

**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 OOPC'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 OOPC'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 OOPC.

**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 advance that is construed to be sexual in nature through any medium whatsoever.

**4.2 Violence in workplace:** includes, but is not limited to intimidation, bullying, stalking, threats, physical attack, property damage or domestic and family violence.

**5.0 Guidelines**

OOPC 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. OOPC will also heighten awareness of partner on partner violence and provide guidance for staff, contractors and third parties in this regard.

OOPC 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
- Repeatedly asking a person to socialize during off duty hours when the person has indicated no interest
- The unnecessary giving of gifts or leaving of objects that are sexually suggestive to a person
- Making or posting sexually suggestive gestures
- Off-duty unwelcome conduct of a sexual nature that affects the work place environment
- Any person who is allegedly harassed shall report his/her complaint to their Head of Department (HOD) or their supervisor.
- Any alleged harasser shall face disciplinary action in line with OOPC's Disciplinary Action Grid, (DAG).
- False allegations by the complainant will lead to disciplinary action and possibly termination of employment, in accordance with OOPC's DAG
- Contractors, visitors or suppliers found guilty will be blacklisted from the company and may be subject to legal action by OOPC and/or the complainant if found guilty of the offence.
- This policy will be communicated to all workers, staff, contractors, third parties, visitors and suppliers (as per OOPC communication procedure, GP10).
- Any person whatsoever who is allegedly engaged in workplace violence as defined by this policy, and possesses, uses, or threatens to use an unauthorized weapon, as defined by Nigerian law, Violence Against Persons (Prohibition) Act, 2015, Part 1, Section 2, or engages in off duty violence or misconduct that has a potential adverse impact on OOPC and its employees, suppliers and visitors; violates this policy and shall be considered as unacceptable personal conduct, and shall be dealt with under the provisions as the DAG.
- HR department shall ensure implementation and monitoring of this policy.

**6.0 Record of Approval**

Task	Name/signature	Job title	Date
Approved by	Dr. Graham Hefer	Managing Director	22/03/21

