

Overview

At SKG Services, any unlawful discrimination and harassment will not be tolerated under any circumstances and disciplinary action, up to and including termination, will be taken against anyone engaging in such conduct. This applies to conduct both on company premises and during the course of any company related event or employment activity.

What is Harassment?

Harassment is any form of behaviour that is not wanted and not asked for and that humiliates, offends, or intimidates someone because of their race, gender, pregnancy, sexual preference, marital status, disability or age. Behaviour can be harassment even if the person does not intend it to be. If a reasonable person would find the behaviour offensive or intimidating, then that is harassment.

What types of behaviour could amount to harassment?

Harassment can take many forms, depending on whether the behaviour is welcome or not.

Any of the following could be a type of harassment:

- Material that is racist, sexist, sexually explicit, homophobic, etc. and is displayed publicly, circulated or put in someone's work space or belongings, or on a computer, fax machine, or as an SMS on a mobile phone;
- Jokes based on gender, race, marital status, sexual preference, disability, age or other stereotyped belief that offend others;
- Sexually or racially offensive gestures;
- Ignoring, isolating or segregating a person or group because of their gender, race, etc;
- The sending of/or drawing attention to inappropriate e-mails, inappropriate touching, leering or staring at another person;
- Persistently asking a colleague out on a date.
- Sexual or inappropriate statements or requests

The laws of harassment apply inside and outside the workplace and, as such, you are held accountable regardless of where it takes place.

What do I do if I think I am being discriminated against or harassed?

Someone may be unaware of the negative impact of their behaviour towards you and/or others. If you feel comfortable to do so, you should advise them that they are acting in an unsuitable or unfair way and that their behaviour is unacceptable.

If you don't feel comfortable doing this, you should seek further assistance from the Operations Manager who will deal with the matter appropriately and escalate the matter to Human Resources if required.