KANDOLHU
MALDIVES

Harassment-and-discrimination-policy
Kandolhu Maldives

Objective

Harassment - The principle of this policy is to maintain a work environment in which we all treat each other respectfully and professionally. Any unprofessional or disrespectful behaviour, even if not illegal, interferes with that goal and will not be tolerated.

Discrimination - The objective of this policy is to foster a work environment where we all treat one another without discrimination. Anyone behaving unfairly, making an unfair decision, or influencing or being influenced while making a decision against anyone. In both of the above cases, Kandolhu Maldives reserves the right to respond to inappropriate behaviour/ unfair decision, even where no one has complained or indicated that they have been offended.

Procedure

- Kandolhu Maldives is committed to providing a workplace in which the dignity of every individual is respected. Each of us should understand that incidents of harassment and inappropriate behaviour will not be tolerated at Resort premises.
- All Team Members are entitled to respectful treatment in the workplace. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behaviour of all kinds and harassment because of age, disability, marital status, race or colour, national origin, religion, sex, sexual orientation or gender identity.
- All team members should be fully aware of the processes and outcomes in relation to harassment proceedings.
- Any claims of harassment should be fully investigated in a confidential manner (for both parties involved) and actioned as necessary by the General Manager and/or Human Resources Manager.

Sexual harassment

Sexual harassment is a form of harassment that is based on a person's sex, or that is sex-based behaviour. It is also sexual harassment for anyone in a position of authority to tie hiring, promotion, termination or any other condition of employment to a request or demand for sexual favours. Although having a consensual romantic relationship with another Team Member is not harassment, harassment may occur as a result of the relationship if either person engages in inappropriate or unwelcome conduct in the workplace.

Harassment

Harassment is unwelcome conduct toward an individual because of his or her age, disability, marital status, national origin, race or colour, religion, sex, sexual orientation or gender identity, when the conduct creates an intimidating, hostile or offensive work environment that:

- Causes work performance to suffer; or
- Negatively affects job opportunities.

Harassment is against the law in the Maldives and many other countries. Examples of harassment that may violate the law and will violate this policy include: Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on age, disability, marital status, national origin, race or colour, religion, sex, sexual orientation or gender identity.

- Nonverbal conduct, such as staring, leering and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

Harassment in the workplace

It is the policy of Kandolhu Maldives that all Team members should maintain good working relationships with one another. This means that everyone should feel comfortable in the workplace and that differences should be respected. An important part of good working relationships is that everyone must be able to work in an environment free from any form of harassment. Any harassment, which is verbal or sexually based, racial, or related to a person's marital status, disability, age,

pregnancy, or sexual preference, is discriminatory and will not be tolerated in the workplace under any circumstances.

Any team member can notify their supervisor or Manager about Harassment, or they may go directly to the Human Resources department for assistance.

The Resort commits that:

- All harassment complaints will be treated seriously, empathetically, confidentially, in a timely manner and will be investigated fairly and impartially.
- Action will be taken to ensure the harassment stops.
- A team member making a complaint or a witness will not be victimised.
- Complaints will be settled within the workplace wherever possible.