



Work Place Harassment Policy

As an employer, CPBM is dedicated to providing a work environment where all individuals are treated with respect and dignity. We recognize our collective responsibility to prevent and eliminate harassment and discrimination at the workplace, fostering a conducive atmosphere that values individuals irrespective of their ethnic, racial, religious, and gender differences.

We strictly forbid the abuse of authority or position to intimidate, coerce, or harass others as harassment and discrimination in the workplace contradict our organizational values.

It is important to note that this policy does not limit or restrict the organization's right to manage, conduct performance reviews, evaluate work, or implement disciplinary measures for valid reasons that do not constitute harassment in the workplace. This policy aims to delineate unacceptable behaviors and acts but does not modify any other rights or obligations for employees or employers.

For the purposes of this policy, harassment in the workplace encompasses the following;

Personal Harassment an objectionable or offensive behavior directed towards one or more individuals. It typically involves a course of comment or conduct known or reasonably expected to be unwelcome. This includes conduct, comments, or displays, whether one-time or continuous, that demean, belittle, or cause personal humiliation or embarrassment.

Without limitation, personal harassment includes harassment based on race, color, religion, national origin, ancestry, gender, place of origin, age, physical disability, and marital status.

Sexual harassment comprises conduct, comments, gestures, or contact of a sexual nature, whether occurring on a one-time basis or as a series of incidents. It includes actions that might reasonably be expected to cause offense or humiliation or be perceived as placing a condition of a sexual nature on employment, training, or promotion opportunities, receipt of services, or contractual agreements.

Abuse of Authority is also considered harassment, where individuals misuse their power and authority to jeopardize someone's job, undermine job performance, threaten economic livelihood, or inappropriately interfere with or influence a person's career. This includes exercising authority in a manner that serves no legitimate work purpose and should reasonably be known as inappropriate. It may include acts of intimidation, threats, blackmail, or coercion (to persuade some to do something illegal by using force or threats).



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The term "workplace" refers to the physical locations where the organization operates, such as buildings, factories, washrooms, cafeterias, and open areas, as well as any larger geographical area associated with official work or activities outside the office. This includes training sessions, business travel, conferences, work-related social gatherings, or client worksites.

At CPBM, we are committed to maintaining a safe and inclusive work environment, free from harassment and discrimination. Any violations of this policy will be promptly addressed, and appropriate disciplinary action will be taken, including counseling, retraining, transfer, suspension, or termination, as deemed necessary.

We encourage all employees to report any incidents of harassment or discrimination they witness or experience. We assure you that all reports will be handled confidentially, and we will not tolerate any form of retaliation against individuals making good-faith reports.

Together, we can cultivate a workplace culture that values diversity, respect, and equality, allowing every individual to thrive and contribute to our collective success.

Prepared By :

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