



Sexual Harassment Policy

Comet Security Services Ltd regards sexual harassment as a type of unacceptable misconduct that interferes with a proper employment relationship. Employees have a right to expect their workplace and working environment to be free of any discrimination or conduct that is harassing, disruptive or coercive. Sexual harassment is strictly prohibited and will result in discipline, with the sanctions ranging up to and including termination.

1. Sexual Harassment Definition

Sexual harassment includes non-consensual verbal, physical, or visual sexually oriented conduct or materials, requests for sexual favours, or sexual advances. This includes anything objectionable or offensive to the person exposed to it, including sexual epithets, suggestive or derogatory slurs, gestures or comments, and offensive drawings, pictures, cartoons or posters.

Our policy is based on the legislative definition of sexual harassment. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that occur under the following conditions.

- When conduct of this nature constitutes either an explicit or implicit condition or term of employment (such as when it impacts promotion, training, timekeeping or overtime assignments)
- When submission to or rejection of the conduct is utilised as a factor in making employment decisions (such as for hiring, promotion, or termination)
- When the conduct interferes with an individual's work performance or results in a hostile, intimidating, or offensive work environment

Sexual harassment may also involve employee conduct that interferes unreasonably with another employee's work performance through the creation of a hostile, intimidating, or offensive workplace environment. Sexual harassment includes any behaviour by employees aimed at other employees, including, but not limited to, explicit or subtle pressure for sexual activity, touching or the language of an inappropriate nature, asking for or demanding sexual favours, or physical assault.

2. What is excluded from the definition of sexual harassment?

Sexual harassment does not include socially acceptable occasional remarks, compliments, or common friendly terms of greeting. It only encompasses unwelcome behavior that interferes with work effectiveness by decreasing morale or being personally offensive.

2.1 Non-Employee Harassment

Our company tries to protect all employees from harassment by customers, vendors, and other non-employees with whom they come into contact.

3. Procedure for Complaints

Employees who believe that they have been subject to sexual harassment should report it right away to the company Director or any other supervisory personnel. Employees are encouraged to write reports and create records, but verbal complaints are also welcome. Any such complaints are taken seriously and are promptly and thoroughly investigated. The confidentiality of the person involved and witnesses shall be protected from unneeded





disclosure insofar as it is possible to do so. The individuals have a right to be informed of the results of the investigation.

Under usual circumstances, the company will contact the individual within five days of their complaint and inform them of what steps are being taken in response. When a direct supervisor or other superior is the perpetrator of sexual harassment, their conduct should be reported to their supervisor or the company Director.

4. Discipline

If an employee, including a supervisor, is determined to have harassed an applicant for employment or a current employee, disciplinary sanctions will be imposed, including reprimands, suspension, or termination. Legal responsibility may also be imposed.

5. Managerial Responsibility

Managers and supervisors are responsible for carrying out this policy within their area of supervision. Sexual harassment is a violation of this policy and is also unlawful. The company acknowledges its responsibility to prevent, stop, and remedy workplace sexual harassment, to promptly investigate any complaints, and to immediately take corrective action to remedy the problem.

6. Retaliation Prohibited

The company is opposed to and will not tolerate any retaliation against an employee who complains about sexual harassment or serves as a witness in an investigation of a sexual harassment complaint.

7. Amendment of Written Policy

This policy may be amended in writing from time to time, and any new version will appear in the employee handbook. We encourage employees to review this document now and whenever it is amended.

A handwritten signature in black ink, appearing to read "Nawaz Ghazoufi".

Signature	Director	01/01/2026
_____	Position	_____
		Date