



SPARTAN RELIEF SUPPLIES LTD

P.O. BOX 13912,
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NAIROBI, KENYA

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ZERO TOLERANCE POLICY

This is the policy document adopted by the company.

The company *Spartan Relief Supplies Limited*, has adopted a Zero Tolerance Policy that will be actively managed going forward.

c) **Discriminatory Behavior**

Discrimination refers to treating people differently, negatively, or adversely because of one or more of the following prohibited grounds of discrimination: race, colour, ancestry, place of origin, political belief, religion, age, sex, sexual orientation, marital status, family status, physical or mental disability, or pardoned criminal conviction.

d) **Sexual Harassment**

Sexual harassment refers to any conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or a series of incidents, that might reasonably be expected to cause offence or humiliation or that might reasonably be perceived as placing a condition of a sexual nature on employment, an opportunity for training or promotion, receipt of services, or a contract.

Examples of behavior that can constitute sexual harassment include, but are not limited to:-

- Unwanted touching, patting or leering
- Sexual assault
- Inquiries or comments about a person's sex life
- Telephone calls with sexual overtones
- Gender-based insults or jokes causing embarrassment or humiliation
- Repeated unwanted social or sexual invitations
- Inappropriate or unwelcome focus/comments on a person's physical attributes or appearance.

e) **Bullying**

Bullying consists of behavior to attack and diminish another by subjecting the recipient to unjustified criticism and trivial fault-finding, humiliating the recipient (*especially in front of others*), and/or ignoring, overruling, isolating and excluding the recipient. If from a superior, bullying may include setting up the recipient for failure by setting unrealistic goals or deadlines, or denying necessary information and resources; either overloading the recipient with work or taking all work away (*sometimes replacing proper work with demeaning jobs*); or increasing responsibility while removing authority.



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f) Abuse of authority

Abuse of authority refers to an individual improperly using the power and authority inherent in a position to endanger a person's job, undermine the performance of that job, threaten the person's economic livelihood, or in any way interfere with or influence a person's career. It is the exercise of authority in a manner that serves no legitimate work purpose and ought reasonably to be known to be inappropriate. Examples of abuse of authority include, but are not limited to, such acts or misuse of power as intimidation, threats, blackmail, or coercion.

g) Poisoned Work Environment

A poisoned work environment is characterized by an activity or behaviour, not necessarily directed at anyone in particular, that creates a hostile or offensive workplace. Examples of a poisoned work environment include but are not limited to: graffiti, sexual, racial or religious insults or jokes, abusive treatment of an employee, and the display of pornographic or other offensive material.

ALL ABOVE WILL NOT BE TOLERATED, AND ANY INCIDENT SHALL BE REPORTED, AND ACTION WILL BE TAKEN AGAINST PEOPLE RESPONSIBLY.

Thank you

Best Regards

A handwritten signature in blue ink, appearing to be 'J. M.', is written over the printed name 'Management'.

Management.

FOR: SPARTAN RELIEF SUPPLIES LTD

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