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| Document Code: | SSP-HEALTH 009 | Revision No: | 00 |
| Document Title: | Sexual Harassment Policies and Standard Operating Procedures (SOP) | Creation Date: | 1-Feb-2026 |
| | | Effectivity Date: | 20-Feb-2026 |

Document History Log

| Status | Effectivity Date | Description of Change/s | Initiated by |
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| Prepared by: | Reviewed by: | Approved by: |
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Sexual Harassment Policies and Standard Operating Procedures

1. Policy Statement

Expedise Warehouse Management Solutions Inc. is committed to maintaining a work environment that upholds dignity, respect, and professionalism at all times. The company believes that no employee should ever feel uncomfortable, threatened, intimidated, or violated in the workplace.

Sexual harassment is strictly prohibited and is considered unlawful under **Republic Act No. 7877 (Anti-Sexual Harassment Act)** and related laws. The company will not tolerate any form of sexual harassment, whether committed by supervisors, managers, co-workers, clients, vendors, or visitors.

The company equally prohibits **retaliation** against any person who files a complaint, participates in an investigation, or reports in good faith any concern involving sexual harassment.

2. Scope and Coverage

This policy applies to:

2.1 All employees of Expedise Warehouse Management Solutions Inc., regardless of position, employment status, or location.

2.3 Any workplace or work-related environment, including:

2.3.1 Office premises

2.3.2 Client sites



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2.3.3 Company vehicles

2.3.4 Trainings, seminars, conferences

2.3.5 Work-related travel and social functions

3. Purpose

The program aims to:

3.1 Prevention

Prevent the commission of sexual harassment through awareness, training, and clear rules.

3.2 Protection

Protect employees from intimidating, hostile, or offensive work environments.

3.3 Support & Response

Provide a fair, confidential, and accessible system for reporting complaints.

3.4 Due Process

Ensure all cases are handled through a clear complaint, investigation, and decision process.

3.5 Legal Compliance

Ensure full compliance with RA 7877, RA 11313 (Safe Spaces Act), and all relevant laws.

4. Definition of Terms



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4.1 Working or Training Environment- A place where work, training, or any employment-related activity occurs.

4.2 Assault- Threat or attempt to inflict harm creating fear of immediate danger, even without physical contact.

4.3 Managerial Employee- Persons with authority to impose or recommend disciplinary actions.

4.4 Complainant- The person filing the complaint.

4.5 Respondent- The individual accused of committing sexual harassment.

4.6 Progressive Discipline- Step-by-step disciplinary action ranging from warning to dismissal.

4.3 Committee- The *Committee on Decorum and Investigation (CODI)* as required under RA 7877.

5. Responsibilities

5.1 Employees

Employees must:

5.1.1 Maintain respectful and professional conduct.

5.1.2 Report incidents or concerns to Customer Concierge, Safety Officer, or HR.

5.1.3 Cooperate in investigations.



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5.1.4 Protect confidentiality and avoid spreading rumors.

5.1.5 Avoid harassing, intimidating, or retaliatory acts.

5.2 Customer Concierge

Customer Concierge shall:

5.2.1 Act as a first-line support for employees experiencing discomfort or harassment.

5.2.2 Observe behavior and escalate concerns to Safety Officer or HR.

5.2.3 Assist employees in reporting incidents confidentially.

5.2.4 Support CODI in coordinating schedules, interviews, and documentation.

9.2.5 Help maintain a respectful environment by actively monitoring workplace culture.

5.3 Safety Officer

The Safety Officer shall:

5.3.1 Monitor the workplace for psychosocial hazards related to harassment.

5.3.2 Assist CODI in initial assessments of behavioral risks.



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5.3.3 Receive incident reports from Customer Care, HR, or employees.

5.3.4 Ensure that victims feel safe and supported during investigations.

5.3.5 Conduct awareness sessions and toolbox talks on respectful conduct.

5.3.6 Document incidents and maintain confidential safety records.

5.4 Customer Care

Customer Care shall:

5.4.1 Coordinate all documentation related to complaints.

5.4.2 Ensure due process through NTE, hearing, and resolution procedures.

5.4.3 Maintain secure and confidential records of all cases.

5.4.4 Assist CODI in scheduling interviews and meetings.

5.4.5 Implement disciplinary actions based on final decisions.

5.5 Human Resources (Internal Employee)

HR shall:



WH12 Vipinosa Compound, Magsaysay Road, Barangay San Antonio, San Pedro Laguna
hello@expedise.ph
Expedise.ph

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5.5.1 Maintain confidential records of all sexual harassment cases.

5.5.2 Provide victims with assistance, referrals, and support services.

5.5.3 Facilitate trainings, seminars, and awareness programs.

5.5.4 Process preventive suspension orders if needed.

5.5.5 Assist CODI in coordinating meetings, evidence, and documentation.

5.5.6 Ensure compliance with RA 7877, RA 11313, and Labor Code provisions.

5.6 Committee on Decorum and Investigation (Admin Hearing)

CODI shall:

5.5.1 Receive, investigate, and hear all complaints.

5.6.2 Submit reports and recommendations to management.

5.6.3 Conduct periodic meetings and awareness activities.

5.6.4 Establish rules on proper workplace conduct.

5.6.5 Ensure impartiality (members involved must inhibit).



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5.7 Management

Management shall:

- 5.7.1** Ensure enforcement of the Sexual Harassment Policy.
- 5.7.2** Provide resources for awareness, training, and investigation.
- 5.7.3** Prevent retaliation and ensure fairness.
- 5.7.4** Maintain confidentiality of all cases.
- 5.7.5** Support CODI operations and ensure compliance with laws.
- 5.7.6** Implement sanctions against violators regardless of position.

