

**AADVARK**

**HARASSMENT POLICY STATEMENT**

Aadvark as a Company will not accept harassment of its employees by anyone, either within the company or externally. Neither will Aadvark accept harassment to others by employees of the company.

A broad definition of harassment would include repeated and unwanted verbal or physical gestures, sexually discriminating remarks or explicit derogatory comments made by someone in the work place which could cause the recipient (male or female) to feel threatened, humiliated or harassed.

Sexual harassment can take many forms, leering, ridicule or embarrassing remarks or jokes, unwelcome comments about dress or appearance, deliberate abuse, the offensive use of pin-ups, etc. repeated and / or unwanted physical contact.

Any employee who feels that they have been subjected to harassment, i.e. the recipient of unwanted or unreasonable gestures or actions should follow the grievance procedures in order that the company can deal with the problem promptly and correctly.

Aadvark will deal with the employee accused of harassment under the company disciplinary procedures.

Signed : .....  .....

Date : ..... 18/5/08 .....