



ANTI-HARASSMENT AND DISCRIMINATION POLICY

Purpose

The purpose of this anti-harassment and discrimination policy is to establish clear guidelines, expectations, and procedures for promoting a safe, respectful, and inclusive environment within the organisation.

Scope

This policy applies to all employees, contractors, consultants, suppliers, clients, and any other relevant stakeholders engaged in company-related activities.

Policy Statement

Cernol Ltd is dedicated to creating a diverse and respectful working environment, free from harassment and discrimination all levels of the organisation. We are committed to maintaining a workplace where every individual feels valued, safe, and able to contribute to the success of the organization.

Definition

Discrimination refers to the practice of treating one person or group of people unfairly or less favourably than others especially due to: origin, race, colour, gender, age, religion, political opinions, sexual preferences, physical appearance, union activities, personal situation, pregnancy, citizenship status, ancestry, marital status, disability (visible or invisible, medical condition or other protected characteristics).

Harassment involves unwelcome and offensive behaviour directed at a person or group based on their protected characteristics, leading to an intimidating, hostile, or offensive environment. This behaviour can be verbal, physical, or visual and may include actions like derogatory comments, offensive jokes, slurs, physical intimidation, or unwanted advances. Harassment creates an atmosphere of fear and discomfort, and it is often prohibited by law and workplace policies.

Roles and Responsibilities

Employees who believe they have experienced or witnessed discrimination or harassment should promptly report the incident to their supervisor, manager, or the Human Resource Manager. If the supervisor is the alleged wrongdoer or if an employee is uncomfortable reporting to their immediate supervisor, they should report the incident to the next level of management or GM.

Procedures

Investigation

Upon receipt of a complaint, Cernol Ltd will conduct a prompt, fair, and confidential investigation. The investigation will involve interviewing relevant parties and gathering evidence to determine the appropriate course of action.

Corrective Action

If the investigation reveals that discrimination or harassment has occurred, appropriate corrective action will be taken, up to and including disciplinary action, as deemed necessary and in accordance with company policies and applicable laws.



Non-Retaliation

Cernol Ltd strictly prohibits retaliation against individuals who report discrimination or harassment in good faith or participate in an investigation. Any retaliation will be subject to disciplinary action.

Confidentiality

All complaints, investigations, and related proceedings will be handled with sensitivity and discretion. To the extent possible and permitted by law, confidentiality will be maintained throughout the process.

Awareness and Communication

Cernol Ltd will provide periodic training and awareness programs to employees to prevent discrimination and harassment and to ensure all staff members are aware of their rights and responsibilities under this policy.

Individuals who engage in inappropriate conduct or behaviour towards others may be subject to disciplinary actions.

We will communicate this policy to all employees and any other relevant stakeholders to ensure its understanding throughout the organization.

Monitoring and Review

This policy will be reviewed and updated as needed to ensure its effectiveness and compliance with applicable laws.

Date: September 2023

Approved by:

Olivier Constantin
General Manager