



MEGA FORTRIS

MEGA FORTRIS GROUP OF COMPANIES

The Employees shall wear such uniforms at all times during the working hours.

18.6 SEXUAL HARRASMENT

Sexual harassment is one of the most offensive experiences an Employee can suffer. Victims of such experience suffer in silence and more than often not it adversely affects Employee's morale and job performance. The Management takes a serious view of sexual harassment and such actions by any of our Employees shall not be condoned.

Sexual Harassment comes under the following context:

1. Any unwanted conduct of a sexual nature having the effect of verbal, non-verbal, visual, psychological or physical harassment.
2. It might on reasonable grounds be perceived by the recipients as placing a condition of a sexual nature on his/her employment or employment related benefits.
3. It might also be on reasonable grounds be perceived by the recipients as an offence or humiliation or a threat to his/her well-being but has no direct link to his/her employment or employment related benefits.

Within the context of the above sexual harassment in the workplace include any employment-related sexual harassment occurring outside the workplace as a result of employment responsibilities or employment relationships. Situation under which such employment-related sexual harassment may take place includes but is not limited to;

1. At work-related social function
2. In the course of work assignments outside the workplace
3. At work-related conference or training session
4. During work-related travel
5. Over the phone and etc.

Offenders of sexual harassment will be disciplined to the severity of the offence. Disciplinary penalties may range from verbal or written reprimand for less serious offence to dismissal for more serious offence. Fabricated accusation against innocent persons is a serious offence.

18.7 HOSTEL

These rules are for the information and compliance of all resident's staff staying in the Company hostels. It is the responsibility of all resident staff to live in harmony, understanding, tolerance and respect for his neighbor, which is very essential for community living.