



Respect at Work

Policy

Approved By: CEO
Version: 1.0

Purpose

The purpose of this policy is to promote a respectful, inclusive, and dignified work environment for all employees, contractors, clients, and visitors of DAS Certification (Pvt.) Ltd. The company is committed to ensuring that all individuals are treated fairly and with mutual respect, regardless of role, background, or personal characteristics.

Scope

This policy applies to:

- All employees (permanent, temporary, contract, interns, and trainees)
- Consultants, contractors, and third-party service providers
- Visitors and clients at DAS facilities or engaged in DAS activities

Policy Statement

DAS Certification (Private) Limited is committed to:

- Fostering a culture of dignity, equality, and respect.
- Preventing all forms of harassment, bullying, discrimination, or disrespectful behavior.
- Supporting those who experience inappropriate behavior and ensuring timely and fair resolution of complaints.

Principles of Respectful Behavior

All individuals are expected to:

- Treat others with courtesy, professionalism, and fairness.
- Listen actively and communicate respectfully, even during disagreements.
- Recognize and value diversity of thought, culture, gender, and background.
- Avoid offensive language, gestures, or behaviors that may cause discomfort or harm.

Unacceptable Behavior

Examples of behavior that are not tolerated include:

- Verbal abuse, name-calling, or mocking.
- Harassment based on gender, religion, ethnicity, disability, age, or any personal attribute.
- Physical intimidation, threats, or violence.
- Spreading false information, rumors, or engaging in workplace gossip.
- Demeaning comments, exclusion, or sabotage of colleagues' work.

Reporting and Support

- Any employee who experiences or witnesses disrespectful behavior is encouraged to report it to their manager, HR representative, or through the formal grievance mechanism.
- All reports will be handled sensitively, confidentially, and investigated fairly.
- Retaliation against any individual who raises a concern in good faith is strictly prohibited.

Roles and Responsibilities

- **Management:** Lead by example, promote respectful behavior, and respond promptly to issues.
- **Employees:** Follow this policy and support a respectful workplace.
- **HR Department:** Provide training, handle complaints, and ensure policy enforcement.

Training and Awareness

- All employees shall receive training on respectful workplace behavior as part of induction and through periodic awareness sessions.
- Additional support and resources will be provided to reinforce positive workplace conduct.

Disciplinary Action

Breaches of this policy may result in disciplinary action, up to and including termination of employment.

The severity of action will depend on the nature and frequency of the misconduct.

Policy Review

This policy will be reviewed annually or in response to legal, organizational, or regulatory changes.