

Viamed Group of companies Policy on Unacceptable Behaviour

At Viamed Group of companies (Viamed Ltd, Vandagraph Ltd and Vandagraph Sensor Technologies Ltd), we are committed to maintaining a workplace where all employees feel respected, valued, and safe. To uphold this standard, we have a **zero-tolerance policy** for unacceptable behaviour. This policy outlines what constitutes unacceptable behaviour and the consequences for violating these standards.

1. Unacceptable Behaviour

Unacceptable behaviour includes, but is not limited to, the following:

- **Harassment:** Any unwelcome conduct based on race, gender, sexual orientation, disability, age, religion, or any other protected characteristic. This includes verbal, physical, or visual conduct that creates an intimidating, hostile, or offensive work environment.
- **Discrimination:** Treating individuals unfairly or unfavourably because of their personal characteristics, such as race, gender, nationality, sexual orientation, disability, or age.
- **Bullying:** Any repeated, unreasonable behaviour directed towards an individual or group that is intended to degrade, humiliate, or intimidate.
- **Violence or Threats:** Physical violence, aggressive behaviour, or threats of violence toward any employee, customer, or vendor.
- **Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature.
- **Offensive Language or Jokes:** The use of inappropriate language, slurs, or jokes that could offend or disrespect another person.
- **Retaliation:** Any adverse action taken against an employee who reports unacceptable behaviour, harassment, or discrimination, or who participates in an investigation of such issues.
- **Disrespecting Privacy:** Invading personal space, sharing confidential or personal information without consent, or inquiring into private matters without a legitimate business need.

2. Reporting Unacceptable Behaviour

We encourage all employees to report any instances of unacceptable behaviour. You can report issues through the following channels:

- Issues in a Director heading which are private
- to HR directly

All reports will be treated seriously, confidentially, and without fear of retaliation.

3. Investigation and Action

Once a report is made, an investigation will be conducted promptly and fairly. Depending on the severity of the issue, the investigation may involve interviews, documentation review, and consultations.

If the investigation concludes that unacceptable behaviour occurred, appropriate actions will be taken. These actions may include:

- Warnings or formal reprimands
- Mandatory training or counselling
- Suspension or termination of employment, depending on the severity of the violation

4. Creating a Respectful Workplace

At Viamed Group of companies, we believe that every employee has the right to work in an environment free from harassment, bullying, and discrimination. We expect all employees to treat each other with respect and professionalism at all times. Fostering this environment is a shared responsibility that ensures a productive and supportive workplace for everyone.

5. Consequences of Non-Compliance

Failure to comply with this policy will result in disciplinary action, up to and including termination of employment. Unacceptable behaviour will not be tolerated, and any violations of this policy will be addressed swiftly and decisively.

6. Review and Updates

This policy will be reviewed regularly to ensure its effectiveness. Employees will be notified of any updates or changes.