

## Dignity at Work

At Collaborate, our commitment lies in fostering a conducive and harmonious work environment characterized by the equitable treatment of all individuals with due respect and dignity. We adamantly condemn any form of harassment or bullying within our organization.

Harassment encompasses actions that seek to intimidate, insult, or humiliate others, and we unequivocally oppose such behaviour. Whether it pertains to appearance-based discrimination, the dissemination of inappropriate jokes, the exclusion of individuals based on their connections, or the use of derogatory language due to differing beliefs, such conduct is deemed unacceptable within our professional setting.

Bullying is aggressive behaviour that involves repeatedly using force, threats, or intimidation to gain power over others. It can take various forms, including verbal, physical, social, or cyberbullying.

It is imperative to recognize that individuals may inadvertently engage in offensive behaviour. What one person perceives as a harmless jest may be profoundly hurtful to another. Our objective is to cultivate an environment where everyone feels at ease, and their sentiments are treated with due regard.

Should you find yourself subject to bullying or harassment, we recommend the following course of action:

1. Take a moment to assess the situation. Determine whether it constitutes bullying or harassment.
2. If you are comfortable, engage in direct communication with the offending party or seek assistance from a representative of the company. Clearly articulate the nature of your concern and request cessation of the objectionable behaviour.
3. If the situation persists or escalates, follow Collaborates' grievance procedure to address the matter officially.

Rest assured that we approach such complaints with the utmost seriousness. Swift investigation will be undertaken, and disciplinary measures will be implemented should the findings substantiate misconduct.

Confidentiality is of paramount importance throughout this process. We handle complaints discreetly, prioritizing privacy to the greatest extent possible.

It is a responsibility of all employees at Collaborate to contribute to the creation of an inclusive and respectful workplace. Let us collectively endeavour to ensure that everyone within our organization feels secure and embraced.