



SEXUAL HARASSMENT POLICY

At Aline Facility Management, we are committed to providing a workplace that is free from sexual harassment. It is the responsibility of all employees to ensure that their conduct and actions do not constitute sexual harassment. We strongly disapprove of any behavior that could be viewed as sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, which can occur between employees, supervisors, co-workers, or visitors.

If any employee experiences sexual harassment at work, they should first clearly inform the harasser that their behavior is offensive or unwelcome and request that it stops. If the behavior persists, the employee must immediately report the incident to their supervisor or the HR Officer.

If the immediate supervisor is involved in the harassing activity, the violation should be reported to that supervisor's immediate manager or the HR Officer. If a supervisor or HR Officer knows of an incident of sexual harassment, they shall take appropriate remedial action immediately.

If the alleged harassment involves any threats of physical harm to the victim, the alleged harasser may be suspended with pay. During such suspension, an investigation will be conducted by Aline Facility Management. If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include termination.

If an employee is dissatisfied with management's response to their complaint, they may contact the relevant government authorities.

We strive to maintain a work environment that is respectful and safe for all employees, and we take all complaints of sexual harassment seriously. Aline Facility Management will not tolerate any form of sexual harassment and will take appropriate actions to prevent and eliminate it from the workplace.