

Anti-harassment Policy



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1. Applicability

uab bank is committed to Equal Opportunities in all employment practices, policies and procedures.

As an equal opportunity employer, uab bank is committed to providing a work environment that is professional and free from intimidation, hostility, humiliation, bullying, mobbing or other offenses which might interfere with work performance.

If such harassment occurs on the Bank's premises or is directed toward an employee or persons referred to below, the procedures in this policy should be followed.

2. Prohibited Harassment

The Bank maintains a strict policy prohibiting sexual harassment and harassment against employees, applicants for employment, contractors, trainees, unpaid interns, including, but not limited to, their actual or perceived race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender expression, age, or any other consideration protected by Myanmar law.

3. Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favours or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes various forms of offensive behaviour based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favours.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

4. Other Types of Harassment

Prohibited harassment may include behaviour similar to the illustrations above pertaining to sexual harassment. This also includes conduct such as verbal conduct including threats and physical conduct.

It is expected that persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of managements' expectations, during working times, and that they refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive. Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance.

5. Protection Against Retaliation

Retaliation is prohibited against any person by another employee for using the Bank's complaint procedure or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the Bank or a governmental enforcement agency.

Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

6. Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure

Any employee who believes that he or she has been harassed, discriminated against, or subjected to retaliation or abusive conduct by a co-worker, supervisor, agent, client, vendor, customer, or any other third party interacting with uab bank in violation of the foregoing policies, should immediately provide a written or verbal report to his or her supervisor, any other member of management or Human Resources. Employees are not required to make a complaint directly to their immediate supervisor.

The Policy protects the employee from filing a complaint in good faith. However, if an employee makes malicious or vexatious allegations and persists with making them with intentions to damage the reputation of another employee, appropriate disciplinary action will be taken against that employee

7. Handling of complaints

In the case of sexual or other harassment which the employee may consider to be a one-off or a relatively mild example of misconduct, the employee concerned may choose to explain to the person engaging in the unwanted conduct that the behaviour in question is not welcome, that it offends them or makes them uncomfortable, or that it interferes with their work; and that if it is repeated, it will have the effect of converting unwanted attention into harassment.

Otherwise, the Complainant, Supervisors and managers who receive complaints of misconduct must immediately report such complaints to your HR Business Partner as the first escalation point and Head of Human Resources as the second, and they will attempt to resolve issues internally.

When a report is received, the Bank will conduct a fair, timely, thorough and objective investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.

The Bank expects all employees to fully cooperate with any investigation conducted into a complaint of prescribed harassment, discrimination or retaliation, or regarding the alleged violation of any other Bank policies.

Upon receiving the complaint and initial investigation, the HRBP/Head of HR will initiate a formal investigation.

- Confidentiality, fairness, and impartiality will be maintained throughout the entire duration of the investigation.
- During the process, the complainant, the accused harasser and any related third party who have knowledge of the incident will be interviewed individually.
- The investigator will then review all factual findings and the context in which the incident happened to determine whether harassment has occurred.
- At the end of the investigation, the investigator will issue a written report including the allegations, evidence, findings, and conclusions to the Disciplinary Committee who will review and make a conclusion. The Disciplinary Committee may call for an interview to hear from the related parties if it deems further necessary.

Upon completion of the investigation, the Bank will communicate its conclusion as soon as practical. If the Bank determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

Action may include:

- Verbal/Written warning
- Stopping of salary increase, and/or bonus and/or deferment of promotion
- Demotion
- Suspension from duty
- Dismissal and Termination of Contract
- Legal Action

8. Administration

This Policy will be administered and monitored by Head of Human Resources.