



Harassment at Workplace Policy



J.K. SPINNING MILLS LIMITED

HARRASSMENT AT WORKPLACE POLICY

1. Introduction

J.K. Spinning Mills Limited is committed to maintaining a workplace that is free from harassment, discrimination, and retaliation. This policy reflects our commitment to promoting an environment where all individuals are treated with respect and dignity. Harassment in any form, whether based on gender, race, religion, age, disability, or any other protected characteristic, will not be tolerated.

2. Purpose

The purpose of this policy is to:

- Define harassment and outline prohibited conduct.
- Establish a framework for reporting and addressing incidents of harassment.
- Ensure that all employees understand their rights and responsibilities.
- Promote a culture of mutual respect, dignity, and fairness.

3. Scope

This policy applies to all employees of J.K. Group of Companies, including full-time, part-time, temporary, and contract workers, as well as volunteers, interns, and any third-party individuals who interact with our company (e.g., contractors, vendors, clients).

This policy applies to conduct occurring in the workplace, during work-related activities, and off-site events, including online or virtual interactions.

4. Definitions of Harassment

4.1 Harassment

Harassment is any unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, or genetic information. It becomes unlawful when:

- **Hostile Work Environment:** The conduct creates an intimidating, hostile, or offensive work environment.
- **Quid Pro Quo:** Submission to or rejection of such conduct is used as the basis for employment decisions (e.g., promotions, assignments, or benefits).

4.2 Types of Harassment

- **Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- **Quid Pro Quo:** Occurs when submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment.
- **Hostile Work Environment:** Occurs when such conduct creates an intimidating or hostile work environment.
- **Verbal Harassment:** Includes derogatory comments, slurs, or jokes related to a person's protected characteristics.
- **Physical Harassment:** Includes unwanted physical contact, such as touching, pushing, or blocking a person's movement.
- **Visual Harassment:** Includes displaying offensive material, such as posters, emails, texts, or online content that is demeaning or offensive.
- **Cyber Harassment:** Includes harassment conducted through electronic communication, such as emails, social media, or messaging platforms.

5. Responsibilities

5.1 Management Responsibilities

- Promote a workplace free from harassment by setting clear expectations and leading by example.
- Ensure all employees are aware of this policy and their responsibilities under it.
- Take all reports of harassment seriously and ensure a prompt, thorough, and confidential investigation.
- Take appropriate corrective action if harassment is found to have occurred.

5.2 Employee Responsibilities

- Treat all colleagues, clients, vendors, and visitors with respect and dignity.
- Refrain from engaging in any behavior that could be construed as harassment.
- Report any incidents of harassment or suspected harassment immediately.
- Cooperate fully with any investigation into harassment complaints.

6. Reporting Procedures

6.1 How to Report Harassment

Employees who believe they have been subjected to harassment, or who have witnessed harassment, should report the incident as soon as possible. Reports can be made to:

- **Immediate Supervisor:** The first point of contact for most harassment reports.
- **Human Resources Department:** If the employee is uncomfortable reporting to their supervisor, they can contact HR directly.

6.2 What to Include in a Report

When reporting harassment, employees should provide as much detail as possible, including:

- The nature of the harassment.
- The identity of the harasser(s).
- The dates, times, and locations of the incidents.
- Any witnesses to the harassment.
- Any evidence (e.g., emails, texts, photos).

6.3 Confidentiality

All harassment reports will be handled with the utmost confidentiality. Information will only be shared with those who need to know in order to conduct a proper investigation or take corrective action.

7. Investigation Process

7.1 Initial Assessment

Upon receiving a harassment report, the HR department will conduct an initial assessment to determine the appropriate course of action. This may involve interviewing the complainant to gather additional information.

7.2 Formal Investigation

If a formal investigation is warranted:

- Investigators will be appointed, ensuring no conflicts of interest.
- Interviews will be conducted with the complainant, the accused, and any relevant witnesses.
- Relevant documents, communications, and other evidence will be reviewed.
- A determination will be made based on the evidence collected.

7.3 Outcome and Actions

Upon conclusion of the investigation:

- A report will be prepared summarizing the findings and recommendations.
- If harassment is confirmed, appropriate disciplinary action will be taken against the offender, which may include:
 - Counseling or training.
 - Verbal or written warnings.
 - Suspension or termination of employment.

- The complainant will be informed of the outcome, with respect to confidentiality and privacy.

8. Protection Against Retaliation

J.K. Group of Companies strictly prohibits retaliation against any individual who reports harassment, participates in an investigation, or opposes harassment. Retaliation may include, but is not limited to, demotion, reassignment, termination, or hostile behavior.

Any employee who believes they have been retaliated against should report it immediately using the same reporting procedures outlined above. Retaliation is grounds for disciplinary action, up to and including termination.

9. Training and Awareness

9.1 Mandatory Training

All employees, including management and supervisors, are required to undergo mandatory training on harassment prevention upon joining the company and at regular intervals thereafter.

9.2 Awareness Campaigns

J.K. Group of Companies will conduct periodic awareness campaigns to reinforce the importance of maintaining a harassment-free workplace and to remind employees of their rights and responsibilities.

10. Policy Review and Updates

This policy will be reviewed annually, or as needed, to ensure it remains relevant and effective in addressing workplace harassment. Any updates or changes will be communicated to all employees, and training will be provided on any significant amendments.

11. Contact Information

For further information or to report harassment, please contact:

- **Human Resources Department**
- **Anonymous Reporting E-mail: hr2@jkgroup.net**