



E.S. Cropconsult Ltd. Sexual Harassment Policy

1. Policy Statement

E.S. Cropconsult is committed to providing a working environment in which all individuals are treated with respect and dignity. All employees have the right to freedom from harassment in any E.S. Cropconsult workplace.

Any incident or complaint of harassment that could constitute a violation of this Policy by any employee by another employee constitutes a serious allegation that will be investigated and if founded, the perpetrator will be subject to appropriate corrective and disciplinary measures up to and including termination of employment/service of the offending employee. Harassment is illegal in the workplace and will not be tolerated.

2. Application of this policy

E.S. Cropconsult policy against sexual harassment applies equally whether it is perpetrated by or towards any person of any gender, sexual orientation, or sexual affiliation.

3. Definition of sexual harassment

Sexual harassment is unwanted conduct of a sexual nature. The unwanted nature of sexual harassment distinguishes it from behaviour that is welcome and mutual. Sexual attention becomes sexual harassment if:

- the behaviour is persisted in, although a single incident of harassment can constitute sexual harassment; and/or
- the recipient has made it clear that the behaviour is considered offensive and against his or her wishes; and/or
- the perpetrator should have known that the behaviour is regarded as unacceptable.

4. Forms of sexual harassment

Sexual harassment may include unwelcome physical, verbal or non-verbal conduct or written messages, but is not limited to the examples listed as follows:

- Physical conduct of a sexual nature includes all unwanted physical contact, ranging from touching to sexual assault and rape.
- Verbal forms of sexual harassment include unwelcome innuendoes, suggestions and hints; sexual advances; comments with sexual overtones; sex-related jokes or insults or unwelcome graphic comments about a person's body made in their presence or directed toward them; unwelcome and inappropriate enquiries about a person's sex life; and unwelcome whistling directed at a person or group of persons.
- Non-verbal forms of sexual harassment include unwelcome gestures, indecent exposure, and the unwelcome display of sexually explicit pictures and objects.
- Public and individually directed mockery of one's sexual orientation.
- Quid pro quo harassment occurs where an owner, employer, supervisor, member of management 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.



- Sexual favouritism exists where 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.

The following acts do not constitute sexual harassment:

- Occasional compliment or remark.
- Personality differences between people.
- Good natured jokes and gesturing where both parties find the conduct acceptable.
- Office romance where both parties enter into a voluntary relationship.
- Exercise of supervisory responsibilities including discipline or counselling.

E.S. Cropconsult takes any complaint seriously but discourages false claims of sexual harassment done knowingly or in a malicious manner.

5. Protection from reprisals

Employees who feel that they may be the victims of sexual harassment are strongly encouraged to report this discreetly to their Supervisor, or to E.S. Cropconsult Human Resources Representative or E.S. Cropconsult Owner/President, whomever the employee is comfortable speaking to. All such reports will be treated in the strictest confidence and will be dealt with in a sensitive and supportive manner.

Persons making a complaint, as well as anyone else involved in filing, investigating or adjudicating a complaint, should be not penalised for doing so. Anyone who retaliates in any way against a person who has been involved in a harassment complaint will be subject to the same penalties as someone found to have engaged in harassing or discriminatory behaviour.

6. Confidentiality

E.S. Cropconsult commits to ensuring that all grievances about sexual harassment are investigated and handled in a manner that ensures that the identities of the persons involved are kept confidential. During and after the disciplinary inquiry, all parties concerned must endeavor to keep confidential all proceedings at the inquiry.

7. Consequences and disciplinary action

E.S. Cropconsult views sexual harassment in a serious light and is therefore categorised as a very serious offence. An employee of E.S. Cropconsult that subjects another employee to harassment or discrimination or otherwise violates this Policy will be subject to disciplinary action, up to and including immediate dismissal for cause. This includes discipline for:

- an employee perpetuating the sexual harassment or discrimination acts;
- supervising staff who were aware of harassment or discrimination and permitted it to take place;
- employees who have made false accusation of harassment or discrimination, knowingly or in a malicious manner.