

SEXUAL HARASSMENT POLICY

OCTOBER 2024

Purpose:

This policy aims to promote a safe, respectful, and harassment-free work environment for all employees in line with Tanzania's laws. It ensures that all forms of sexual harassment are addressed swiftly and effectively.

Policy Statement:

Kilombero Valley Teak Company (KVTC) is committed to providing a work environment free from all forms of sexual harassment. This policy applies to all employees, contractors, consultants, and any other individuals associated with the company. Sexual harassment in the workplace is unacceptable and will more than likely result in dismissal. Every employee is entitled to employment that is free of sexual harassment.

Definition of Sexual Harassment:

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Forms of sexual harassment may include, but are not limited to;

- a. direct or indirect requests to an employee for sexual intercourse, sexual contact or any other form of sexual activity that contains an implied or expressed;
 - promise of preferential treatment in employment;
 - threat of detrimental treatment in employment;
 - threat about the present or future employment status of the employee;
- b. Unwelcome comments on a person's appearance or body;
- c. Unsolicited physical contact, such as touching or hugging;
- d. Offensive or suggestive jokes or language;
- e. Display of sexually explicit material (e.g., images, emails, videos);
- f. shows physical behavior of a sexual nature which directly or indirectly subjects the employee to behavior that is unwelcome or offensive to that employee and that by its nature has a detrimental effect on that employee's employment, job performance, or job satisfaction.

Reporting Procedures:

Victims of sexual harassment or anyone who witnesses sexual harassment are encouraged to report the behavior immediately. Reporting can be done through the following channels:

- **Direct Supervisor or Manager:** First point of contact.
- **Human Resources Department:** Employees can file a formal complaint with HR.
- **Anonymous Reporting Suggestion box/Email/cellphone:** If the employee wishes to remain anonymous.

All complaints will be treated confidentially and investigated promptly. No retaliation will be allowed against employees for filing complaints in good faith.

Investigation Process:

Once a report is received:

- The HR department or a designated investigator will conduct a confidential investigation.
- Both the complainant and the accused will have the opportunity to provide an account of the situation.
- Witnesses or other relevant individuals may be interviewed.
- **Corrective action** will be taken based on the findings, ranging from warnings to termination of employment, depending on the severity of the case.

Employee Rights:

Employees have the right to:

- Work in a harassment-free environment.
- Report any form of harassment without fear of retaliation.
- Be informed of the outcomes of the investigation related to their complaint.

Legal Framework:

This policy is in accordance with the Employment and Labour Relations Act, 2004 which prohibits any form of sexual harassment in the workplace. Under the Act, sexual harassment is recognized as a violation of employees' fundamental rights and is subject to both civil and criminal sanctions.



Irvine Kanyemba
CHIEF EXECUTIVE OFFICER