



Sexual Harassment Policy

0108/21

FES 231

FES's position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Anyone engaging in harassing conduct will be subject to discipline, ranging from a warning to termination.

It is our policy, in accordance with providing a positive, discrimination-free work environment, that sexual harassment in the workplace is unacceptable conduct that will not be condoned.

1. WHAT IS SEXUAL HARASSMENT?

Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

FES has adopted, and its policy is based on, the definition of sexual harassment set forth by relevant legislation. We define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, training, timekeeping or overtime assignments)
- Submission to or rejection of the conduct is used as a basis for making employment decisions (hiring, promotion, termination)
- The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

Sexual harassment also includes any employee conduct unreasonably interfering with another's work performance by creating an intimidating, hostile, or offensive working environment. Sexual harassment consists of a variety of behaviors by employees directed to other employees including, but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault.

2. WHAT IS *NOT* SEXUAL HARASSMENT?

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or colloquial terms of greeting. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

3. HARASSMENT BY NON-EMPLOYEES

G Asghar



Sexual Harassment Policy

1/08/21

We will endeavor to protect employees, to the extent possible, from reported harassment by non-employees such as from customers, vendors and other parties who have workplace contact with our employees.

4. COMPLAINT PROCEDURE

If you feel that you have been the recipient of sexually harassing behavior, report it immediately to a Director or to any other supervisor. It is preferable to make a complaint in writing, but you can accompany or follow up your written complaint with a verbal complaint. All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

Depending on the complexity of the investigation, you should be contacted within 5 days about the status of your complaint and whether action is being taken.

If your supervisor is the source of the harassing conduct, report the behavior to that person's supervisor or to a Director.

5. DISCIPLINE

Any employee found to have harassed another employee or applicant for employment will be subject to appropriate disciplinary procedure action, including reprimands, suspension or termination of employment.

A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.

6. RESPONSIBILITY

Each manager is responsible for implementing this policy within his or her area of supervision. FES wants you to have a work environment free of sexual harassment by management personnel, by your coworkers and by others with whom you must interact in the course of your work as an employee. Sexual harassment is specifically prohibited as unlawful and as a violation of policy.

FES is responsible for preventing sexual harassment in workplace, for taking immediate corrective action to stop sexual harassment in the work place and for promptly investigating any allegation of work related sexual harassment.

G Asghar



Sexual Harassment Policy

1/08/21

7. REPRISAL PROHIBITED

FES will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

8. WRITTEN POLICY

If FES should amend or modify its sexual harassment policy a copy of the amended or modified policy will be included in the Employee handbook. You should review this document regularly to ensure you remain familiar with and aware of the content.

G Asghar