and support one another in maintaining a workplace where all individuals are treated with dignity.

Signature



Date 30/10/2024