

KAIMOO TRAVELS & HOTEL SERVICES PVT LTD.C0489/1979

Policy Title	EQUAL OPPORTUNITY. DISCRIMINATION AND HARASSMENT POLICY
Applicable To	All Employees
Policy No	HRPP 001/2016 - 20 November 2016
Revised date	28 September 2017

Kaimoo, from the time of its inception in 1979, is an organization, which stands for equal opportunity and a work environment free of harassment and discrimination where all are treated with dignity and respect.

Discrimination and harassment is prohibited by all employees of Kaimoo and would not be tolerated in any form.

Equal opportunities shall be provided for all employees throughout the Company in recruitment, appointment, promotion, payment, training, and other employment practices.

To further uphold this, a Sexual Harassment Prevention and Equal Opportunity Committee was formed. The committee will be responsible for creating policy and investigating such cases, to be in line with laws and regulations.

Any and all definitions of this policy will be as interpreted by the Sexual Harassment Act, its Regulations, the Gender Equality Act, its Regulations of Maldives and any amendments there to.

Gender Equality & Sexual Harassment Prevention Committee

Gender Equality & Sexual Harassment Prevention Committee shall be an independent Committee established by the Human Resources to ascertain claims of discrimination and all forms of harassment.

This Committee shall consist of 3 (three) members, appointed by Managing Director of the Company, with at least 1 (one) female member. A reserve member shall be appointed to sit where a Committee member is unable to attend a meeting.

A Committee Chairperson shall be elected from the committee members.

A person found guilty of an act of sexual harassment cannot be a member of this Committee. If a member of the Committee is accused of sexual harassment, the member shall be excused from the duties of the Committees until the member has been cleared from all the charges.

Any person who is not an employee of the Company may be appointed as a member of the Committee.

Responsibilities of the Gender Equality & Sexual Harassment Prevention Committee.

To make sure that the company is in line with the Gender Equality & Sexual Harassment Act and Rules and Regulations of the Maldives.



Additionally, advise the Directors on areas that need to improve.

Advice HR on conducting awareness programs on prevention of all forms of discrimination and sexual harassment for employees and customers of the company. Follow up by communicating with relevant sections/departments and make sure that these programs are being conducted on pre-agreed deadline.

Investigate gender equality & sexual harassment complaints made to the Committee and if a person is found guilty of discrimination or sexual harassment instruct HR to take action against that person in accordance with company staff policy and relevant laws and regulations of Maldives after seeking legal advice.

If after investigation the complaint is found to be of criminal nature, advice and guide the plaintiff to submit the case to relevant authorities for further investigation based upon legal advice of the company lawyer.

Within 30 days of creation of the Committee to create relevant procedure documents and standard operations document (SOP) and get it approved by the Directors.

Within 60 days of creation of the Committee to advise and make sure that HR has informed all staff about procedure in reporting complains.

The committee is responsible for sending reports of all cases handled to the Gender Ministry on a yearly basis. The committee shall fill out the form on Appendix III and submit it on the first month of the following year.

This policy is effective from 20th of November 2016 for all employees of Kaimoo Travels and Hotel Services Pte Ltd & Revised on 28th September 2017.

Approved by:



