



## Policy Against Sexual Harassment

One of the most noteworthy commitments of Cinnamon Red is its dedication to create a safe working environment for all its colleagues, free of any form of discrimination and harassment, including harassments which are of 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 for 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 victim of sexual harassment. As such, it is prohibited whether it takes place within the premises and anyone proven guilty will be charged under the penal code of Sri Lanka.

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 of the content of this policy and based on previous statistics and data takes preventive measures to ensure Cinnamon Red is a safe and secure workplace for all its employees.

*As General Manager, I'm committed to our Policy Against Sexual Harassment, which is owned and endorsed by the Cinnamon Hotels and Resorts. That said, every Cinnamon employee at every level and in every function in the hotel is responsible for the successful implementation of this policy and the related programmes.*

Terrence Fernando – General Manager

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