

Harassment and Discrimination Policy

Purpose:

- Arkan Graphics is committed to providing a work environment free from harassment and discrimination. This policy outlines our guidelines for preventing, addressing, and resolving instances of harassment and discrimination in the workplace.

Scope:

- This policy applies to all employees, contractors, vendors, clients, and visitors of Arkan Graphics.

Policy:

1. Prohibition of Harassment and Discrimination:

- Arkan Graphics strictly prohibits harassment and discrimination based on race, colour, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, genetic information, or any other characteristic protected by applicable law.
- Harassment includes but is not limited to verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile work environment.
- Discrimination refers to treating an individual unfavourably because of their protected characteristic in any aspect of employment, including hiring, firing, compensation, promotions, and other terms and conditions of employment.



2. Examples of Prohibited Conduct:

- Making offensive or derogatory remarks, jokes, or gestures related to a person's protected characteristic.
- Displaying or circulating offensive images or materials.
- Threatening, intimidating, or retaliating against an individual who reports harassment or discrimination.

3. Reporting Procedures:

- Employees who experience or witness harassment or discrimination are encouraged to report the incident promptly to their supervisor, HR department, or any designated contact person.
- Reports may be made verbally or in writing and should include details of the incident(s), names of individuals involved, and witnesses, if any.

4. Investigation and Resolution:

- Arkan Graphics will promptly and thoroughly investigate all complaints of harassment or discrimination.
- Investigations will be conducted in a fair and impartial manner, respecting the privacy and confidentiality of all parties involved to the extent possible.
- Corrective action will be taken if allegations are substantiated, up to and including disciplinary action, termination of employment, or other appropriate measures.

5. Non-Retaliation:

- Arkan Graphics prohibits retaliation against any individual who reports harassment or discrimination in good faith or participates in an investigation.
- Retaliation is a serious violation of this policy and will result in disciplinary action.

6. Training and Awareness:

- Arkan Graphics will provide training to employees on the prevention of harassment and discrimination, including recognizing prohibited conduct and reporting procedures.
- Regular reminders and updates on this policy will be provided to ensure ongoing awareness and compliance.

7. Compliance:

- Compliance with this policy is mandatory for all employees and individuals associated with Arkan Graphics.
- Failure to comply may result in disciplinary action, up to and including termination of employment or contract.

Conclusion:

- Arkan Graphics values diversity, respect, and a positive work environment for all. We are committed to maintaining a workplace where every individual is treated with dignity and fairness. Employees are expected to uphold this policy and contribute to a culture that promotes mutual respect and inclusion.

Implementation:

- This policy is effective immediately upon distribution to all employees and will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations.



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