POSH Policy Acknowledgement

Please read this summary of the Prevention of Sexual Harassment (POSH) Policy and sign to confirm you have read and will follow the full policy.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

COMPANY

POLICY VERSION DATE

Key points of the Prevention of Sexual Harassment (POSH) Policy

- Sexual harassment at the workplace, including during work travel, events and online, is prohibited.
- Complaints can be made to the Internal Committee (IC) in writing within three months of the incident (extendable).
- The IC inquires fairly, keeps matters confidential and may recommend action.
- Retaliation against complainants or witnesses is itself misconduct.
- False complaints made with malice may lead to action, but a complaint that cannot be proved is not false.

INTERNAL COMMITTEE PRESIDING OFFICER (AS SHARED)

Acknowledgement

- [ ] I have received and read the Prevention of Sexual Harassment (POSH) Policy and had the chance to ask questions about it.
- [ ] I understand that breaching the policy may lead to disciplinary action, up to termination of employment.

The company may update the policy; the latest version on the intranet applies.

Employee

SIGNATURE

PRINTED NAME

DATE