

POLICY AGAINST SEXUAL HARASSMENT

One of the most noteworthy commitments of Cinnamon Hotels & Resorts is its dedication to creating a safe working environment for all its colleagues, free of any form of discrimination and harassment, including harassment of a sexual nature. The company has established a Zero tolerance policy for any form of sexual harassment within the workplace, and any complaint made in relation to sexual harassment is treated very seriously, treated with respect and utmost confidence. The complaint is acted upon immediately and if proven guilty, the perpetrator will face disciplinary action not excluding termination.

Sexual harassment is defined as any form of sexual conduct – be it expressed or implied, which is unwelcomed and makes a person feel insulted embarrassed and/or intimidated. This includes creating hostile work environments or requesting sexual favors as a condition of the person's employment. It may be physical, verbal, or non-verbal and can be lone incidents or collation of the above.

The company recognizes that sexual harassment could be an expression of power dynamics in unequal employment interactions and that anyone can be a victim of sexual harassment. As such, it is prohibited whether it takes place within the premises or outside, and anyone proven guilty will be charged under the penal code of Sri Lanka & Maldives.

Given the sensitivity of the issue the company has put in place both formal and informal complaint mechanisms ensuring discretion and confidentiality throughout each process. Whilst these processes are internal, employees are also given the opportunity to make an external complaint to the company's ombudsman as well.

Accordingly, any person who has been found guilty of sexual harassment under the terms of the company policy is liable to face disciplinary action, and the nature of the sanction will depend on the gravity and the extent of the harasser.

In order to ensure that all our employees are aware of this policy and the details it entails, every year the company requires all its employees to attend a refresher training course on the content of this policy and based on previous statistics and data, these preventive measures helps to make Cinnamon Hotels & Resorts a safe and secured workplace for all its employees.