Mohamed Manih Ahmed
Managing Director



Aishath Neena Ahmed
Executive Director



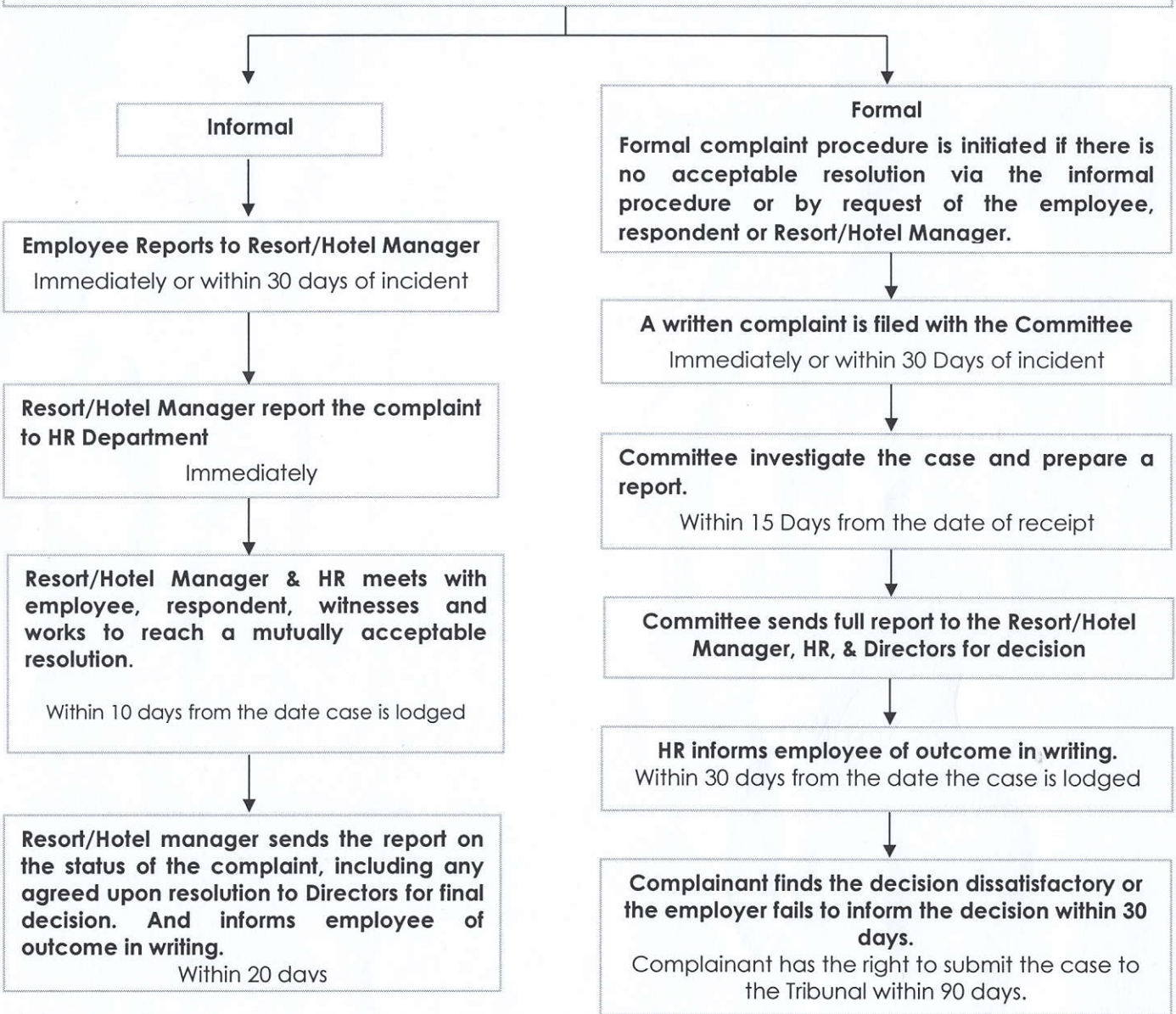
Mohamed Riza
Company Secretary

HUMAN RESOURCES PROCEDURE EQUAL OPPORTUNITY & DISCRIMINATION COMPLAINT REPORTING

Objective

Provide an easy, accessible channel to report & resolve cases of Equal opportunity, discrimination for prompt action. All discussion must be recorded in writing and signed by all parties involved.

