Sexual Harassment Policy

DISTRIBUTION

This Sexual Harassment Policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

Revision History

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

Purpose

ZAM FM LTD is committed to providing a safe and respectful work environment for all employees, contractors, and visitors. This policy outlines our stance on sexual harassment and the procedures for reporting and addressing such incidents.

Scope

This policy applies to all employees, contractors, and visitors of ZAM FM LTD.

Definition of Sexual Harassment

Sexual Harassment includes any unwanted sexual behaviour, such as physical contact, verbal remarks, or non-verbal actions that create a hostile or intimidating work environment. This includes, but is not limited to:

- **Unwanted touching or physical contact**
- **Inappropriate comments or jokes**
- **Displaying sexually explicit materials**
- **Sexual advances or propositions**
- **Any other behaviour that creates a sexually hostile environment**

Sexual Harassment Policy

Reporting Procedures

- Immediate Reporting: Employees who experience or witness sexual harassment should report the incident immediately to their immediate supervisor or the HR department.
- Confidential Reporting: Reports can be made confidentially in person, via email, or through an anonymous reporting system.
- No Retaliation: ZAM FM LTD strictly prohibits retaliation against individuals who report sexual harassment in good faith.

Investigation Process

- Prompt Investigation: All reports of sexual harassment will be taken seriously and investigated promptly and thoroughly.
- Confidentiality: The investigation will be conducted with the utmost confidentiality to protect the privacy of all parties involved.
- Fair Process: The investigation will be conducted by a designated HR representative or an external investigator to ensure impartiality.
- Outcome and Actions: Based on the findings, appropriate actions will be taken, which may include disciplinary measures up to and including termination of employment.

Disciplinary Actions

- Zero Tolerance: Employees found to have engaged in sexual harassment will face disciplinary actions, up to and including termination of employment.
- Contractors and Visitors: Contractors or visitors found to have engaged in sexual harassment may be banned from company premises and have their contracts terminated.

Support for Victims

- Counselling Services: ZAM FM LTD will provide support to victims of sexual harassment, including access to counselling services.
- Assistance with Reporting: The company will assist victims in filing police reports if necessary.

Training and Awareness

- Regular Training: Regular training sessions will be conducted to educate employees about sexual harassment, reporting procedures, and the importance of maintaining a respectful work environment.
- Awareness Programs: Awareness programs will be implemented to promote a culture of respect and zero tolerance for sexual harassment.

Policy Review

- Annual Review: This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

Sexual Harassment Policy

- Feedback Mechanism: Employees are encouraged to provide feedback on the policy and its implementation to help improve its effectiveness.

Conclusion

ZAM FM LTD is dedicated to upholding the principles of respect and safety in the workplace. We believe that a safe and respectful work environment is essential for the well-being of our employees and the success of our company. We are committed to taking all necessary steps to prevent and address sexual harassment in our workplace.

Managing Director

Name: DANISH IFTIKHAR

Sign: 

Dated: 22/09/2023