

HARASSMENT POLICY STATEMENT

JJ MAINTENANCE LTD. is committed to creating a harmonious working environment in which equality of opportunity is a reality and in which no worker feels apprehensive because of his/her beliefs, race, sex, sexual orientation, disability or religion.

JJ MAINTENANCE LTD. is also committed to ensuring violence or bullying of any nature does not occur on its premises. Intimidation or harassment in any form is unacceptable behavior and in many cases constitutes unlawful discrimination. Harassment is any behavior, which is unwanted by the recipient. This behavior may focus on age, creed, disability, race, sex, sexual orientation, family status, religion or any other personal characteristics and may affect the dignity of any individual or a group of individuals at work. JJ MAINTENANCE LTD. will not tolerate such behavior and will treat it as Gross Misconduct, which may warrant dismissal. This policy will be enforced and promoted throughout JJ MAINTENANCE LTD.

The Complaints Procedure

1. What is perceived as harassment can vary from individual to individual, so in the first instance, the harasser should be asked to stop, and it should be made clear to him/her that such behavior is unwanted.
2. In circumstances where it is too difficult or embarrassing for an individual to do this on their own behalf, an employee can seek the support of a friend who is employed at JJ MAINTENANCE LTD., and/or an employee representative.
3. If the harassment continues in any form, the matter should be raised formally with the employees' immediate supervisor or with a more senior manager where this is not feasible.
4. It is management's responsibility to treat any complaints seriously and investigate the matter thoroughly and in a timely and confidential manner. Investigations will pay due respect to the rights of both the complainant and the alleged harasser.
5. If the investigation reveals that the complaint is valid, the disciplinary procedure will be invoked.
6. Employees will be protected from intimidation, victimization or discrimination for filing a complaint of sexual harassment, or assisting in an investigation.