6. When Sexual Harassment Is Committed

Sexual harassment occurs when a person with authority, influence, or moral ascendancy demands, requests, or requires sexual favor(s) from another person, regardless of whether the victim agrees or refuses.

In a work-related environment, sexual harassment is committed when:

- 6.1** A sexual favor is required as a condition of hiring, promotion, better work assignments, or employment benefits.
- 6.2** Refusing a sexual favor results in discrimination, limited opportunities, or unfair treatment.



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6.3 Such acts violate an employee’s rights or privileges under law.

6.4 The acts create a hostile, offensive, or intimidating environment

7. Where Sexual Harassment Can Be Committed

Sexual harassment may occur:

7.1 Inside or outside the office premises.

7.2 During company social functions or gatherings.

7.3 During off-site work assignments.

7.4 During conferences, meetings, and training sessions.

7.5 During work-related travel or client visits.

8. Forms of Sexual Harassment

Acts may be **verbal, physical, visual, or digital** in nature, including but not limited to:

8.1 Telling sexual jokes to someone who finds them offensive.

8.2 Talking about sex or using sexual innuendos.

8.3 Displaying pornographic or offensive images.



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8.4 Asking intimate questions about sexual life.

8.5 Leering, staring, or making sexual gestures.

8.6 Sending obscene messages or making explicit phone calls.

8.7 Unnecessary touching, brushing, or pinching.

8.8 Offering job benefits in exchange for sexual favors.

8.9 Touching sensitive body parts, sexual threats, or assault.

Anyone who induces or cooperates in committing these acts also becomes liable.

9. Retaliation for Sexual Harassment Complaints

The following are considered retaliatory acts:

9.1 Giving unfair work assignments or refusing to cooperate with the complainant.

9.2 Covering up harassment acts, lying, or applying pressure.

9.3 Threatening someone's job, promotion, or benefits.

9.4 Any similar act meant to intimidate or silence a complainant.



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10. Filing of Complaints

10.1 Complaints must be written, signed, and sworn under oath.

10.2 Complaints must be filed with the **Committee on Decorum and Investigation (Admin Hearing)**.

10.3 Complaints must be filed within **three (3) years** of the incident.

10.4 The company ensures a confidential and safe mechanism for reporting.

11. Committee on Decorum and Investigation (Admin Hearing)

11.1 CODI composition includes:

11.1.1 Management representative

11.1.2 HR For Internal Customer Care for Customers

11.1.3 Safety Officer

11.2 CODI Functions

11.2.1 Receive, investigate, and hear cases

11.2.2 Submit reports and recommendations



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11.2.3 Conduct awareness and preventive activities

11.2.4 Issue rules on proper conduct and behavior

11.2.5 Maintain confidentiality and professionalism

11.2.6 Ensure fairness and avoid conflicts of interest

12. Procedures for Handling Sexual Harassment Complaints

12.1 Complaint

Must include:

12.1.1 Name and address of complainant

12.1.2 Name and address of respondent

12.1.3 Detailed description of acts complained of (NTE)

12.1.4 Supporting evidence (documents, witnesses, etc.)

CODI may dismiss vague complaints unless clarified within 5 days.

12.2 Answer



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12.2.1 Respondent must file an answer within **3 days**, sworn and written.

Failure to answer may be treated as a waiver.

12.3 Preventive Suspension

The respondent may be placed on suspension for up to 30 days while the investigation is ongoing. The issue must be addressed strictly within the Expedise internal team. Recruitment should be notified immediately to arrange a quick replacement and prevent any disruption to operations. (Need nya bumalik the day before na naka 30 days for Admin Hearing)

12.4 Hearing

12.4.1 Conducted 5–10 days after answer is filed

12.4.2 Parties may bring witnesses and evidence

12.4.3 Use of counsel is allowed

12.4.4 Proceedings must end within **30 days**

12.5 Report and Recommendation

12.5.1 CODI submits findings within **15 days** after hearings.

12.6 Decision

12.6.1 Customer Care / HR renders a decision within **30 days**.



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12.6.2 Decision becomes final after 10 days unless appealed.

12.7 Motion for Reconsideration

Allowed within 10 days based on:

12.7.1 Newly discovered evidence

12.7.2 Errors in decision

12.7.3 Misinterpretation of facts

13. Schedule of Penalties

13.1 Sexual Assault / Rape - Immediate dismissal upon first proven offense.

13.2 Other Forms of Sexual Harassment

13.2.1 Written warning, suspension, or dismissal depending on severity.

13.3 Retaliation

13.3.1 Non-disciplinary counseling for allegations; suspension or dismissal for proven cases.

14. Education and Training Program

The company shall:



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14.1 Post Sexual Harassment policies in visible areas

14.2 Conduct orientation for all new employees

14.3 Conduct **semi-annual** briefings by trained supervisors

14.4 Conduct **annual training** for all female employees.

15. Support Services for Victims

The company shall provide:

15.1 Counseling

15.2 Protection during the investigation process

15.3 Follow-up support after case resolution

16. Effectiveness

16.2 This policy shall take effect upon approval of the management and shall be posted in conspicuous places for everyone's information.

