



oneHR Software Ltd Zero Tolerance Policy on Harassment and Abuse

At oneHR Software, we are committed to providing a safe and respectful environment for all our employees, customers, and third parties. We have a zero-tolerance policy towards any form of harassment or abuse. This policy applies to all interactions within our premises, during company events, and in any communication related to our business.

Definition of Harassment and Abuse

Harassment and abuse include, but are not limited to:

- Unwelcome sexual advances or requests for sexual favours.
- Verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.
- Inappropriate comments, jokes, or gestures of a sexual nature.
- Displaying or sharing sexually explicit materials.
- Any form of verbal, physical, or psychological abuse or intimidation.
- Discriminatory remarks or actions based on race, gender, religion, nationality, disability, or any other protected characteristic.

Our Commitment

1. Respect and Dignity: We expect all customers and third parties to treat our employees with respect and dignity. Any form of harassment or abuse will not be tolerated.
2. Reporting Mechanisms: If you witness or experience any form of harassment or abuse, please report it immediately to our management team. Reports can be made confidentially by emailing contact@onehrsoftware.com.
3. Investigation and Action: All reports of harassment or abuse will be taken seriously and investigated promptly and impartially. Appropriate action will be taken against any individual found to have violated this policy, which may include banning from our premises or termination of business relationships.
4. Support for Victims: We are committed to supporting victims of harassment and abuse. Employees will have access to counselling services and other support mechanisms.

Enforcement

Failure to comply with this policy will result in appropriate action, including but not limited to:

- Immediate removal from our premises.
- Termination of contracts or business relationships.
- Legal action if necessary.

Conclusion

We believe in fostering a safe and respectful environment for everyone. By adhering to this policy, we can ensure that oneHR Software remains a place where everyone feels valued and protected.