

WORKPLACE BULLYING AND HARASSMENT REPORTING PROCEDURES

1. How to Report

Employees at La Sentinelle Group can report incidents or complaints of workplace bullying and harassment verbally or in writing.

2. When to Report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting Contact

Any incidents or complaints should be reported to the Head of Department or the Group Human Resource Director, Mr Areff Salauroo.

4. What to Include in a Report

Provide as much information as possible in the report, such as the names of those involved, witnesses if any, where the event occurred, when they occurred and what behaviour and/or words led to the complaint. Attach any supporting documents where applicable.

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Workplace Bullying and Harassment Complaint Form

Name and contact information of complainant:

Name of alleged bully or bullies:

Personal statement:

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- The names of the parties involved
- Any witnesses to the incident(s)
- The location, date, and time of the incident(s)
- Details about the incident(s) (behaviour and/or words used)
- Any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.