



Sexual Harassment Policy

October 2021

Version History

Document Version	Date	Author	Approved by Document Owner	Brief Description of Changes
1.0	04/03/2022	A.V		

Table of Contents

Table of Contents	iii
Purpose	1
Scope and Application	1
Objectives	1
Responsibilities	2
Policy Statement	2
Reporting of Sexual Harassment	4
Formal Procedure	4
Criminal and Civil Charges	5
Confidentiality	5
Additional Sick Leave	5

Purpose

AfriTin Mining is committed to providing a safe environment to its employees and all third-parties. This includes the provision of a work environment free from discrimination on any ground and from harassment at work, including sexual harassment. AfriTin Mining has a zero-tolerance policy for any form of sexual harassment in the workplace. AfriTin Mining will treat all incidents seriously and will promptly investigate all allegations of sexual harassment. The purpose of this policy is to set out AfriTin Mining's Group Policy on sexual harassment and to ensure that reported cases are dealt with seriously, efficiently, and with the necessary level of respect, dignity, and confidentiality.

Scope and Application

This policy applies to:

- All employees of AfriTin Mining
- All other persons (including applicants for employment, consultants, contractors, members of the public, suppliers, and any other third party) who enter any AfriTin Mining premises and/or attend any functions and/or events hosted by the Company.

Each region should develop their own procedures which adhere to the local regulatory environment in which they operate. This Group Policy should be the basis for any regional policy put in place. Members of the AfriTin Mining Group Executive Committee (ExCo), in particular the Chief Executive Officer (CEO) and Chief Operating Officer (COO), will have the right to intervene in any matter should the circumstance arise.

Objectives

The objectives of this policy are to:

- Eliminate, in compliance with the local legal regulations, sexual harassment in the working place.
- Provide appropriate procedures to deal with the alleged matter, investigate, and conclude the matter appropriately and effectively, and prevent its reoccurrence.
- Where applicable, take the necessary disciplinary action.
- Encourage and promote the development and implementation of policies and procedures that will lead to the creation of a workplace free of sexual harassment, where employers and employees respect one another's integrity and dignity, their privacy, and their right to equality in the workplace.

Responsibilities

Position Title	Role	Description of Task
AfriTin Employees	Adherence	Responsible for adhering to this procedure
Head of Corporate Services	Implement and amend this document	Responsible for the implementation and development of this procedure
Head of Corporate Services	Communication	Responsible for communicating this procedure and matters associated with it

Policy Statement

In order to educate employees on their rights and to minimise misunderstandings, AfriTin Mining is committed to:

- Conducting sexual harassment education workshops for existing employees and to include education on the AfriTin Mining Sexual Harassment Policy in the induction of new employees; and
- Training management on the correct handling of cases of reported sexual harassment per this policy.

Application of Code

Sexual harassment against any other person in the workplace (including employees and all other third-party members) is considered a material transgression and AfriTin Mining has a zero-tolerance approach to sexual harassment. Disciplinary action up to and including summary dismissal may be taken against an employee found to be guilty of sexual harassment.

Where sexual harassment is reported to a Line Manager, that individual is obliged to follow the prescribed procedure for dealing with such cases. Failure to take appropriate action after sexual harassment is reported will itself be deemed a material transgression of this Policy.

AfriTin Mining recognises that the allegation and investigation of a sexual harassment allegation can cause emotional trauma to the employees involved. It is necessary to deal with these matters efficiently, fairly, and with the appropriate levels of respect and dignity to ensure that any vicious and frivolous allegations are dealt with appropriately and to ensure all employees are protected. Where appropriate, the necessary disciplinary action should be taken against those initiating any vicious and frivolous matters. It is therefore necessary to protect employees from unfounded or frivolous allegations of sexual harassment.

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

Should it be discovered that an allegation of sexual harassment made against an employee is unfounded, frivolous, or malicious, this will be deemed to be a major transgression by the person who made the unfounded, frivolous, or malicious complaint.

Definitions of sexual harassment

Sexual harassment shall be considered as unwanted sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature. Sexual harassment may take place under the following circumstances but not limited to:

- When a person 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 harassment can involve one or more incidents and actions constituting harassment which may be physical, verbal, and non-verbal;
- When sexual conduct unreasonably interferes with a person's work performance or creates an intimidating or hostile working environment.

Forms of sexual harassment

Sexual harassment includes but is not limited to:

- All unwanted physical contact, ranging from touching to sexual assault and rape
- A strip search by or observed by the opposite gender
- Unwelcome verbal forms of sexual harassment include:
 - Unwelcome innuendoes / suggestive remarks and hints;
 - Comments with sexual overtones, sex-related jokes or insults;
 - Insinuations or unwelcome graphic comments about a person's sex or private life, appearance, or body made in their presence or directed towards them;
 - Unwanted whistling directed at a person or group of persons;
 - Continued pressure for dates or for sexual favours;
 - Letter or telephone calls, emails, and short text messages (SMS's) of a sexual nature;
- Non-verbal forms of sexual harassment include:
 - Staring, leering, and unwelcome gestures;
 - Indecent exposure;

- The unwelcome display of sexually explicit material including pictures, magazines, videos, or objects, including sexually explicit material on computers.

Reporting of Sexual Harassment

Advice and Assistance

An employee who wishes to report sexual harassment must do so promptly via the anonymous email address (grievances@afritinmining.com) or via the anonymous hotline (to be confirmed), or to one of the following persons:

- Group Head of Corporate Services
- The relevant Human Resources practitioner
- Group Chief Operating Officer (COO)
- Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. AfriTin Mining 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.
- Anyone who is victim to or witnesses an act of sexual harassment should report the harassment via the abovementioned avenues.

Options to resolve a problem

When reporting sexual harassment, employees may choose to:

- a. Allow the matter to be handled informally. In such an event, management must arrange for the perpetrator to be counselled regarding the offending behaviour.
- b. If, however, counselling has previously taken place or the sexual harassment is of a serious nature, it may be more appropriate to embark upon the formal disciplinary procedure as per the applicable disciplinary process in the Region.
- c. The employee should be under no duress to accept one or the other.

Formal Procedure

Any violations of this Policy by any employee constitutes misconduct and is a ground for disciplinary action. It may result in a sanction being imposed on the employee including termination of employment.

Where a formal grievance has been lodged, the Human Resources practitioner in the Region will appoint an appropriate person to investigate the grievance and, if warranted, initiate a disciplinary enquiry against the alleged perpetrator.

If the matter proceeds to a disciplinary enquiry, in certain cases, it may be recommended that the accused be referred for professional rehabilitative counselling by an external counsellor.

Where, after investigation, it is decided to convene a disciplinary enquiry, an official disciplinary procedure must be followed.

Criminal and Civil Charges

Nothing shall prevent a grievant from pressing separate criminal or civil charges in their personal capacities, against an alleged perpetrator.

Confidentiality

Employers and employees must ensure that grievances relating to sexual harassment are investigated and handled in a manner that ensures that the identities of the persons involved are kept confidential. Not adhering to this requirement will be deemed a material transgression by either party.

No observers may attend any disciplinary enquiry.

Employers are required to disclose to either party or to their representative such information as may be reasonably necessary to enable the parties to prepare for any proceedings in terms of this policy.

Additional Sick Leave

Where deemed appropriate, AfriTin Mining may, at its discretion, grant additional sick leave to an employee who has been sexually harassed, where the employee's sick leave has been exhausted and where the employee on medical advice requires trauma counselling.