

KOLIN PHILIPPINES INTL. INC

POLICY ON	: SAFE SPACE ACT	SECTION	: 044
CATEGORY	: ALL EMPLOYEES	PAGE	: 1 of 3

PREPARED BY	: THADDEUS GEORGE ROMAN	REVISION	Rev. 00
APPROVED BY	: OLIVER M. FILOTE	EFFECTIVITY DATE:	JUN 15, 2025

I. PURPOSE

Kolin Philippines International Inc. is committed to maintaining a workplace free from all forms of gender-based sexual harassment and promoting a culture of dignity, respect, and inclusivity. This policy is established in accordance with Republic Act No. 11313 or the Safe Space Act, also known as the Bawai Bastos Law.

II. SCOPE

These rules apply to all employees, whether regular, probationary, project-based, contractual, or interns, including visitors, vendors, consultants, and other stakeholders who may interact with the company in any capacity.

III. PROHIBITED ACTS

Gender-based sexual harassment and inappropriate conduct are strictly prohibited in all workplaces, including offices, factory premises, customer sites, and virtual workspaces. This includes acts such as catcalling, wolf-whistling, leering, and intrusive gazing that make others feel unsafe or objectified. Unwanted sexual remarks, suggestive jokes, and innuendos, whether verbal or written, are also considered violations. Any physical advances such as unwelcome touching, brushing against someone's body, or groping are strictly forbidden.

Persistent and unsolicited invitations to dates or social meetings, particularly when the other person has already declined or expressed discomfort, are prohibited. The display or sharing of sexually suggestive materials whether printed or digital within the workplace is unacceptable. Sending sexually explicit messages, photos, or videos, including through private or company messaging platforms or social media, is also considered a form of harassment under this policy.

Non-verbal and online harassment, such as sexually offensive gestures, derogatory facial expressions, and the spreading of malicious rumors or gossip with sexual content will not be tolerated. Additionally, acts of stalking or any surveillance that invades a person's privacy, whether done physically or digitally, are serious offenses.

Retaliation in any form against individuals who report harassment or cooperate in investigations is strictly prohibited. This includes threatening, intimidating, or discriminating against the complainant or witnesses before, during, or after the resolution process.

IV. RESPONSIBILITIES

All employees must treat their colleagues with dignity and respect and are expected to refrain from participating in or enabling any form of harassment. Employees are

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also encouraged to report any violations they witness or experience. The Management and HR Department are responsible for ensuring that this policy is effectively communicated, properly implemented, and continuously monitored. Regular training, orientation, and awareness activities will be conducted to promote understanding and compliance.

To ensure the effective implementation of the company's safe spaces policy in accordance with Republic Act No. 11313, Kolin Philippines International Inc. designates the HR Supervisor as the Designated Safe Space Officer. As DSSO, the HR Supervisor shall act as the primary focal person for all gender-based harassment concerns within the workplace. They shall provide initial support and appropriate assistance to any employee or individual who reports a violation, ensuring that all complaints are addressed with strict confidentiality, dignity, and fairness. The HR Supervisor is also responsible for monitoring compliance with the policy across all departments, promoting a respectful and inclusive work environment. In line with this, they shall organize and facilitate regular gender sensitivity training programs and workplace conduct orientations. Furthermore, the HR Supervisor will coordinate closely with the Administrative Hearing Committee and relevant government agencies, when necessary, to uphold the standards of the Safe Spaces Act and ensure that all concerns are resolved in a timely, impartial, and just manner.

V. COMPLAINT AND INVESTIGATION PROCEDURES

All complaints regarding Safe Spaces Act violations or incidents of gender-based harassment must be submitted in writing using the official incident report form, which shall be filed directly with the HR Department. The report must clearly describe the incident, including the date, time, location, and the name of the alleged erring employee, along with any supporting details or witnesses.

Upon receipt, the HR Department shall evaluate the report and, if deemed sufficient for further action, shall issue a formal copy of the incident report to the respondent. The alleged erring employee shall be required to submit a written explanation or counter-evidence within five (5) working days from receipt of the report.

After both sides have presented their accounts and any supporting documentation, the HR Department, together with the administrative hearing committee, may convene an administrative hearing to determine the facts of the case, assert accountability, and assess whether company policy or the Safe Spaces Act has been violated. The entire process shall observe confidentiality and due process, and any disciplinary action will be based on the gravity of the offense, following the company's progressive disciplinary policy.

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VI. DISCIPLINARY ACTIONS

Any employee found guilty of violating the Safe Spaces Policy will face disciplinary measures in accordance with company code of discipline and the gravity of the offense. Disciplinary actions may range from warnings and suspension to dismissal from service. Criminal behavior will be reported to relevant authorities in accordance with the Safe Spaces Act.

VII. TRAINING AND EDUCATION

The management shall conduct annual orientation programs and continuous learning sessions on gender sensitivity and the Safe Spaces Act. Printed materials, infographics, and digital communications will be provided regularly to keep employees informed and aware of their rights and responsibilities.

VIII. CONFIDENTIALITY

All reports and proceedings related to harassment cases shall be handled with strict confidentiality. Only individuals directly involved in the investigation will have access to relevant information. Retaliation, intimidation, or harassment of complainants, respondents, or witnesses will not be tolerated and will be subject to appropriate sanctions.