

## ANTI-HARASSMENT & NON-DISCRIMINATION POLICY

### 1. Purpose

Ready Guard Security Services (Pvt.) Ltd. ("RGSS") adopts this Anti-Harassment & Non-Discrimination Policy to ensure that every employee works in an environment that is safe, respectful, and free from all forms of harassment, abuse, intimidation, or discrimination. Harassment in any form is strictly forbidden and treated as a serious violation of professional conduct. The Policy establishes clear rules, reporting mechanisms, and protections to ensure dignity, safety, and mutual respect at the workplace.

### 2. Scope

This Policy applies to all RGSS employees including permanent staff, guards, supervisors, managers, contractors, suppliers, trainees, and any third party engaged in RGSS operations. It covers all offices, client sites, field locations, accommodations, transport, and digital communication channels connected to employment.

### 3. Policy Principles and Commitments

#### 3.1 Zero-Tolerance for Harassment

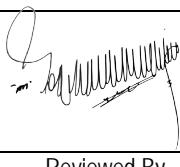
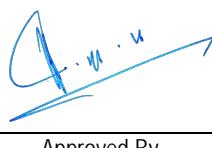
RGSS enforces zero tolerance for harassment of any kind, including verbal, physical, sexual, psychological, digital, or abuse of authority. Any employee found engaging in harassment will face disciplinary action up to termination. Harassment is unacceptable in all circumstances and at all work locations.

#### 3.2 Respect for Human Dignity

Every employee must be treated with dignity, courtesy, and professionalism. Behavior that humiliates, intimidates, insults, or violates personal boundaries is prohibited. Respectful interaction is required at all times.

#### 3.3 Non-Discrimination Commitment

RGSS prohibits discrimination based on gender, religion, ethnicity, colour, nationality, disability, age, marital status, political views, or any protected characteristic. All employment decisions must be fair, equal, and merit-based.

	
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### 3.4 Safe Reporting Without Retaliation

Employees may report harassment without fear of retaliation, punishment, or negative consequences. RGSS strictly prohibits retaliation against complainants, witnesses, or anyone involved in the reporting process.

### 3.5 Confidential Handling of Complaints

All harassment complaints will be handled professionally and confidentially. Information will only be shared with authorized personnel responsible for investigating and resolving the matter.

### 3.6 Prompt and Impartial Investigation

Every report will be investigated promptly, impartially, and objectively. Investigations will be fact-based and free from interference. Confirmed violations will result in corrective action.

### 3.7 Protection for Victims and Witnesses

RGSS ensures safety and protection for victims and witnesses. This includes preventing retaliation, providing necessary adjustments, and ensuring that no individual faces further harm while the case is under review.

### 3.8 Responsibilities of Managers and Supervisors

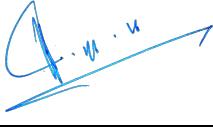
Supervisors must promote respectful behavior, address complaints immediately, prevent retaliation, and support official investigations. Failure to act will result in disciplinary consequences.

### 3.9 Behavior Expectations for All Employees

Employees must maintain professionalism, avoid behavior that could be perceived as harassment, and cooperate fully during investigations. Harassment outside work also applies if it is linked to employment.

## **4. Reporting Mechanism**

Employees may report harassment to supervisors, HR, the grievance committee, or through written or digital channels. Reports may be verbal or written and will be acknowledged promptly.

	
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## **5. Disciplinary Action**

Confirmed cases of harassment will lead to disciplinary actions including warnings, suspension, reassignment, termination, or escalation to legal authorities when required.

## **6. Training and Awareness**

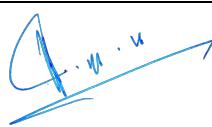
RGSS provides regular training sessions on workplace behavior, harassment prevention, reporting procedures, and employee rights. Supervisors receive additional training on handling Complaints.

## **7. Continuous Improvement**

RGSS reviews harassment trends and lessons learned to strengthen prevention measures. The Policy is reviewed periodically to maintain relevance and effectiveness.

## **8. Commitment**

RGSS is committed to providing a workplace that is free from harassment, discrimination, retaliation, and abuse. Every employee must uphold this Policy and contribute to a respectful and safe work culture.

	
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