Incident or Complain: Employee reports to any of the following



APPROVED


Mohamed Manih Ahmed
Managing Director


Aishath Neena Ahmed
Executive Director

HR Policy: HRPP 01/2016-20th November 2016

Revised Date: 28th September 2017

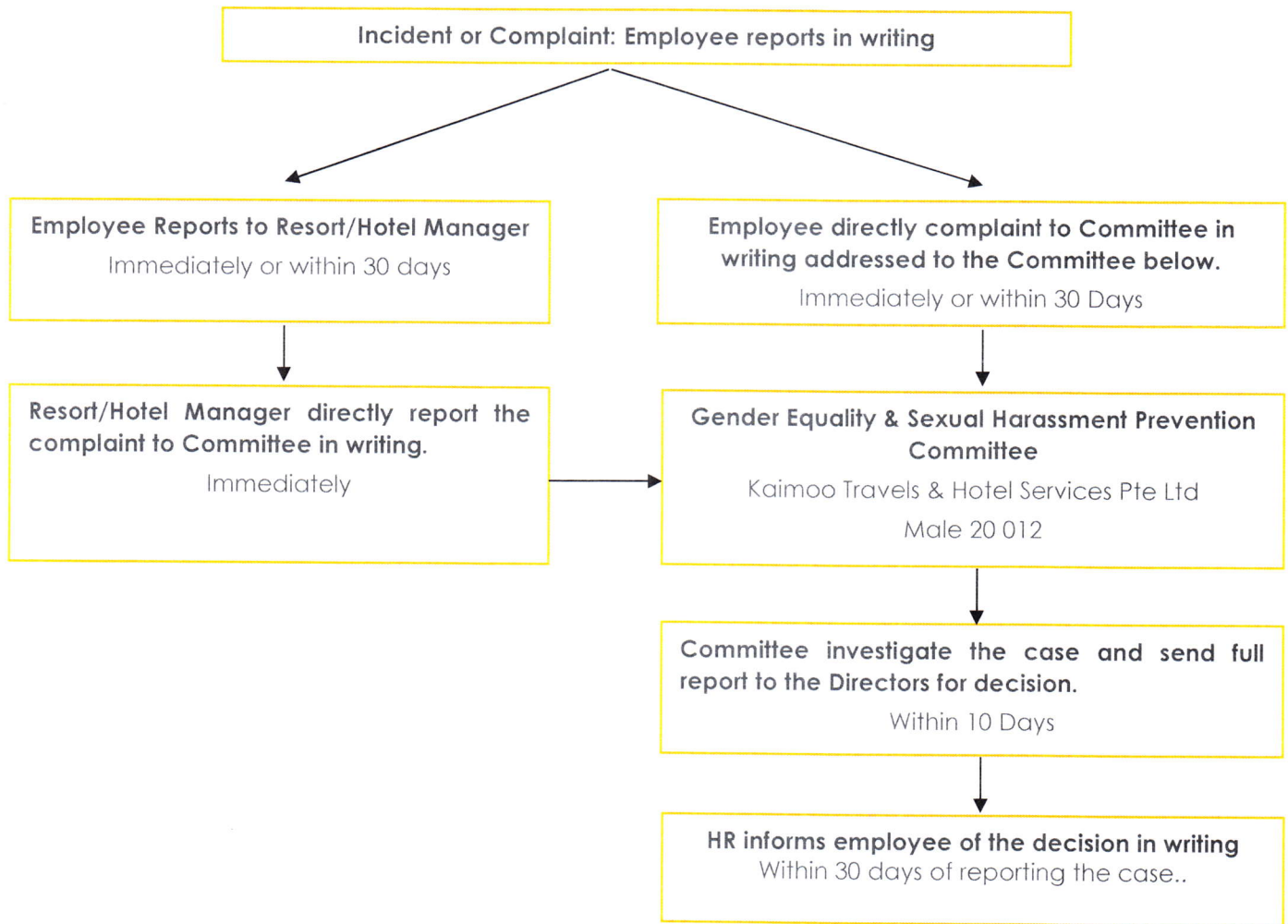


M. 707

HUMAN RESOURCES PROCEDURE HARASSMENT COMPLAINT REPORTING

Objective

Provide an easy, accessible channel to report & resolve cases of Harassment for prompt action. All discussion must be recorded in writing and signed by all parties involved. It is advisable for employees to report harassment cases directly to the Harassment Prevention committee.



