



Ideal Spinning Mills Ltd.



IdealGroup

Anti-Harassment Policy

1. Introduction

At Ideal Spinning Mills Limited, harassment, whether through intimidation, oppression, exploitation, or discrimination is strictly prohibited. Such behavior undermines employee relationships, damages morale, and negatively impacts productivity. We are committed to maintaining a workplace free from harassment and gender inequality, with a zero tolerance approach. This policy aligns with "The Protection against Harassment of Women at the Workplace Act 2010." Violators will face disciplinary action, which may include termination and legal proceedings.

2. Policy

2.1 Workplace Harassment

- **Definition:** Harassment is any inappropriate or unwelcome behavior that causes offense or humiliation.
- **Discrimination:** Harassment can be based on factors such as gender, race, religion, nationality, sexual orientation, disability, or age.
- **Forms:** This may include unwelcome verbal or physical behavior, hate speech, offensive jokes, or derogatory remarks.
- **Handling Complaints:** Serious cases, such as sexual harassment, will be addressed with the same severity.
- **Reporting:** All incidents should be reported to the Human Resources department, and may involve the Sexual Harassment Committee.
- **Exclusions:** Differences in opinion, constructive criticism, and professional reprimands do not constitute harassment.

2.2 Abuse of Authority

- **Definition:** Abuse of authority refers to the improper use of power by an employee.
- **Seriousness:** It is particularly concerning when it negatively affects another employee's career or working conditions.
- **Forms:** This may include intimidation, threats, extortion, or coercion.

2.3 Sexual Harassment

- **Definition:** Sexual harassment includes unwelcome advances, requests for sexual favors, or other inappropriate sexual conduct.
- **Specific Forms:** This includes unwelcome sexual advances that impact employment decisions.

For Ideal Spinning Mills Ltd.
Olivia
Director

[Signature]

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