



Because you're too busy, and life's too short

TOTAL CONVENIENCE MANAGEMENT CARIBBEAN LIMITED

Sexual Harassment Policy

The TCM Group of Companies is committed to providing a workplace that is free from **sexual harassment**. Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual or sexually derogatory nature will not be tolerated.

Sexual Harassment is considered by TCM, to be any behaviour by any TCM Team Member, which may constitute an overt **or implied** sexual implication or advancement whether physical, verbal or unspoken, whether such act(s) is considered offensive by the recipient of such an act(s).

Offensive behaviour can include but may not be limited to circumstances where:

- a. Submission to such conduct is made either explicitly or implicitly as term or condition of an individual's employment.
- b. Submission to or rejection of such conduct is used as the basis for employment decisions concerning an individual, such as denial of a promotion or a salary increase.
- c. Such conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive working environment.
- d. Inappropriate material shared or distributed via varying forms of communication whether in person, or by way of social media, chat groups, group chats, letters, notes, emails, signs.

Recognized forms of sexual harassment (as defined above) include but are not limited to:

1. Unwanted or unwelcomed sexual advances, requests for sexual favours, and similar conduct of a verbal or physical nature.
2. Sexual or gender-related teasing or sexual jokes whether by verbal or nonverbal means, inclusive of through social media or email.
3. Sexually suggestive or obscene letters or other written or digitally communicated matter.
4. Sexually suggestive comments, sounds or gestures.
5. Subtle pressure for dates or sexual activities.
6. Uninvited or gender-related remarks about a person's clothing, body or sexual activities
7. Uninvited exposure to sexually suggestive or sexually explicit photographs, cartoons or drawings
8. Displaying of sexually suggestive objects or printed matter e.g. Posters, calendars, nude pictures, or by way of social media, chat groups, group chats, letters, notes, emails, signs
9. Touching, patting, squeezing, pinching, or any other actions of a sexual nature.
10. Unwelcomed demands for sexual favours accompanied by implied or overt threats concerning one's job or other terms of employment.
11. Using sexual or gender-related comment or conduct to bully someone.
12. Spreading sexual rumours (including on-line).

ROBERT VISSER
MANAGING DIRECTOR

JUNE 30TH, 2017.
DATE