



Anti-Sexual Harassment Policy

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I. Overview

All employees of DigiPlus Interactive Corp., including its subsidiaries and affiliates, have the right to work in an environment free from sexual harassment (i.e. verbal, physical, or visual) and other forms of harassment (e.g. discrimination, bullying, etc.).

DigiPlus Interactive Corp., including its subsidiaries and affiliates, is committed to promote safety in the workplace by taking appropriate precautions to prevent such incidents and immediately address any report of sexual harassment in a confidential and discreet manner. In case that allegations of sexual harassment are substantiated, the offender will be penalized, regardless of his/her position within the Company.

II. Purpose

This sexual harassment policy is being issued to:


- a. Encourage the reporting of all incidents of sexual harassment or any other forms of harassment that an individual or employee may experience as a result of his or her work.
- b. Establish the standard complaint and investigation procedures for sexual harassment cases.
- c. Define corrective actions in case of violation

III. Scope

This policy shall cover all employees of DigiPlus Interactive Corp., including its subsidiaries and affiliates regardless of rank, age, gender, status, race, or ethnicity.

IV. Definition of Sexual Harassment under R.A. 7877 or the Anti-Sexual Harassment Act of 1995

Work, education or training-related Sexual Harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy

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over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of Anti-Sexual Harassment Act of 1995 (Section 3 of the Anti-Sexual Harassment Act of 1995).

Sexual harassment, both overt and subtle, is a form of employee misconduct that is demeaning to another person, causing them mental and emotional distress and undermines integrity of the employment relationship, under R.A. 7877, sexual harassment is actually committed by a superior to a subordinate and not by an officer or employee to another co-equal officer or employee. This is therefore strictly prohibited as mandated by R.A. 7877, also known as the Anti-Sexual Harassment Act of 1995, which took effect on March 5, 1995.


V. Republic Act No. 11313 “Safe Spaces Act”

Article IV Gender-Based Sexual Harassment in the Workplace

As stated in Article IV Section 16 *Gender-Based Sexual Harassment in the Workplace*¹:

- a. An act or series of acts involving any unwelcome sexual advances, requests or demand for sexual favors or any act of sexual nature, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individual’s employment or education, job performance or opportunities;
- b. A conduct of sexual nature and other conduct-based on sex affecting the dignity of a person, which is unwelcome, unreasonable, and offensive to the recipient, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems;
- c. A conduct that is unwelcome and pervasive and creates an intimidating, hostile or humiliating environment for the recipient: *Provided*, That the crime of gender-based

¹ Source/reference: https://lawphil.net/statutes/repacts/ra2019/ra_11313_2019.html

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sexual harassment may also be committed between peers and those committed to a superior officer by a subordinate, or to a teacher by a student, or to a trainer by a trainee; and

- d. Information and communication system refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar devices by or in which data are recorded or stored and any procedure related to the recording or storage of electronic data messages or electronic documents.

The Human Resources Department (HRD) shall post a copy of this Act in a conspicuous place and not be defaced, removed, or tampered by any employee. Any employee who violates shall be subjected to disciplinary action/corrective action.


DigiPlus Interactive Corp. including its subsidiaries and affiliates shall not tolerate that behavior of employees, which may be considered:

- a. Offensive, humiliating, intimidating, bullying or perceived as harassment or discrimination with regards of race, color, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin; These are also called “protected characteristic/s”.
- b. Unfairly causing harm to the employees' reputations and career prospects.

All employees are responsible to protect new employees and trainees against sexual harassment, discrimination, and other forms of harassment.

An employee who causes or persuades into bullying his co-employee is also liable under this policy. If an employee witness sexual harassment or other forms of harassment by an employee towards other employee, he/she must report that incident to the offending employee's superior immediately. Otherwise, he will be liable for abetting bullying.

Any employee who found guilty of violating this policy shall then impose appropriate disciplinary action from suspension up to termination depending upon the circumstances.

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VI. Where Sexual Harassment is committed

Sexual Harassment may occur or be committed in any work or training environment. It may include, but not limited to the following:

1. Inside or outside the office building or training site;
2. At office or training-related social functions;
3. In the course of work assignments outside the office;
4. At work-related conferences, or training sessions; or
5. During work related travel


VII. Forms of Sexual Harassment

The following acts may deemed as sexual harassment against other employees should these occur:


1. Overt sexual advances;
2. Unwelcome or improper gestures of affection;
3. Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose;
4. Lewd messages that are sent electronically (SMS/emails/comments in chats or group discussions);
5. Any form of sexual innuendoes, jokes or cat calling specifically pertaining to an employee that is offending in nature;
6. Any other act or conduct of a sexual nature or for purposes of sexual gratification which is generally annoying, disgusting or offensive to the victim.

