



HARASSMENT AND ABUSE POLICY

Doc No.: NX-P-002

Revision: 00

Date : 10 Nov. 2021

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Nexus Middle East Contracting Co.

HARASSMENT AND ABUSE POLICY

nexus

NX-P-002

Prepared By:

HR DEPARTMENT

Signature:

Date: 10 Nov. 2021

Approved by:

CHAIRMAN OF THE BOARD

Signature:

Date: 10 Nov. 2021

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1.0 PURPOSE

The purpose of this policy is to define harassment and abuse, and to outline the procedures for investigating and resolving complaints of harassment and abuse. This policy applies to all employees, and contractors of Nexus Middle East Contracting regardless of their position or title.

2.0 SCOPE

This policy applies to all aspects of the employment relationship, including hiring, promotion, discipline, and termination. It also applies to all work-related activities, including business trips, social events, and training programs

3.0 RESPONSIBILITIES

All employees and contractors have a responsibility to create and maintain a safe and respectful work environment. This includes:

- Treating each other with respect, regardless of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability.
- Abstaining from any form of harassment, including verbal, physical, and sexual harassment.
- Reporting any instances of discrimination, harassment, or violence to a supervisor or other appropriate authority.

Customers, vendors, and other guests are also expected to treat the company's employees, contractors, and volunteers with respect. Any person who engages in discriminatory, harassing, or violent behavior will be asked to leave the company's premises and may be subject to other sanctions

4.0 EXAMPLES OF PROHIBITED CONDUCT

The following are examples of prohibited conduct under this policy:

Discrimination: Any form of discrimination based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability is prohibited. This includes discrimination in hiring, promotion, discipline, and termination.



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Harassment: Harassment is any unwelcome conduct that is based on a person's protected characteristic or that creates a hostile or offensive work environment. Harassment can be verbal, physical, or sexual in nature.

Violence: Any form of violence, including threats of violence, is prohibited. This includes assault, battery, and property damage.

5.0 DEFINITIONS OF HARASSMENT AND ABUSE

Harassment and abuse are defined as any unwanted conduct that creates a hostile, intimidating, or offensive work environment. This can include, but is not limited to:

- Verbal abuse, such as yelling, insults, or threats
- Physical abuse, such as hitting, pushing, or shoving
- Sexual harassment, such as unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature
- Discrimination, such as treating someone differently because of their race, religion, sex, national origin, age, disability, or sexual orientation

6.0 REPORTING HARASSMENT AND ABUSE

Any employee who believes that they are being harassed or abused should immediately report the incident to their supervisor or to the Human Resources department. Complaints can be made in person, over the phone, or by email.

7.0 INVESTIGATION RESOLUTION

Once a complaint of harassment or abuse is made, the Human Resources department will investigate the matter. The investigation will include interviews with the complainant, the alleged harasser, and any other witnesses.

If the investigation finds that harassment or abuse has occurred, the company will take appropriate disciplinary action against the alleged harasser. This action may include up to and including termination of employment.



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Nexus Middle East Contracting Company will also take steps to ensure that the complainant is protected from further harassment or abuse. This may include providing the complainant with a transfer to another department, counseling, or other support services.

8.0 COMMITMENT TO DIVERSITY AND INCLUSION

Nexus Middle East Contracting Company is committed to creating a diverse and inclusive workplace where all employees, contractors, and volunteers feel respected and valued. Nexus believes that diversity and inclusion are essential to its success and that a diverse workforce is better able to meet the needs of its customers.

Nexus Middle East Contracting Company encourages all employees, contractors, and volunteers to learn more about diversity and inclusion and to participate in the company's diversity and inclusion initiatives. Nexus also provides training on diversity and inclusion to all employees and contractors.

9.0 NON-RETALIATION

Nexus Middle East Contracting Company prohibits retaliation against any employee who reports harassment or abuse in good faith. Any employee who retaliates against another employee for reporting harassment or abuse will be subject to disciplinary action, up to and including termination of employment.

10.0 CONFIDENTIALITY

Nexus Middle East Contracting Company will maintain the confidentiality of all information obtained during the investigation of a complaint of harassment or abuse to the extent possible. However, the company may disclose such information as necessary to conduct the investigation, to take disciplinary action, or to comply with legal requirements.