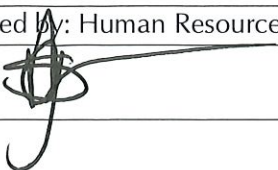
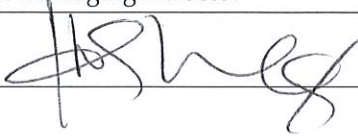


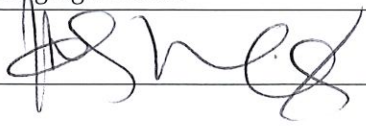
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APPENDIX R

POLICY ON SEXUAL HARRASSMENT

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1. PHILOSOPHY

Tambankulu Estates recognises that:

- 1.1 A healthy environment in which teamwork and co-operation are possible, is one in which all employees treat each other with mutual respect, dignity and courtesy;
- 1.2 A productive environment is one in which employees are able to exercise their full potential without fear of victimisation, harassment or abuse;
- 1.3 It is a fundamental right of all individuals to be treated with dignity, and no form of sexual harassment will be permitted or condoned, and employees have the right to raise a grievance about it should it occur and appropriate action will be taken by the company.
- 1.4 The company / Management will take steps to ensure that the bodily integrity and self-respect of all employees is maintained and protected.

2. SCOPE OF THE POLICY

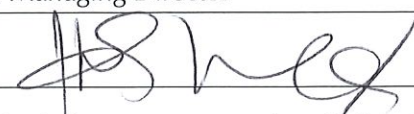
This policy applies to all employees of Tambankulu Estates, at all levels of employment.

3. POLICY

- 3.1 Disciplinary sanctions appropriate in the circumstances will be imposed on anyone found guilty sexually harassing a co-worker, or work associate, such as a client or supplier;
- 3.2 It will, further be a violation of this policy and will constitute misconduct for any staff member to take inappropriate action against an individual for reporting sexual harassment or who victimises or unfairly discriminates against a complainant or witness in a matter related to sexual harassment;
- 3.3 The company / Management will endeavour to protect employees, as far as possible, from harassment by non-employees in the working environment.

4. DEFINITION

- 4.1 Sexual Harassment is the unwanted conduct of a sexual nature or other conduct based on sex affecting the dignity of women and men at work.
- 4.2 Sexual attention becomes sexual harassment if: -
 - 4.2.1 The behaviour is persistent, although a single incident of harassment can constitute sexual harassment; and/or

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4.2.2 The recipient has made it clear that the behaviour is considered offensive; and/or

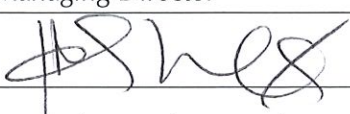
4.2.3 The perpetrator should have known that the behaviour is regarded as unacceptable.

4.3 Different forms of Sexual Harassment:

- Sexual harassment may include unwelcome verbal, non-verbal or physical contact, but is not limited to the following:-
 - Verbal forms include unwelcome remarks, suggestions, hints, inappropriate enquiries about a person's sex life, telephone calls or other comments with sexual overtones, offensive and persistent rude or sex-related jokes or insults, unwelcome sexual advances, unwelcome graphic comments about an individual's body made in their presence or directed toward them, unwelcome whistling directed at a person or group of persons, etc.
 - Gestures and Non-verbal forms include looking at someone in a derogatory or suggestive manner, the unwelcome public display of sexually suggestive objects or pictures, or persistent and unwelcome winking and flirting.
 - Physical forms include all unwanted physical contact, ranging from touching to sexual assault and rape, and include a strip search by or in the presence of the opposite sex.
 - Something for something: occurs where a manager, supervisor or co-employee undertakes or attempts to influence the process of employment, promotion, training, discipline, dismissal, salary increment or other benefit of an employee or job applicant in exchange for sexual favours. This also includes sexual favouritism, in terms of which a person who is in a position of authority rewards only those who respond to his/ her sexual advances, whilst other deserving employees who do not submit themselves to any sexual advances are denied promotions, merit rating or salary increases.

5. GUIDING PRINCIPLES

- 5.1 All managers and other supervisors of employees are required to ensure that employees are fairly and equitably treated.
- 5.2 In accordance, they will do everything in their power to maintain a workplace that is free from harassment, intimidation or hostility and in which the dignity of each individual will be respected.

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- 5.3 Management will further attempt to ensure that employees do not subject persons such as customers, suppliers, job applicants and others who have dealings with the business to harassment.
- 5.4 Management will further ensure that all reports of harassment are treated seriously and sympathetically, that investigations are carried out thoroughly and confidentially, and that complainants and witnesses are not victimised in any way.
- 5.5 All employees are expected to conduct themselves with dignity, courtesy and respect the self-esteem and worth of other individuals. Consequently, they should refrain from committing acts of harassment and ensure that their standard of conduct does not cause offence, whilst discouraging unacceptable behaviour on the part of others.
- 5.6 A complainant in a harassment case shall not be victimised nor lose standing within the company as a result of having lodged a complaint.
- 5.7 Sexual harassment may be grounds for dismissal

6. GUIDELINES IN DEALING WITH COMPLAINTS

- 6.1 Harassment may arise through misunderstandings between individuals. Any person experiencing harassment or unwelcome attention is, therefore encouraged to make it clear to the perpetrator that the particular behaviour is unwelcome;
- 6.2 The complainant may in certain instances prefer to deal informally with the issue directly with the perpetrator;
- 6.3 If the complainant cannot resolve the issue directly with the perpetrator or is unwilling or unable to confront the perpetrator, the complainant should submit a written statement to his/her immediate supervisor or manager, or if unwilling to do so, to the Human Resources Manager outlining and specifying the actions or incidents that are complained about with facts to substantiate the complaints;
- 6.4 Upon receipt of the written complaint, Line management with the support of the Human Resources Manager will attempt to mediate the matter; however, confidentiality will be maintained at all times and only those members of management who are required to have knowledge of the complaint will have access to the information
- 6.5 In cases whereby the complaint of sexual harassment is against the Line Manager or Head of Department, the written complaint will be directed to the Human Resources Manager.
- 6.6 If the mediation process is unsuccessful, the matter will be dealt with in terms of the Grievance or Disciplinary Procedure.

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- 6.7 If an impartial investigation finds that it has been proved that harassment of an employee by another employee has occurred, the employee who allegedly committed the act of harassment will be subjected to appropriate disciplinary action up to and including termination of employment.
- 6.8 Counselling may be provided to both parties involved as a corrective measure in any Disciplinary or Grievance proceedings.
- 6.9 All parties must ensure that grievances about harassment are investigated and handled in a manner that as far as possible ensures that the identities of the persons involved are kept confidential and that in all ensuing grievance and disciplinary procedures only the appropriate members of management, the aggrieved person, his/her representative, the alleged perpetrator and representative, and witnesses, where appropriate, are involved.
- 6.10 A non-employee who subjects an employee to harassment in the workplace will be informed of this Policy. Other action, deemed appropriate, may be taken, for example informing the harasser's employer about the problem behaviour, or refusing the perpetrator access to the company premises.
- 6.11 False Claims: Should it be found that claims of sexual harassment against another person were completely irrational and unfounded, disciplinary action could be instituted against the person who made such false claims. Such claims are seen in a very serious light as these promote sexist attitudes, which also constitute a form of sexual harassment.