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HUMAN RESOURCES AND INDUSTRIAL RELATIONS MANAGEMENT SYSTEM

NON DISCRIMINATION POLICY

REVIEWED BY		APPROVED BY	
E. Moloji		J. Humby	
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Human Resource and Industrial Relations Management System – Non-Discrimination Policy

1. Purpose

Our non-discrimination policy upholds each employee's (whether temporary or permanent) right to be treated with dignity and respect at work; and will ensure the workplace is free of any form of discrimination and harassment. These rights are enshrined in the South African Bill of Rights (which is found in chapter Two of the Republic of South Africa, Act 108 of 1996) and the promotion of Equality and prevention of Unfair Discrimination Act, 4 of 2000

Our company is committed to providing each employee with a workplace that prohibits all forms of discrimination, harassment or hate speech.

2. Discrimination

Discrimination may be unfair, direct or indirect and is described in the Promotion of Equality and Prevention of Unfair Discrimination Act as: "any act or omission, including a policy, law, rule, practise, condition or situation which directly or indirectly-

- a) Imposes burdens, obligations or disadvantage on; or
- b) Withholds benefits, opportunities or advantages from any person on one or more of the prohibited grounds.

Prohibited grounds are described in the Act as:

- a) Race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience belief, culture, language and birth; or
- b) Any other ground where discrimination based on that other ground-
 - i. Causes or perpetuates systematic disadvantage; or
 - ii. Undermines human dignity; or
 - iii. Adversely affects the equal enjoyment of a person's rights and freedom in a serious manner and is comparable to discriminate on a ground in paragraph (a);

The discrimination above are regarded as guidelines and do not constitute the only instance of discrimination. Furthermore, the company will not tolerate any form of harassment or hate speech.

3. Harassment

Harassment means unwanted conduct which is persistent or serious and demeans, humiliates or creates a hostile or intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and which is related to.

- a) Sex, gender or sexual orientation; or
- b) A person's membership of a group identified by one or more of the prohibited grounds or a characteristic with such group;

For clarity purposes, examples of harassment include, but are not limited to;

- Persistent teasing or bullying.
- Comments about personal characteristics or appearance.
- Constant unreasonable criticism.
- Abuse of power or authority
- Electronic harassment (which include display of or electronic transmission of pornographic degrading or indecent pictures);
- Unwelcome sexual advances.

4. Hate Speech

Hate speech is legislated in the Promotion of Equality and Prevention of Unfair Discrimination Act; the Act states that;

No person may publish, propagate, advocate or communicate words based on one or more of the prohibited grounds, against any person, that could reasonably be construed to demonstrate a clear intention to:

- a) Be hurtful;
- b) Be harmful or incite harm;
- c) Promote or propagate hatred

5. Employee's right to report any violation of these rights

If any employee feels that these rights are not being upheld in our company they are actively encouraged to bring it to the immediate attention of their manager or the Human Resources Department. All cases will be treated in the strictest confidence and will be swiftly investigated and resolved.