



Creative Services Limited (CSL)
Sexual Harassment Elimination Policy
(Version-1, Effective from January 01, 2024)

1. Introduction

Creative Services Limited (CSL) is committed to providing a work environment free from sexual harassment. This Sexual Harassment Elimination Policy outlines our approach to preventing, addressing, and eliminating sexual harassment in the workplace. It reflects our commitment to maintaining a safe, respectful, and inclusive environment for all employees, contractors, clients, and visitors. By adhering to this policy, CSL aims to create a safe, respectful, and inclusive workplace where all individuals can work without fear of harassment or discrimination.

2. Scope

This policy applies to all employees, contractors, clients, visitors, and stakeholders associated with CSL. It covers all interactions and activities within CSL premises, during work-related travel, and at any events or functions organized by CSL.

3. Definition of Sexual Harassment

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions.
- Such conduct interferes with an individual's work performance or creates a hostile, intimidating, or offensive work environment.

4. Examples of Sexual Harassment

Examples of behavior that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual advances or propositions.
- Inappropriate touching, groping, or physical contact.
- Sending or displaying sexually explicit materials.
- Making sexually suggestive comments, jokes, or gestures.
- Spreading rumors about an individual's sexual life or preferences.
- Repeatedly asking someone out on dates despite clear indications of disinterest.

5. Responsibilities

5.1 Management

- Ensure the implementation and enforcement of this policy.
- Promote a culture of respect and zero tolerance for sexual harassment.
- Provide training and resources for employees on preventing and addressing sexual harassment.
- Handle complaints promptly, confidentially, and impartially.

5.2 Employees

- Understand and adhere to this policy.
- Report any incidents of sexual harassment they experience or witness.
- Support colleagues who may be victims of sexual harassment.
- Participate in training sessions on sexual harassment prevention.

6. Reporting Procedures

6.1 How to Report

- Employees can report incidents of sexual harassment to their immediate supervisor, HR department, or designated Sexual Harassment Officer.
- Reports can be made in person, via email, or through a confidential hotline.

6.2 Confidentiality

- All reports will be handled with the utmost confidentiality to protect the privacy of all parties involved.
- Information about the complaint will only be shared with individuals directly involved in the investigation and resolution process.

7. Investigation and Resolution

7.1 Investigation Process

- All reports of sexual harassment will be investigated promptly and thoroughly.
- The investigation will be conducted by a trained and impartial team.
- Both the complainant and the accused will be given the opportunity to present their side of the story.

7.2 Disciplinary Action

- If the investigation finds that sexual harassment has occurred, appropriate disciplinary action will be taken against the perpetrator, which may include warnings, suspension, or termination of employment.
- Retaliation against individuals who report sexual harassment or participate in an investigation will not be tolerated and will be subject to disciplinary action.

8. Support for Victims

- CSL will provide support to victims of sexual harassment, which may include counseling services, medical assistance, and legal support.
- Victims will be informed of their rights and options, including the right to file a complaint with relevant authorities.

9. Training and Awareness

- CSL will conduct regular training sessions for all employees on sexual harassment prevention, recognizing signs of harassment, and how to report incidents.
- Awareness campaigns will be conducted to reinforce the company's commitment to a harassment-free workplace.

10. Monitoring and Review

10.1 Monitoring

- The HR department will monitor the implementation of this policy and track reports of sexual harassment.
- Regular surveys and feedback mechanisms will be used to assess the work environment and identify areas for improvement.

10.2 Review

- This policy will be reviewed annually and updated as necessary to reflect changes in laws, regulations, and best practices.
- Feedback from employees and stakeholders will be considered in the review process.