**DISCRIMINATION AND HARASSMENT POLICY**

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| **DOCUMENT DETAILS** |
| **Document Name:** | Discrimination & Harassment Policy | **Document No:** |  |
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**PURPOSE:**

The purpose of this policy is to eliminate discrimination & harassment in the workplace. To provide appropriate procedures to deal with the problem and prevent its recurrence. The company encourages and promotes the development and implementation of this policy and procedures that will lead to the creation of a workplace that is free of discrimination and harassment, where employers and employees respect one another’s integrity and dignity, their privacy, and their right to equity in the workplace.

**SCOPE:**

This policy shall apply to all employees, as defined in the Labour Relations Act and as amended and shall include job applicants, suppliers, clients, contractors and all members of management.

**RESPONSIBLE PERSONS:**

1. HR Director/Manager - Implementation and facilitation.
2. HR Manager - Administration, monitoring and

enforcement of this policy.

3. Employees - Adherence to the procedures outlined

 In this policy

**POLICY STATEMENT:**

Our company is committed to the principals of Equal Employment Opportunity and is committed to making employment decisions based on merit and value. We are committed to complying with all government laws providing Equal Employment Opportunities, as well as all laws related to terms and conditions of employment. We desire to keep a work environment which is free of discrimination or harassment because of race, sex, colour, religion, sexual orientation, national origin, , mental or physical disability, age, marital status or any other status protected by the laws of our country. We value diversity and are willing to employ men and women of all racial and ethnic groups, ranging in age from the teens to the sixties and older, and representing a broad spectrum of rnational origins and religions. The company will make every reasonable effort to accommodate those mental or physical limitations of an otherwise qualified employee, unless undue hardship would result for the company.

Just as the company bears a responsibility towards this policy, each of us must clearly communicate our disinterest in, or offence taken to, any perceived physical or verbal harassment or discrimination. We are all responsible for upholding this Equal Employment Opportunity policy.

Please refer ot the Sexual harassment Policy for details pertaining to sexual harassment in the workplace.

Our company will not tolerate any form of discrimination or harassment! Any employee who feels that he or she has been subject to or has witnessed any form of harassment or discrimination should immediately notify their Manager, Personnel Administrator or HR Manager at the company. We will promptly investigate any claim and take appropriate action. We will seek to impose appropriate sanctions against any person found to be in violation of this policy. Such sanctions may include, but are not limited to, reprimand, suspension, demotion, transfer and discharge.

Our company prohibits retaliation against any employee who brings forth any complaint or assists in the investigation of any complaint.

If you feel we have not resolved your complaint, and after you have followed the company grievance procedure, you may log a complaint with the CCMA (The Commission for Conciliation, Mediation and Arbitration).

**EMPLOYEE POLICY CONFIRMATION:**

***I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name and surname), declare that;***

1. Ihave been familiarised with and informed of the Discrimination & Harassment policy.
2. I understand and agree to the contents of this policy and that;
* it may be amended from time to time,
* it forms part of my employment conditions,
* the implementation and contents of this policy are mutually agreed upon with the employer,
* I have been given the opportunity to question this policy and that my questions were satisfactorily answered
1. I agree to strictly adhere to this policy.

Signed at \_\_\_\_\_\_\_\_\_\_\_\_ (place) on the \_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [YEAR].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Manager