



WORKPLACE POLICY ON SEXUAL HARASSMENT

I. INTRODUCTION

UCPB Savings Bank is committed in creating and maintaining a work environment where all individuals in the workplace can work together free from all forms of harassment, exploitation and intimidation.

II. POLICY ON SEXUAL HARASSMENT

A. Policy Statement

This policy is in compliance with Republic Act No. 7877, An act declaring sexual harassment unlawful in the employment, education or training environment. It contains information to provide a process for reporting and responding to complaints of sexual harassment in order to prevent, to correct and if necessary, to discipline any bank who violates this policy.

B. Coverage

This Program shall apply to all banks regardless of their employment status.

C. Policy Guidelines

1. Definition of Sexual Harassment

Sexual Harassment refers to behavior that is not welcome, that is personally offensive, debilitates morale and, therefore, interferes with work effectiveness. Such behavior may be in the form of unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

According to Section 3 of R.A. 7877, sexual harassment in workplace is committed by an employer, associate, manager, supervisor, agent of the employer, or any other person who, having authority, influence or moral ascendancy over another in a work environment, demands, requires or otherwise

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requires any sexual favor from the other, regardless of whether the demand, requests or requirement for submission is accepted by the object of said Act.

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

1. The sexual favor is made as a condition in the hiring or in the employment, re-employment, or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the associate which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said associate;
2. the above acts would impair the associates' rights or privileges under existing labor laws; or
3. the above acts would result in an intimidating, hostile, or offensive environment for the associate.

2. WHERE SEXUAL HARASSMENT IS COMMITTED

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

1. In 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, studies or training sessions; or
5. during work related travel.

3. FORMS OF SEXUAL HARASSMENT

Sexual harassment may be committed in any of the following forms:





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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. 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.

4. WHAT IS NOT SEXUAL HARASSMENT

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

5. EMPLOYER'S RESPONSIBILITY

The Bank undertakes to provide its officers and associates a work environment free of sexual harassment by management personnel, by co-workers and by others with whom officers and associates must interact in the course of their employment in Bank. Sexual harassment is specifically prohibited as unlawful and as a violation of UCPB Savings Policy. The Bank is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

II. PROCEDURES ON SEXUAL HARASSMENT CASES

A. COMPLAINT PROCEDURE

Any associate, who experiences or witnesses any act of sexual harassment in the workplace, shall report the same immediately to the Committee on Employee Discipline (CED). They may also report acts of sexual harassment to any other member of MANCOM. All allegations of sexual harassment will be quickly





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investigated. To the extent possible, the identity of the officer or associate shall remain confidential and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, all parties will be informed of the outcome of the investigation.

B. RETALIATION

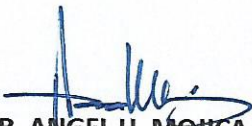
The Bank will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

C. WRITTEN POLICY

All officers / associates of the Bank shall receive a copy of UCPB Savings sexual harassment policy upon assumption of their respective offices. If at any time an officer or associate would like another copy of the policy, please contact the Human Resources Division or Committee on Employee Discipline. Associates will be informed or given a copy of any amendment or modification of this policy.

III. EFFECTIVITY

This Policy shall take effect immediately and shall be made known to all banks.


MR. ANGEL H. MOJICA
President and CEO
DATE: 3/14/16