VIII. Complaint and Investigation Procedure

Any employee who feels that he/she was subjected to sexual harassment or gender-based sexual harassment or any forms of harassment shall report immediately to his Immediate Superior or Department Head. If the employee feels that it is inappropriate for him/her to report to his/her Immediate Head/Superior, he/she shall submit a complaint to his/her HR Business Partner (HRBP). The Company should ensure that no act of reprisal is taken against any complaint.

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- a. The complainant shall prepare a Complaint Letter and submit the same to the HRD through the designated HRBP, along with supporting documents. The complaint shall state the nature of harassment, the places, dates, and approximate time where such incident occurred, and the person who committed such act/s.
- b. If no further documents shall be required by the HRD, the HRD shall prepare the NTE (with an invitation for an Administrative Hearing) and thereafter transmit the same to the respondent employee's immediate head who shall then immediately serve the same to the respondent employee.
- c. The respondent employee shall have five (5) days from the time the NTE was served unto him/her to submit his/her Written Explanation.
- d. The administrative hearing shall be conducted as scheduled, barring unforeseen events. Administrative hearings shall be held every Wednesdays from 2:00 p.m. onwards. In the event of business exigencies, the facilitator shall set and conduct the Administrative Hearing on other days.
- e. The Administrative Hearing Panel and Harassment Panel (HarP) shall convene to hear the respondent employee, evaluate the pieces of evidence, and state their findings and the possible applicable penalties.
- f. The HarP shall state their recommendation which shall be reflected in the NOD.
- g. Thereafter, the HRD shall prepare the NOD reflecting the HarP recommended corrective action and refer the same to the Chief Human Resource Officer, who shall accept or reject the said NOD. If accepted by the Chief Human Resource Officer, the NOD shall be finalized and served unto the respondent employee; otherwise, it shall be revised accordingly. In case(s) that the Chief Human Resource Officer's recommendation is a downgrade from the applicable corrective action, the Committee on Decorum and Investigation (CoDI) for Harassment shall be convened and shall decide.
- h. In any case, should the recommendation be not acted upon within five (5) working days from endorsement/escalation, said recommendation shall be deemed to have been approved by the Chief Human Resources Officer or the CoDI, as the case may

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be.

- i. The NOD shall be served in the same manner as that of an NTE.
- j. Notwithstanding the foregoing, the HRD shall have full autonomy and discretion to take cognizance, process, and/or dismiss the complaint. Only the CoDI may overrule the HRD.

IX. Retaliation

DigiPlus Interactive Corp., including its subsidiaries and affiliates, does not allow employment-based retaliation against any employees for reporting sexual harassment or for testifying as a witness during the course of sexual harassment investigation.

X. Non-Compliance


Any employees who commit harassing behavior will be subjected to disciplinary action, ranging from suspension to termination.

Failure to comply may subject the defaulting employee(s) concerned to disciplinary action.

XI. Corrective Action

Any employee who is found to have violated this policy shall be subjected to the following corrective action(s):

	Written Warning	Suspension	Termination
Violation of The Safe Spaces Act (Republic Act 11313)			1 st Offense
Sexual Harassment			1 st Offense
Act of lasciviousness, obscenity, and/or indecency towards a colleague(s) or customer/client		1 st Offense	2 nd Offense
Indecent, lewd, or scandalous act, language,		1 st Offense	2 nd Offense

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or utterances while at work			
Immediate Head and/or Department Head tolerating Sexual Harassment		1 st Offense	2 nd Offense
Defacing, Removing, or Tampering of posted Policy		1 st Offense	2 nd Offense
Concealment of a reportable incident	1 st Offense	2 nd Offense	3 rd Offense
Failure to attend the training program/seminar	1 st Offense	2 nd and 3 rd Offense	4 th Offense


The corrective action will reflect the Harassment Panel’s majority recommendation and shall be submitted to the Committee on Decorum and Investigation (CoDI) for Harassment who shall either affirm or overrule said recommendation.

XII. Training Program, Seminar and Awareness

The company ensures that all employees are protected from sexual harassment at work and are aware that such behavior will not be tolerated. All employees are required and encouraged to attend the sexual harassment prevention training program that will be conducted once a year within the company, coordinated and/or facilitated by the HRTMD. The program shall discuss the following topics:

- a. Republic Act 7877 Anti-Sexual Harassment Act of 1995
- b. Safe Spaces Act – Article IV, Gender Based Sexual Harassment in the Workplace
- c. Sexual Harassment Prevention
- d. Reporting of Sexual Harassment or any unwanted, unwelcome, and offensive behavior
- e. Other topics that may deemed applicable or relevant.

The HRD and Harassment Panel (HarP) shall have the duty to influence all employees to

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prevent acts of sexual harassment in the workplace. They shall provide emotional or social support to fellow employees who are victims of sexual harassment and gender-based sexual harassment.

XIII. Repealing Clause

All existing policies inconsistent with this policy are hereby repealed, modified, or amended accordingly.

XIV. Effectivity

This Policy shall take effect immediately after its posting.