

# Sample – sexual harassment policy

## What is a sexual harassment policy?

*The sexual harassment policy states a companies position towards such harassment. It should be used in conjunction with other policies, such as the ethical recruitment policy.*



**The site must follow the commitments made in the sexual harassment policy.**

## Sexual harassment policy

Name of the Company

Address of the Company

It is a core principle of COMPANY NAME to ensure gender equality and justice through all of COMPANY NAME's activities and practices. In keeping with this principle, it is important to ensure an organisational culture free from discrimination and harassment with a particular focus on sexual harassment.

Sexual harassment is understood as any abusive, harassing or otherwise unwanted or inappropriate behaviour of a sexual nature. Sexual harassment is unlawful and will not be tolerated by COMPANY NAME. Furthermore, any recrimination against those that lodge sexual harassment grievances will also not be tolerated.

COMPANY NAME takes allegations of sexual harassment seriously, and will respond promptly to complaints of sexual harassment through the formal grievance procedure. Following an incidence of sexual harassment, prompt and appropriate remedy will be provided to victims and punitive measures will be taken against perpetrators.

Signature of person responsible within the company:

(Head of the Organisation)

Date DD/MM/YYYY

# Sample – non-discrimination policy

## What is a non-discrimination policy?

*A non-discrimination policy outlines the commitments that sites make to avoid and prevent discrimination within their organisations.*

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**The site must follow the commitments made in the non-discrimination policy.**

## Non-discrimination policy

Name of the Company

Address of the Company

COMPANY NAME is an equal opportunity employer. We seeks to provide equal opportunities, in an atmosphere free from harassment and discrimination.

We seek to ensure that all employees are treated fairly according to their ability to do their job, without regards to race, age, sex, marital status, colour, religion, political opinion, sexual preferences or any other form of discrimination. Our company does not tolerate any form of discrimination. We believe that all employees have the right to work in an environment free from discrimination. All workers have the right to lodge grievances, and access remedy, if they feel they have suffered discrimination. These grievances will be treated fairly, following an impartial grievance procedure.

Signature of person responsible within the company:

(Head of the Organisation)

Date DD/MM/YYYY

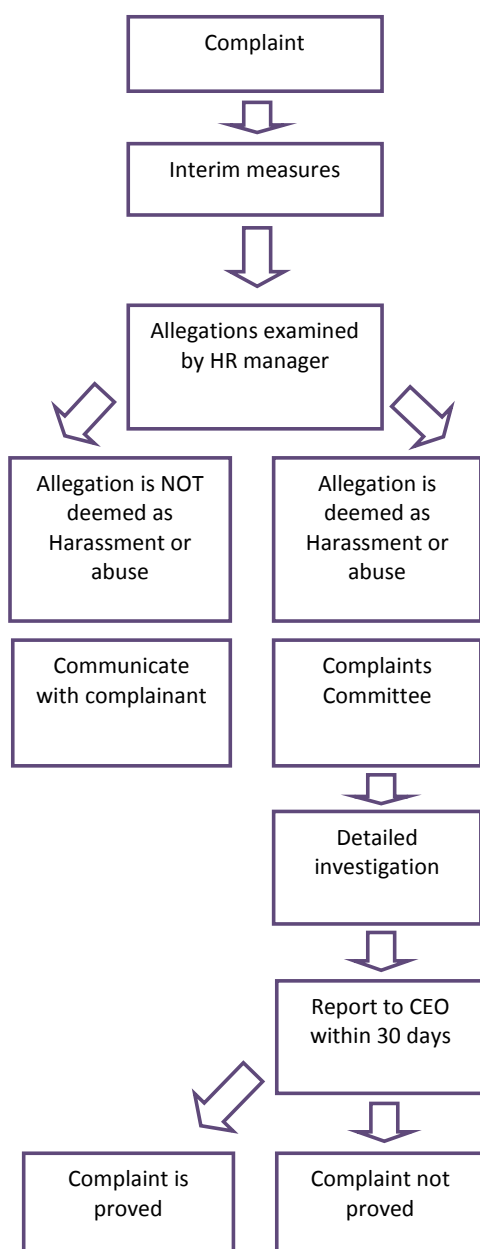
# Sample – SOP on abuse remediation

## What is SOP on abuse remediation?

This is a process to follow when there is an indication of potential abuse or harassment. It is vital to maintain the dignity, safety and anonymity of both parties.

**! Anyone, regardless of their position, must receive the same process.**

## Standard operating procedure on abuse remediation



- 1) Upon receipt of a complaint, the management shall take immediate interim measures to address concerns regarding safety and well-being of the complainant (and the respondent). Such interim measures could include:
  - restricting contact between the alleged perpetrator (respondent) and the complainant,
  - changing both parties work schedules,
  - providing alternative living arrangements,
  - or other measures the management deems appropriate.
- 2) The complaint is examined by the human resource manager within seven days of receipt of the allegation.
- 3) If evidence suggests the allegations are unfounded, the allegation will be dismissed. This will be communicated to the complainant. If the allegation appears valid, the management refers the matter to a "complaints committee" (the committee should include a balance of management and employee representatives).
- 4) The complaints committee then conducts a detailed investigation (separately) with the complainant, respondent and other individuals.
- 5) The complaints committee submits a report to the CEO/ED within 90 days of receipt of complaint. The report describes the nature of the complaint, if it is considered legitimate and the evidence gathered.
- 6) If the complaint is considered to be legitimate, remedy should be provided to the complainant. This may include disciplinary action against the respondent.

# Sample – grievance procedure

## What is a grievance procedure?

*The grievance procedure outlines the process that should be followed when a grievance is raised. This process should protect workers from any retribution or punishment.*



**The grievance process must be conducted by management who are not involved in the grievance.**

## Grievance procedure

Name of the Company

Address of the Company

### STEP 1

The employee concerned can raise the grievance with a superior, not involved in the grievance. It can be done in writing, if verbal the statement should be recorded. Employee's identity should remain anonymous for private cases.

### STEP 2

The management should meet with workers and their representatives to understand and to resolve the grievance informally. If this grievance is resolved, the process ends. If a informal agreement is not arranged, the process proceeds to Step 3.

### STEP 3

The management can form an investigation unit, which includes workers representatives. This unit further investigates the issue, if required. They then submit a formal response to the grievance. The worker and their representative reviews this response. If they agree with the proposed response and / or remediation, the process ends.

### STEP 4

If the proposed response to the grievance is not accepted by the worker and their representative, then they can appeal. The appeal process involves repeating the process with a more senior committee within the organisation.

### STEP 5

The process repeats until a agreement is reached, progressing through progressively senior levels of company management.

# Sample – grievance record

## What is a grievance record?

A grievance record is a tool for documenting all complaints or grievances lodged. It should be used for any grievance, regardless of the outcome of the grievance procedure. It is also an important tool for monitoring recurrent grievances.



**All grievances should be recorded and treated seriously.**

## Grievance record

Date:					
Tarikh:					
Name	Description of grievance	Response / Action	Changes	Person in charge	Status
Name	Jenis Aduan dan Rungutan	Tindakan	Perubahan	Pihak bertanggungjawab	Status