APPROVED



20th November 2016
HR Policy: HRPP 001/2016


Mohamed Manih Ahmed
Managing Director


Aishath Neena Ahmed
Executive Director

DETAIL OF COMPLAINANT:

NAME:	ID CARD NO:
DESIGNATION:	OFFICE:
PERMANENT ADDRESS:	CONTACT NUMBER:
CURRENT ADDRESS:	CONTACT EMAIL:

DETAIL OF ACCUSED:

NAME:	
DESIGNATION:	
OFFICE:	
CONTACT NUMBER:	
EMAIL ADDRESS:	

NATURE OF COMPLAINT SUBMITTED

1	Non-provision of equal opportunities to men and women in recruitment, provision of training and promotion.	
2	Non-provision of equal remuneration to men and women undertaking same tasks at the same workplace.	
3	Discrimination between genders in the payment of salary, overtime, allowance or benefits where men and women perform comparatively similar work, with respect to the work's value and tasks, at the same workplace.	
4	Publishing job vacancy notices directing the position for a particular gender, except in the case where the work is necessarily performed by a person of a particular gender.	
5	Having not designed job vacancy notices and advertisements inviting women applicants as well for a post, for which fewer women than men usually submit applications	
6	Failing to take all necessary steps to eliminate hindrances for women to join the workforce and failing to establish a working environment that is suitable for women to work.	
7	Direct or indirect gender discrimination against any person as stated under Clause 7 of the Gender Equality Act.	
8	Systemic bias that exists due to an existing system of discrimination, as stated under Clause 8 of the Gender Equality Act.	
9	Discrimination based on specific issues as stated under Clause 9 of the Gender Equality Act.	

DETAIL OF COMPLAINT:

--

DETAILS OF CORRESPONDING DOCUMENTS:

NAME	SIGNATURE	DATE

OFFICE USE ONLY

APPLICATION RECEIVED BY:	SIGNATURE:
DATE:	TIME:
APPLICATION COMPLETE <input type="checkbox"/> INCOMPLETE <input type="checkbox"/>	DATE INFORMED TO APPLICANT:



[Handwritten signature]

[Handwritten mark]



RefNo: 190/KT-HR/2016

20th November 2016.

TO: EMBUDU VILLAGE, SUMMER ISLAND MALDIVES, EQUATOR VILLAGE, MOOKAI HOTEL, MOOKAI SUITES, KAM HOTEL, ENVIRONMENTAL PEST CONTROL SERVICES, KAIMOO HEAD OFFICE.

Dear All,

Please find the Company Policy and Procedure on Equal Opportunity, Discrimination and Harassment No. HRPP 001/2016. As required in the Policy, the following persons have been appointed to form the Committee.

GENDER EQUALITY, DISCRIMINATION AND HARRASSMENT COMMITTEE MEMBERS

NAME & GENDER	ID CARD NO.	COMMITTEE TITLE	WORK TITLE
Mr. Mohamed Riza (M)	A044379	Chairperson	Financial Consultant, Company Secretary/Kaimoo THS
Mr. Ibrahim Ahmed Nasir (M)	NIC No: A022332 Ma. Odessa, Male'	Committee Member	Independent committee member
Mrs. Afrah Mohamed (F)	A057552	Committee Member	HRManager, Kaimoo

RESERVE MEMBER (who will sit in the absence of a Committee Member)

NAME & GENDER	ID CARD NO.	COMMITTEE TITLE	WORK TITLE
Mariyam Fadhwa (F)	A100111	Reserve Member	Manager, Business Development, Marketing & Sales.

It is the responsibility of the Resort/Hotel Manager to ensure that the Policy along with the Procedures are applied in the work place and informed to all employees.

Thank you

Mohamed Manih Ahmed
Managing Director.



Cc: Mrs. Aishath Neena Ahmed/Executive Director
Gender Equality & Harrassment Committee