

Harassment Policy and Procedure

1. Purpose

COG Resourcing is committed to providing a work environment free from all forms of **harassment**, including sexual, verbal, physical, or psychological harassment. This policy aims to:

- Promote dignity, respect, and equality in the workplace.
- Prevent and address harassment in any form.
- Ensure prompt and confidential handling of complaints.

2. Scope

This policy applies to all:

- Employees (full-time, part-time, and temporary)
- Interns and volunteers
- Consultants, contractors, and vendors
- Any person interacting with or acting on behalf of [Company Name]

3. Definition of Harassment

3.1. General Harassment

Unwelcome conduct that creates an intimidating, hostile, degrading, humiliating, or offensive environment for the victim. This may be based on race, gender, age, religion, ethnicity, disability, or any other status.

3.2. Sexual Harassment

Any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct

of a sexual nature, including:

- Unwanted touching, comments, jokes, gestures
- Display of sexually explicit materials
- Quid pro quo: offering benefits in exchange for sexual favors
- Retaliation for rejecting sexual advances

4. Zero Tolerance Policy

COG Resourcing adopts a **zero-tolerance approach** to harassment. All complaints will be treated seriously and acted upon promptly and fairly, regardless of the seniority of the individuals involved.

5. Rights and Responsibilities

5.1. Employee Responsibilities

- Treat colleagues with respect and dignity.
- Refrain from any behavior that could be considered harassment.
- Report any incidents witnessed or experienced.

5.2. Management Responsibilities

- Lead by example in creating a respectful work environment.
- Take all harassment complaints seriously.
- Ensure a prompt, confidential, and impartial investigation.

6. Reporting Procedure

6.1. Step 1: Informal Resolution (Optional)

- If the victim feels safe, they may inform the harasser that their behavior is unwelcome and must stop.

- Sometimes, this may resolve the issue without further steps.

6.2. Step 2: Formal Complaint

A formal complaint should be made:

- **Verbally or in writing** to the employee's supervisor, HR, or a designated harassment officer.
- Within **30 days** of the incident, unless circumstances justify a delay.

7. Investigation Process

Upon receiving a formal complaint:

1. **Acknowledgement:** The complaint will be acknowledged within 3 working days.
2. **Investigation:** An impartial investigation will begin within 7 working days, including interviews with all parties involved.
3. **Confidentiality:** All information will be kept confidential and shared only on a need-to-know basis.
4. **Outcome:** Findings will be shared with the complainant and accused within **14–21 working days**.

8. Disciplinary Action

If harassment is confirmed, disciplinary actions may include:

- Verbal or written warning
- Suspension
- Transfer or demotion
- Termination of employment
- Legal action (in severe cases)

9. Protection from Retaliation

Retaliation against anyone who reports harassment or participates in an investigation is strictly prohibited and will result in disciplinary action.

10. False Accusations

Knowingly making a false complaint of harassment is a serious offense and may lead to disciplinary action.

11. Training and Awareness

- All employees will receive training on this policy during onboarding.
 - Periodic refresher training will be provided.
 - Posters and guidelines will be displayed in visible areas.
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12. Policy Review

This policy will be reviewed **annually** or whenever there is a significant change in relevant laws or internal procedures.