

UNDERGUIDE

Anti-harassment Policy

At UNDERGUIDE, we are committed to maintaining a professional, respectful, and safe environment for all employees, clients, and guests. Harassment of any kind - whether verbal, physical, or written - has no place in our workplace or at the events we organize. We take a zero-tolerance approach to harassment and expect all employees, partners, and guests to uphold these standards.

1. Definition of harassment

Harassment includes any unwanted, inappropriate, or offensive behavior that creates a hostile, intimidating, or uncomfortable environment. This may include, but is not limited to:

- Verbal harassment: Offensive jokes, slurs, name-calling, insults, or inappropriate comments about a person's gender, race, nationality, age, religion, disability, or other personal characteristics.
- Physical harassment: Unwanted touching, blocking movement, or any form of physical intimidation.
- Sexual harassment: Unwelcome advances, requests for sexual favors, inappropriate gestures, or any other verbal or physical conduct of a sexual nature.
- Online harassment: Bullying, offensive messages, or inappropriate behavior through emails, social media, or other digital communication platforms.
- Client and guest harassment: Employees are expected to treat all clients, guests, and partners with professionalism and respect, and vice versa. Any form of harassment toward or from guests or clients will not be tolerated.

2. Scope of the Policy

This policy applies to all employees, contractors, partners, clients, vendors, and guests interacting with our company, whether at the workplace, at company-organized events, during work-related travel, or through digital communication.

3. Reporting harassment

We encourage our employees and partners to immediately report any matter related to harassment. We take all reports seriously, investigate properly, treat them confidentially, and if necessary, take legal action.

4. Investigation and consequences

Once a complaint is received:

- A thorough investigation will be conducted.
- If harassment is found to have occurred, appropriate actions will be taken, which may include disciplinary measures such as a warning, suspension, or termination of employment.
- In cases involving clients or guests, we reserve the right to remove individuals from events or refuse service if they violate our anti-harassment policy.

5. Commitment to a safe workplace

We believe that a respectful and inclusive workplace leads to better teamwork, creativity, and success. Everyone at UNDERGUIDE shares the responsibility of maintaining a safe, professional, and harassment-free environment for colleagues, clients, and guests.