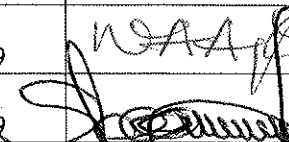
	<b>SEXUAL HARRASSMENT AND VIOLENCE POLICY</b>		Revision #: 1.1
			Effective Date: 01/07/2019
	Prepared by: William Agyei Amponsah - Admin & HR Manager	Date: 01/07/2019	
Document #: HRM-6.5.1	Approved by: George Quarteng-Mensah - Managing Director	Date: 01/07/2019	

**1.0 Policy Statement**

A working environment devoid of sexual harassment and violence in the workplace ensures that all staff are able to work in a conducive atmosphere, thereby creating an environment of mutual respect that ensures higher productivity and wellbeing to all concerned. Because of PSG's strong disapproval of all offensive or inappropriate sexual behavior or violence at work, all employees must avoid any action or conduct which could be viewed as such.

**2.0 Objective**

The purpose of this policy is to ensure that PSG's workplace is free from sexual harassment and violence at all times.


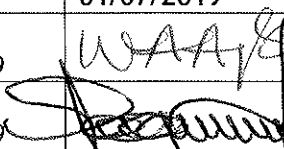
**3.0 Scope**

This policy is applicable to every person on the Company's premises at any time, including but not limited to all staff and their families and friends, contractors, third parties, visitors and suppliers of PSG.

**4.0 Definitions**

**4.1 Sexual Harassment**

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature, or any direct or indirect advances that are construed to be sexual in nature through any medium whatsoever. This may take many forms including but not limited to:
- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, comments or conversation.
- Visual conduct such as derogatory posters, cartoons, drawings, gestures or intimidating looks/stares.
- Physical conduct such as an attack, uninvited or unwanted touching, blocking normal movement or unwanted presence in work area.
- Use of computers, including the Internet and email system, to transmit, communicate or receive sexually-suggestive, pornographic or sexually explicit pictures, messages or materials.
- Other communications may also include telephone calls, letters, gifts, etc.

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Sexual harassment is generally not:

- Genuine compliments at appropriate times.
- Common courtesy.
- Consensual acts of friendship

#### 4.2 Violence in the workplace


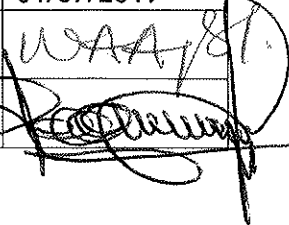
Includes, but not limited to intimidation, bullying, stalking, threats, physical attack, property damage or domestic and family violence.

### 5.0 Guidelines

PSG has devised the following measures to curb sexual harassment and violence in the workplace which must be strictly adhered to by every individual associated with the Company. PSG will also heighten awareness of partner on partner violence and provide guidance for staff, contractors and third parties in this regard.

PSG will not permit:

- Sexual pranks, or repeated sexual teasing, jokes or innuendos, either in person, phone and/or via email.
- Verbal abuse of a sexual nature.
- Touching or grabbing of a sexual nature.
- Standing too close to or brushing up against a person.
- Repeatedly asking a person to socialize during off duty hours when the person has indicated no interest.
- The unnecessary giving of gifts or leaving objects that are sexually suggestive.
- Making or posting suggestive gestures.
- Off-duty unwelcome conduct of a sexual nature that affects the workplace environment.

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#### 6.0 Procedure for registering complaints

- Any person who is allegedly harassed shall report his/her complaint to the Admin/HR Manager.
- Any alleged harasser shall face discipline action (as per PSG discipline SOP).
- False allegation by the Complainant will lead to disciplinary action and possible termination of employment, as per PSG Disciplinary SOP.
- Contractors, visitors or suppliers found guilty will be blacklisted from the Company and may be subject to legal actions by PSG and/or the Complainant if found guilty of the offence.
- Admin/HR Manager shall ensure the implementation and monitoring of this policy.
- This policy will be communicated to all workers, contractors, third parties, visitors and suppliers (as per PSG Communication Procedure).
- Any person whatsoever who is allegedly engaged in workplace violence as defined by this policy, possesses, uses, or threatens to use an unauthorized weapon, as defined by Ghanaian Law, or engages in off duty violence or misconduct that has a potential to adversely impact on PSG and its employees, suppliers and visitors.

Violation of this policy shall be considered as unacceptable and shall be dealt with under the provisions as stated in the disciplinary standards operation procedure.