

HARASSMENT POLICY

Effective Date: 13 June 2025

Version: 3.0

The Harassment Policy applies to conduct that takes place in any work-related context, including conferences, work functions, social events and business trips. **VANITY GROUP** will not tolerate harassment under any circumstances. Responsibility lies with every Manager, Supervisor and employee/contractor /volunteer to ensure that sexual harassment does not occur. Managers or Supervisors who fail to take appropriate corrective action when aware of harassment of a person will be subject to disciplinary action.

Any employee who feels they have been harassed need to take immediate action. If an employee or volunteer feels comfortable in doing so, they can raise the issue with the person directly with a view to resolving the issue by discussion. The staff member / contractor should identify the harassing behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour immediately stops. Alternatively, or in addition, they may report the behaviour to senior management. Once a report is made the organisation will determine how the report should be dealt with in accordance with its obligations and this policy.

Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process. The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made.

Disciplinary action may be taken against anyone who victimises or retaliates against a person(s) who has complained of sexual harassment, or against any employee or volunteer who has been alleged to be a harasser.

All employees and volunteers have the right to seek the assistance of the relevant tribunal or legislative body to assist them in the resolution of any concerns.

We Commit to provide equal treatment, fairness and respect for all employees, whether temporary, part-time or full-time. Aim to increase by 20% the number of employees who participate in awareness training on discrimination and harassment by 2030.

Signature:

Date: 13 June 2025



Jie Ma
Chief Operating Officer
VANITY GROUP