



**HR WORKPLACE HARASSMENT POLICY
STATEMENT V1**

JULY 2024 –RATIFIED BY THE BOARD 23 JULY 2024

WORKPLACE HARRASMENT POLICY STATEMENT

1. PURPOSE

Loinette Capital is committed to ensuring a safe and respectful working environment, free from harassment, discrimination, and bullying.

2. SCOPE

This Policy applies to all Loinette Capital's employees, contractors, and visitors at all office locations.

3. DEFINITIONS

- **HARASSMENT:** Any unwelcome conduct that violates the dignity of a person or creates an intimidating, hostile, degrading, or offensive environment.
- **DISCRIMINATION:** Unfair treatment based on race, gender, age, disability, religion, or other protected characteristics.
- **BULLYING:** Repeated, health-harming mistreatment of one or more persons by one or more perpetrators.

4. POLICY STATEMENT

Loinette Capital organization is committed to providing a work environment that is free from harassment, discrimination, and bullying. Any form of such behaviour is unacceptable and will not be tolerated.

5. RESPONSIBILITIES

- **EMPLOYEES:** Must respect the dignity and rights of their colleagues and report any incidents of harassment.
- **MANAGERS / SUPERVISORS:** Must ensure a harassment-free workplace, handle complaints with seriousness and confidentiality, and take appropriate actions.

6. REPORTING PROCEDURE

- **INITIAL COMPLAINT:** Any employee who feels harassed or discriminated against should report the incident to their immediate supervisor or the HR department.
- **INVESTIGATION:** The Managing Director and Chief Financial Officer will conduct a thorough and confidential investigation into the complaint, and where appropriate a board representative will be nominated to oversee the investigation process.
- **RESOLUTION:** Based on the investigation findings, appropriate disciplinary action will be taken, which may include counselling, warning, suspension, or termination.

7. CONFIDENTIALITY

All complaints and investigations will be handled with the utmost confidentiality to protect the privacy of all parties involved.

8. NON – RETALIATION

Employees who report harassment or participate in an investigation will be protected from retaliation. Any act of retaliation will result in disciplinary action.

9. TRAINING AND AWARENESS

Regular training sessions will be conducted to educate employees about harassment, their rights, and the complaint process.

10. COMPLIANCE

This policy complies with the Employment Rights Act 2008 and other relevant Mauritian labour laws.