



INFOTECH SERVICE FZ-LLC Anti-Harassment Policy

Version: 1

Effective Date: 2024

Policy Code: HR-001-PO

Purpose and Introduction

At INFOTECH SERVICE FZ-LLC, our success is deeply tied to creating a positive, inclusive, and respectful work environment for all employees. We aim to ensure that individual differences are acknowledged, valued, and respected. This Anti-Harassment Policy reinforces the company's commitment to promoting dignity and respect in the workplace and underscores our zero-tolerance approach to harassment in any form.

The policy is an extension of our commitment to maintaining the company's core values, Code of Ethics, and our general expectations of employee conduct. Any breach of this policy will be taken seriously and appropriate disciplinary actions, up to and including termination, may be imposed.

Scope

This policy applies to all employees of INFOTECH SERVICE FZ-LLC, irrespective of their employment type (e.g., permanent, fixed-term, contractors). The policy covers inappropriate behavior in both physical and virtual workspaces, and applies to work-related situations, including business trips, meetings, and after-hours events.

It must be noted that this policy supplements any relevant local policies, which may impose stricter requirements depending on regional laws.

Definition of Harassment

Harassment includes any unwelcome and inappropriate behavior that is intended to or has the effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment. Harassment can occur as a result of the following:

- Intimidation or bullying
- Hostile or degrading actions
- Offensive or malicious comments or conduct
- Sexual harassment, including inappropriate jokes, unwanted physical contact, or sexual advances

It is important to note that harassment is determined not just by the intention of the offender, but also by the effect it has on the recipient.

Examples of Harassment

Harassment may include, but is not limited to:

- Exclusion or isolation (such as the "silent treatment")
- Use of offensive language or threats
- Sabotage of an employee's work
- Cyberbullying or harassment via digital platforms

- Unwanted sexual advances or inappropriate sexual behavior, including:
 - Unwelcome flirting or personal comments
 - Requests for favors in exchange for work-related benefits
 - Physical actions like unwanted touching or inappropriate gestures

Employee Responsibilities

All employees have a responsibility to foster a work environment that upholds respect and dignity. They are expected to follow the company's values and Code of Ethics and to act in a manner that promotes a positive and inclusive workplace.

Employees who witness or experience inappropriate behavior are encouraged to report such incidents. This can be done by addressing the issue directly with the offender (if appropriate) or escalating the matter to a manager or the HR department.

Manager Responsibilities

Managers hold the same responsibilities as other employees but with an added obligation to uphold and enforce this Anti-Harassment Policy. They must intervene to prevent harassment from occurring, even in cases where no formal complaint has been filed. Managers are also responsible for ensuring that no retaliatory actions are taken against employees who report harassment.

Failure to fulfill these responsibilities could result in disciplinary measures against the manager, including potential termination.

Consequences for Offenders

Offenders found to have violated the Anti-Harassment Policy will face disciplinary actions. The severity of the response will depend on the nature of the offense and its recurrence, with consequences ranging from warnings to termination of employment. In some instances, offenders may also be subject to legal consequences under local laws.

Reporting and Formal Complaints

Employees can report harassment by contacting HR or the designated compliance officer. Alternatively, employees may use the company's independent whistleblowing channel.

Upon receiving a complaint, the company will initiate an investigation in line with applicable local laws. Employees who file complaints will be protected from any form of retaliation.

Investigations will be conducted confidentially, and employees will be kept informed of the process and outcomes.

False Allegations

While all complaints are presumed to be made in good faith, any employee found to have submitted a complaint with malicious intent will face disciplinary action.

Conclusion



INFOTECH SERVICE FZ-LLC is committed to maintaining a work environment that is free from harassment. All employees must actively contribute to this goal by upholding the values outlined in this policy.

Contact Information for Reporting:

Compliance Officer:

Email: info@infotech-service.ae