

## POLICY ON PREVENTION OF HARRASSMENT

SaniTap is committed to providing a safe and respectful work environment for all employees, contractors, customers, and other stakeholders. We do not tolerate any form of harassment, including sexual harassment, bullying, or discrimination, and we are committed to preventing such behaviors in our workplace.

This policy outlines our commitment to preventing harassment and our procedures for addressing and resolving any complaints related to harassment.

**Definition of Harassment:** Harassment includes any unwelcome conduct, whether verbal, physical, or visual, that creates a hostile or offensive work environment or that interferes with an individual's work performance. Harassment can be based on a variety of factors, including gender, race, ethnicity, religion, sexual orientation, disability, age, or any other characteristic protected by law.

**Prevention of Harassment:** SaniTap takes a proactive approach to preventing harassment by implementing the following measures:

1. Establishing clear guidelines for acceptable behaviour and standards of conduct in the workplace, which are communicated to all employees, contractors, and partners.
2. Encouraging an open-door policy where employees, contractors, and partners can raise concerns related to harassment without fear of retaliation.
3. Promptly addressing any behaviour that may constitute harassment through our complaints and grievance procedure.

**Complaints Procedure:** SaniTap takes all complaints related to harassment seriously and has established a procedure for addressing and resolving complaints. Any employee, contractor, or partner who experiences or witnesses harassment should report the incident immediately to their supervisor, manager, or the designated HR representative and if this not possible or appropriate then the matter can be escalated to the Grievance Officer.

Reporting of any suspicions of violations of our Prevention of Harassment policies should be reported, in confidence, to the SaniTap Grievance Officer and sent via email to [confidential\\_grievance@sanitap.org](mailto:confidential_grievance@sanitap.org) with the subject line 'Suspected Harassment'

Complaints will be treated with the utmost confidentiality and will be investigated promptly and thoroughly. We will take appropriate disciplinary action against anyone found to have engaged in harassment, up to and including termination of employment or termination of our business relationship.

**Non-Retaliation:** SaniTap prohibits retaliation against any employee, contractor, or partner who reports a complaint related to harassment or who participates in an investigation related to harassment. Retaliation can take many forms, including intimidation, threats, or

---

adverse employment actions. We take any reports of retaliation seriously and will take appropriate disciplinary action against anyone found to have engaged in retaliation.

We believe that preventing harassment is not only the right thing to do, but it also helps us to create a positive and productive work environment that benefits everyone.