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Sexual Harassment Policy

"AKTI HOTELS"

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 BEACH

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.

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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 BEACH 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

10/03/2026