



ALL NATION SECURITY & INVESTIGATION SERVICES INC.

5th Floor, DRB Building, E. Aguinaldo Highway, Palico IV, Imus City, Cavite, 1403
Telephone No. (046) 472 – 6029 / (02) 8925-7363 / E-mail: allnation_1996@yahoo.com

ANTI-SEXUAL HARRASMENT POLICY

All Nation Security and Investigation Services, Inc. is committed to providing a safe environment for all its employees free from any form of sexual harassment at work. The company will operate a zero-tolerance policy for any type of sexual harassment in the workplace and treat all incidents seriously and promptly investigate all allegations of sexual harassment.

The provision in this policy apply to all employees, managers, customers, contractors and any other third parties involved with the company, regardless of their gender, sexual orientation, role, status or other protected characteristic. All sexual harassment is prohibited whether it takes place within All Nation premises or outside, including at social events, business trips, training sessions and conferences sponsored by the company.

Sexual harassment refers to behaviors that is not welcome and which makes a person feel offended, humiliated and/or intimidated. It can involve one or more incidents and actions constituting harassment that may be physical, verbal and non-verbal such as but not limited to:

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Comments of a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes.
- Sending sexually explicit messages (by phone or by email)
- Display of sexually explicit or suggestive material or gestures, whistling, leering.

Any officer or employees, who experiences or witnesses any act of sexual harassment in the workplace shall report the same immediately to the Committee on Employee Discipline (CED) of All Nation. The committee will be tasked to conduct the investigation of such allegation. If any of the member of the committee is subject of the investigation, he shall automatically cease to be a member and he will be replaced by another upon appointment of the remaining committee members. To the extent possible, the identity of the officer or employee 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.

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. All Nation recognizes that sexual harassment may also occur between people of the same sex. Although it can be difficult for the company to deal with a sexual harassment when it is perpetrated by third parties, the company is nonetheless responsible for the well-being of its employees if the harassment occurs during work.

All Nation will not tolerate any behavior that amounts to sexual harassment and any officer or employee found to have committed sexual harassment shall be subjected to disciplinary action, up to and including dismissal. The nature of the sanctions will depend on the gravity and extent of the harassment. Certain serious case, including physical violence, will result in the immediate dismissal of the harasser.

In conclusion, All Nation Security & Investigation Services, Inc. will ensure that this policy is widely disseminated to all relevant persons. It will be included in the employee's orientation and it will be the responsibility of every manager to ensure that all his/her employees are aware of this policy.

On behalf of the Company.

RUEL T. MORFE
General Manager