

**SEXUAL HARASSMENT AT WORKPLACE
POLICY
UTHUKELA ECONOMIC DEVELOPMENT
AGENCY
2026/2027 FINANCIAL YEAR**

POLICY TITLE	SEXUAL HARASSMENT AT WORKPLACE POLICY
DATE APPROVED	29 MAY 2026
IMPLEMENTATION DATE	01 JULY 2026

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1. DEFINITIONS

- Sexual harassment is unwelcome conduct of a sexual nature that violates the rights of an employee and constitutes a barrier to equity in workplace. Sexual harassment may be physical, verbal, non-verbal or quid pro quo in nature.
- Quid pro quo refers to a situation where one person gives something only in exchange for something else.
- Fondling means touching another person's body in a sexual way without their consent.

2. BACKGROUND

The Agency is committed to creating and maintaining a workplace environment that upholds the dignity, equality, safety of all employees, councilors, Board members, service providers, and stakeholders. Sexual harassment is a form of unfair discrimination and misconduct and will not be tolerated under any circumstances. This policy gives effect to constitutional values of human dignity, equality, and freedom.

3. PURPOSE

The purpose of this Policy is to:

- Prevent sexual harassment within uThukela Economic Development Agency.
- Provide a clear reporting and resolution framework.
- Ensure compliance with applicable legislation.
- Protect employees from victimization or retaliation.
- Promote awareness and accountability at all levels.

4. SCOPE OF APPLICATION

This Policy applies to:

- Board members
- Chief Executive Officer (CEO)
- Permanent and fixed-term employees
- Interns
- Councilors interacting with uThukela Economic Development Agency
- Any stakeholder conducting business with UThukela Economic Development Agency

The Policy applies:

- Within office premises
- During work-related travel
- At workshops, training, conferences
- At official events and social functions
- During virtual meetings and digital communication

5. LEGISLATIVE AND REGULATORY FRAMEWORK

This Policy is aligned with the following:

- Constitution of the Republic of South Africa
- Employment Equity Act
- Basic Conditions of Employment Act
- Labour Relations Act
- Protection from harassment Act
- Code of Good Practice on the Prevention and Elimination of Harassment in the

Workplace (2002)

6. FORMS OF SEXUAL HARASSMENT

Examples include but not limited to:

6.1. Physical

- Unwanted touching or physical contact
- Sexual assault
- Blocking movement in a sexual manner

6.2. Verbal

- Sexual jokes or comments
- Comments about body or clothing
- Repeated requests for dates

6.3. Non-verbal / Digital

- Sending explicit messages or images
- Inappropriate emails or WhatsApp messages
- Displaying sexual material
- Leering or gestures

6.4. Quid Pro Quo

- Promotion or salary increase linked to sexual favors.
- Threats of dismissal for refusing sexual advances.

7. GUIDING PRINCIPLES

- The Agency adopts a zero-tolerance approach to sexual harassment.
- All complaints shall be treated with seriousness, fairness, and confidentiality.

- No person shall suffer victimization for reporting harassment or participating in proceedings.
- All investigations shall comply with principles of natural justice and procedural fairness.

8. ROLES AND RESPONSIBILITIES

8.1. Board of Directors

- Provide oversight and ensure implementation of this Policy.
- Ensure independent handling of complaints involving senior management.

8.2. Chief Executive Officer (CEO)

- Ensure enforcement of the Policy.
- Promote awareness and training.

8.3. Managers

- Act immediately upon receiving complaints.
- Maintain confidentiality.
- Prevent victimization.

8.4. Employees

- Refrain from harassment.
- Report misconduct.
- Cooperate in investigations.

9. REPORTING PROCEDURE

9.1. A complainant may report sexual harassment to;

- Immediate Supervisor
- Chief Executive Officer (CEO)

- Chairperson of the Board (if the complaint involves CEO)

9.2. Complaints may be submitted:

- Verbally
- In writing
- Through formal grievance procedures

10. INVESTIGATION PROCEDURES

Upon receipt of a complaint, the Agency shall:

- Acknowledge receipt within a reasonable timeframe.
- Conduct a preliminary assessment
- Initiate a formal investigation where warranted.
- Where sufficient evidence exists, disciplinary proceedings shall be instituted in accordance with the Agency's Disciplinary Policy and the labour relations Act.

11. DISCIPLINARY MEASURES

Sexual harassment constitutes serious misconduct. Depending on the severity of the offence, sanctions may include:

- Final written warning
- Suspension
- Dismissal
- Referral to law enforcement authorities

12. CONFIDENTIALITY

All complaints and investigations shall be handled with strict confidentiality.

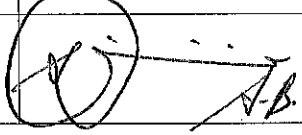
13. FALSE OR MALICIOUS COMPLAINTS

- Where a complaint is found to be intentionally false or malicious, appropriate disciplinary action may be taken.
- This provision shall not discourage good faith reporting.

14. REVIEW

This Policy shall be reviewed at least every two (2) years or upon legislative amendment.

15. APPROVED BY:

NAME	SIGNATURE	DESIGNATION	DATE
Mr SB Sibisi		Acting Chief Executive Officer	29/05/2026