



# HUMAN RESOURCES POLICIES & PROCEDURES

## 1. HUMAN RIGHTS POLICY

At Sun Siyam Resorts, we understand the importance of the protection of Human Rights of our team members. This policy is applicable to all team members, guests, visitors and stakeholders of Sun Siyam Group.

### PRINCIPLES OF HUMAN RIGHTS

We are committed to conduct our business in compliance with the following principles of Human Rights.

#### I. Respecting the rights of the team members

We ensure to provide suitable employment conditions to all our team members along with fair compensation and benefits in line with the company's job levels.

We aim to promote a work culture where all team members are treated with respect. All team members have the freedom of opinion, information and expression.

All team members have the right to openly discuss and raise their concerns with Human Resources Department and can approach the management in compliance with the grievance policy.

#### II. Providing a safe working environment

We aim to provide a safe working environment for our team members. We are dedicated to complying with the health and safety requirements set by the relevant authorities.

We are committed to maintain a workplace which is free from bias, harassment, intimidation and other disruptive conditions.

#### III. No forced labour or exploitation of children

We do not encourage or support any forced labour or exploitation of children. No team member is forced to work against his or her will.

Details of employment conditions are provided to the team member no later than the first day of work. Employment commences upon the mutual agreement from both parties.

No underage child is employed as a team member or an intern without consent and approval from the guardian.



#### **IV. Eliminating discrimination**

We seek to promote equal opportunities and we do not discriminate any team member based on their gender, race, color, ethnicity, religion, sexual orientation, age, disability, marital status, pregnancy or any other characteristic protected by law.

We provide our team members the opportunities for career development based on their performance, commitment, qualification and experience.

#### **V. Promoting diversity**

We strive to attract, develop, advance and retain a diverse, high performance work force. We hire individuals based on their competence for the job role.

#### **VI. Conducting business with honesty and integrity**

We seek to conduct the business with integrity and in compliance with the Employment Law of Maldives.

Any complaints on human rights abuses or failure to comply with the policy will result in the investigation and relevant disciplinary action will be taken whenever deemed necessary.

### **SUPPORTING POLICIES**

The following policies are relevant and support the principles set out in this policy.

- Child Protection Policy
- Anti-Harassment Policy
- Code of Conduct

## 2. CHILD PROTECTION POLICY

Sun Siyam Resorts is fully committed in providing a safe environment for children and complies with all the laws and regulations on child protection.

We recognize the responsibility to promote safe practices and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures, a child is recognized as someone under the age of eighteen (18) years.

Child Abuse involves neglect, physical, sexual, emotional harm and exploitation of children.

The purpose of this policy is to provide information and create awareness among all team members on the importance of protecting children from abuse. This policy describes the steps that will be taken in meeting our commitment to protect children.

This policy is applicable to all team members, guests, visitors and stakeholders of Sun Siyam Group. All the parties are responsible for adhering to the policy on Child Protection and report abuse if there is any case of suspected abuse.



### Procedure on reporting child abuse

In case of any suspicion on child abuse, the following steps must be taken to report the abuse:

1. Make an appointment with a member of the disciplinary committee via Head of Department or HR department.
2. Provide the details of the incident which led to the suspicion.
3. Identify the person abusing the child.
4. Identify the child being abused.
5. Upon receiving the complaint, the disciplinary committee members must investigate the matter immediately and report to Executive Management.
6. Executive Management to make a final decision within 7 days of the complaint being submitted.

### 3. ANTI - HARASSMENT POLICY

The purpose of this policy is to uphold a safe, positive work environment where all team members are treated with respect.

This policy outlines the behavior and conduct which is expected from all team members and provides the guidelines and the necessary steps to follow if subjected to harassment.

This policy is applicable to all team members, guests, visitors and stakeholders of Sun Siyam Group. All the parties are responsible for treating everyone with respect and complying with Anti-Harassment policy and reporting any case of harassment without delay.

#### HARRASMENT

Harassment is defined as any unwanted speech or conduct which violates a person's dignity. Acts of harassment creates an offensive work environment which affects the well-being of the subjected team member(s).

#### TYPES OF HARRASMENT

##### 1. Verbal Harrasment

Shouting, insulting, intimidating, threatening, shaming, demeaning, using derogatory language.

##### 2. Bullying

Repeated acts of criticism or abuse, ridicule, exclusion, unfair treatment, misuse of power, victimization

##### 3. Hate Speech

derogatory speech that is intended to humiliate an individual or group of individuals based on their race, religion, gender, sexual orientation or disability.

##### 4. Gender Based Harassment

Acts of verbal or non-verbal intimidation based on gender.

##### 5. Sexual Harassment

acts of unwelcome verbal or physical conduct of a sexual nature including sexual advances or requests for sexual favors.



## Examples of Harassments

Some examples of harassment are defined below:

- Offensive jokes or comments that embarrass or insult someone.
- Derogatory comments.
- Using unwelcome nicknames.
- Written or verbal abuse or threats.
- Ignoring or isolating a team member repeatedly due to a personal characteristic.
- Spreading malicious rumors to discredit someone .
- Offensive comments about appearance or clothing.
- Repeated use of offensive gestures.
- Improper touching .
- Asking questions of an intimate nature.
- Making offensive gestures toward someone.
- Distributing inappropriate sexual material or discriminatory photos, videos, or internet postings.
- Physical threats

## Procedure on reporting incidents of Harassment

1. Immediately report the incident to Supervisor or Department Head. If the supervisor or Department Head is unavailable or is directly involved in the incident, the team member should directly report the incident to Human Resources Department.
2. Fill out the complaint form attached in Annex I.
3. The following details must be included on the complaint form:
  - Date and time of the incident(s).
  - Nature of the harassment.
  - The person being harassed (complainant).
  - The person committing the harassment (respondent).
  - Names of individuals who witnessed the incident.
4. Once the official complaint form is submitted, it will be investigated by the Disciplinary Committee.
5. The complainant and the respondent will be required to submit the relevant statements and supporting evidences to the Disciplinary Committee.
6. A decision will be made by the Disciplinary Committee within 10-12 working days after the official complaint was submitted. The decision will be made based on the outcome of the investigation and after reviewing all statements and evidences presented.
7. If the harassment case is proved, the respondent will be subjected to the following actions, depending the gravity of the case:
  - Provide an official apology to the complainant.
  - Attend to additional training and awareness programs.
  - Reassignment or relocation.
  - Disciplinary action
  - Termination
  - Notification to police

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