

 <p>SMC STENIEL MANUFACTURING CORPORATION</p>	DOCUMENT	DOCUMENT NO	SMC-HRM-POL-2023-01-001
	POLICIES & PROCEDURE	DATE OF EFFECTIVITY	Nov. 13, 2023
	SUBJECT ANTI-SEXUAL HARASSMENT AND SAFE SPACES	REVISION DATE	N/A
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1. POLICY STATEMENT

In compliance with the provisions of Section 4, Republic Act. No. 7877, otherwise known as an Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment and for other purposes and Republic Act No. 11313 or otherwise known as Safe Spaces Act, the **Steniel Manufacturing Corporation “SMC”** hereby adopts the following policies and procedures to prevent sexual harassment in its workplace and to provide the procedure for the resolution, settlement and/or disposition of sexual harassment cases.

2. COVERAGE

This policy shall apply to all employees of the Company regardless of classification, rank or status.

3. COMMITTEE ON DECORUM AND INVESTIGATION

3.1 A Committee on Decorum and Investigation is hereby created and shall be composed of the following:

3.1.1 Authorized representative from HR Department – Member & Moderator

3.1.2 Manager – Member

3.1.3 Supervisor – Member/Secretariat

3.1.4 Representative of Staff Level – Member

3.2 The Committee shall perform the following duties and responsibilities:

3.2.1 Prepare tasks that are related to this function and attend trainings and seminars conducted by subject matter experts, private or government agencies on the issues and laws on sexual harassment.

3.2.2 Ensure that all relevant proceedings shall be held under strict confidentiality and should sign an Appointment Letter and Non-Disclosure Agreement.

3.2.3 Act swiftly to protect the Complainant or any employee or offended party who is at risk of sexual harassment.

3.2.4 Receive complaints, including anonymous and incident reports of sexual harassment.

3.2.5 Conduct an investigation based on the prescribed procedure in this policy or upon reasonable exercise of management prerogative.

3.2.6 Submit reports, findings, and recommendations to the Company President as appropriate after conducting formal investigation and hearings.

3.2.7 Ensure that the Complainant or offended party shall not be subjected to further harassment or retaliation and the person alleged to have committed acts of sexual harassment shall not be unjustly and prematurely adjudged.

4. SPECIFIC ROLES AND RESPONSIBILITIES

4.1 Employees – all employees of the Company shall ensure compliance and adherence to this Policy.

4.2 Human Resources Management Department – shall ensure awareness of employees and newly hires and distribute and/or publish a copy through the onboarding and annual re-orientation. The Department shall ensure development and implementation of programs to increase understanding and awareness about sexual harassment.

5. GUIDELINES

5.1 Company Policy Against Sexual Harassment

Steniel Manufacturing Corporation believes that employees should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual approach or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, debilitates morale and, therefore, interferes with work effectiveness. Such behavior may be in the form of unwanted physical, verbal or visual sexual advances, request for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures or drawings.

Steniel Manufacturing Corporation will not tolerate any behavior that amounts to sexual harassment and any officer or employee found to have committed sexual harassment shall be subjected to disciplinary action, up to and including dismissal / termination.

5.2 Definition of Sexual Harassment

Steniel Manufacturing Corporation has adopted, and its policy is based on, the definition of sexual harassment set forth in Section 3 of R.A. 7877. It provides that sexual harassment in workplace is committed by any employer, employee, manager, supervisor, agent of the employer, or any other person who, having authority, influence or moral ascendancy over another in a work environment, demands, requires or otherwise requires any sexual favor from the other, regardless of whether the demand, requests or requirement for submission is accepted by the object of the said Act.

In a work-related or employment environment, sexual harassment is committed when:

- 5.2.1 The sexual favor is made as a condition in the hiring or in the employment, re-employment, or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
- 5.2.2 The above acts would impair the employees' rights or privileges under existing labor laws; or
- 5.2.3 The above acts would result in an intimidating, hostile, or offensive environment for the employee.

5.3 Where Sexual Harassment is Committed

Sexual harassment may be committed in any work or training environment. It may include, but are not limited to the following:

- 5.3.1 In or outside the office building or training site;
- 5.3.2 At office or training-related social functions;
- 5.3.3 In the course of work assignments outside the office;
- 5.3.4 At work-related conferences, studies or training sessions; or
- 5.3.5 During work related travel.

5.4 Forms of Sexual Harassment

Sexual harassment may be committed in any of the following forms:

- 5.4.1 Overt sexual advances;
- 5.4.2 Unwelcome or improper gestures of affection;
- 5.4.3 Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose;

- 5.4.4 Any other act or conduct of a sexual nature or for purposes of sexual gratification which is generally annoying, disgusting or offensive to the victim.

5.5 What is not Sexual Harassment

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

5.6 Employer's Responsibility

Steniel Manufacturing Corporation undertakes to provide its officers and employees a work environment free of sexual harassment and safe space by management personnel, by co-workers and by others with whom officers and employees must interact in the course of their employment with **Steniel Manufacturing Corporation**. Sexual harassment is specifically prohibited as unlawful and as a violation of **SMC's** policy. **Steniel Manufacturing Corporation** is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

6. PROCEDURES

6.1 Complaint Procedure

Any officer or employee, who experiences or witnesses any act of sexual harassment in the workplace, shall report the same immediately to the Committee on Decorum and Investigation. They may also report acts of sexual harassment to any other member of **SMC's** management or ownership. All allegations of sexual harassment will be quickly investigated. To the extent possible, the identity of the officer or employee shall remain confidential and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, all parties will be informed of the outcome of the investigation.

A Committee on Decorum and Investigation shall be constituted and shall be composed of the management and the employees' representative to receive complaints, investigate and hear sexual harassment cases. The Committee shall develop its own rules in the settlement and disposition of sexual harassment cases. The Committee shall also develop and implement programs to increase understanding and awareness about sexual harassment.

6.2 Retaliation

Steniel Manufacturing Corporation will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

6.3 Written Policy

All officers and employees of **Steniel Manufacturing Corporation** shall be orientated about the **SMC's** sexual harassment policy and safe space act upon assumption of their respective offices.

7 EFFECTIVITY

This sexual harassment policy shall be made known to every employee and shall take place effective immediately.

For common information and guidance.