



LOVE THE OCEANS

SEXUAL HARASSMENT POLICY

The Policy Statement

Love The Oceans is committed to providing a safe environment for all its employees and volunteers free from discrimination on any ground and from harassment at work including sexual harassment. Love The Oceans will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment or placement at the organisation, or our partner organisations.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment and may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favours

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes

Sexual advances

- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- Leering
- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. Love The Oceans recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Love The Oceans recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.

Anyone, including employees or volunteers of Love The Oceans, partners, partner staff, clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within Love The Oceans and their partners (Palm Resort, Jays Pro Dive Centre and Campfire Academy) premises or outside, including at social events, business trips, training sessions or conferences sponsored by Love The Oceans.

Complaints procedures

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. Love The Oceans recognises that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor, venture leader or member of staff.

When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the company's procedures for dealing with the complaint
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework

Throughout the complaints procedure, a victim is entitled to be helped by a counsellor within the company. Love The Oceans will provide the details of counsellors to assist victims of sexual harassment. Love The Oceans recognises that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. Love The Oceans understands the need to support victims in making complaints.

Informal complaints mechanism

If the victim wishes to deal with the matter informally, the designated person will:

- give an opportunity to the alleged harasser to respond to the complaint
- ensure that the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the company to resolve the matter
 1. ensure that a confidential record is kept of what happens
 2. follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped
 3. ensure that the above is done speedily and within 5 days of the complaint being made

Formal complaints mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to a senior management (Francesca Trotman or Andrea Biden) to instigate a formal investigation. The senior management may deal with the matter herself, or refer the matter to an internal or external investigator in accordance with this policy.

The person carrying out the investigation will:

- interview the victim and the alleged harasser separately
- interview other relevant third parties separately
- decide whether or not the incident(s) of sexual harassment took place
- produce a report detailing the investigations, findings and any recommendations
- if the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, training for the harasser, discipline, suspension, dismissal)
- follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome
- if it cannot be determined that the harassment took place, she may still make recommendations to ensure proper functioning of the workplace
- keep a record of all actions taken
- ensure that the all records concerning the matter are kept confidential
- ensure that the process is done as quickly as possible and in any event within 5 days of the complaint being made

Circle of confidentiality

The very effort will be made by Love The Oceans to preserve the privacy of reports. Love The Oceans will not share the identity of any individual who has made a report or complaint of sexual harassment, sexual misconduct, or related retaliation; any complainant; any individual who has been reported to be the perpetrator of sexual harassment, sexual misconduct, or related retaliation; any respondent; or any witness, except as required by law, court order, or legal process; or to conduct any investigation, hearing, grievance, or resolution proceeding arising under Love The Oceans policies and procedures.

Love The Oceans reserves the right to determine which Love The Oceans staff and partner staff have a legitimate need to be informed about incidents that fall within this policy. Only a small group of officials who have a business need to know will typically be told about the complaint; they may include, but are not limited to: Love The Oceans staff, volunteer staff, partner staff or partner volunteer staff.

Policy for partners

Partners to Love The Oceans, including Jays Pro Dive Centre, Into The Blue, Palm Resort Mozambique and Campfire Academy, will be held to the same sexual harassment policy and procedures as laid out in this document and will sign the document to ensure they comply and understand non-compliance consequences, as well as procedures available to them.

Outside complaints mechanisms

A person who has been subject to sexual harassment can also make a complaint outside of the company. They can do so through their home county's authority and reporting avenue.

Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages
- transfer
- demotion
- suspension
- dismissal

This includes people who are on site in Mozambique on a volunteer agreement, or part of any Love The Oceans expeditions. It also includes contracted partners and partner staff. Love The Oceans has an anti-harassment policy written into all partnership agreements and reserves the right to terminate partnership agreements if this is breached.

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

Implementation of this policy

Love The Oceans will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook. All new employees must be trained on the content of this policy as part of their induction into the company. This will be made available to volunteers beforehand and during the volunteer training week. It is publicly available on our website and is included in our Terms and Conditions which our volunteers and all site visitors sign.

Every year, Love The Oceans will require all employees to attend a refresher training course on the content of this policy. It is the responsibility of every manager to ensure that all his/her employees are aware of the policy.

Monitoring and evaluation

Love The Oceans recognises the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective.

Supervisors, managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the company will evaluate the effectiveness of this policy and make any changes needed.