	LBP LEASING AND FINANCE CORPORATION		DOCUMENT CODE: LLC-CSG-PM-001.01
	ADMINISTRATIVE POLICIES AND PROCEDURES		REVISION NO.: 1
	PART II CHAPTER IX CODE OF CONDUCT AND EMPLOYEE DISCIPLINE		EFFECTIVITY DATE: 09/28/2020
		PAGE NO.:	Page 1 of 3

ANTI-SEXUAL HARASSMENT**1. POLICY STATEMENT**

It is the policy of LBP Leasing and Finance Corporation (LLFC) to:

- Create and maintain a working environment where all LLFC personnel can work harmoniously in an atmosphere free from all forms of harassment, exploitation and intimidation; and
- Provide a process for reporting and responding to complaints of sexual harassment in order to prevent, correct, and if necessary, discipline any employee who violates this policy.

2. POLICY GUIDELINES

Pursuant to the provisions of Section 4, Republic Act No. 7877, *An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment and For Other Purposes*, the following policies and procedures are hereby issued by LBP Leasing and Finance Corporation to prevent sexual harassment in its workplace and to provide the procedure for the resolution, settlement and/or disposition of sexual harassment cases.

3. COVERAGE


This policy covers all regular personnel of LBP Leasing and Finance Corporation as well as Service Company workers assigned to LLFC.

4. DEFINITION OF SEXUAL HARASSMENT

LLFC adopts the definition of sexual harassment set forth in Section 3 of Republic Act 7877 that states that "sexual harassment in workplace is committed by an employer, employee, manager, supervisor, agent of the employer, or any other person who, having authority, influence or moral ascendancy over another in a work environment, demands, requires or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said act."

In a work-related or employment environment, sexual harassment is committed when:

- a. The sexual favor is made as a condition in the hiring or in the employment, reemployment, or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

	LBP LEASING AND FINANCE CORPORATION		DOCUMENT CODE: LLC-CSG-PM-001.01	
	ADMINISTRATIVE POLICIES AND PROCEDURES		REVISION NO.: 1	EFFECTIVITY DATE: 09/28/2020
	PART II CHAPTER IX CODE OF CONDUCT AND EMPLOYEE DISCIPLINE		PAGE NO.:	Page 2 of 3

- b. The above acts would impair the employees' rights or privileges under existing labor laws; or
- c. The above acts would result in an intimidating, hostile, or offensive environment for the employee.

5. WHERE IS THE SEXUAL HARASSMENT COMMITTED

Sexual harassment may be committed in any work or training environment that may include, but not limited, to the following:

- a. In or outside the office building or training site;
- b. At office or training-related social functions;
- c. In the course of work assignments outside the office;
- d. At work-related conferences, studies or training sessions; or
- e. During work related travel.

6. FORMS OF SEXUAL HARASSMENT


Sexual harassment may be committed in any of the following forms:

- a. Overt sexual advances;
- b. Unwelcome or improper gestures of affection;
- c. Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose;
- d. Any other act or conduct of a sexual nature or for purposes of sexual gratification which is generally annoying, disgusting or offensive to the victim.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

7. LLFC'S RESPONSIBILITY

LLFC undertakes to provide its officers and employees a work environment free of sexual harassment by Management personnel, by co-workers and by others with whom officers and employees must interact in the course of their employment in LLFC.

	LBP LEASING AND FINANCE CORPORATION	DOCUMENT CODE: LLC-CSG-PM-001.01	
	ADMINISTRATIVE POLICIES AND PROCEDURES	REVISION NO.: 1	EFFECTIVITY DATE: 09/28/2020
	PART II CHAPTER IX CODE OF CONDUCT AND EMPLOYEE DISCIPLINE	PAGE NO.:	Page 3 of 3

- a. Sexual harassment is specifically prohibited as unlawful and as a violation of LLFC's policy. LLFC is responsible for preventing sexual harassment in the workplace, by taking immediate corrective action and for promptly investigating any allegation of work-related sexual harassment.
- b. It is also considered a violation of the Anti-Sexual Harassment Policy for anyone to make a false complaint/report of sexual harassment or to provide false information regarding a complaint/report of sexual harassment.
- c. Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be liable under this policy.
- d. It is intended that individuals who violate this Policy be disciplined or subjected to corrective action, up to and including termination for cause.
- e. When an incident of sexual harassment has been referred for investigation and disposition, all concerned parties are enjoined to ensure the confidentiality of the issue and all matters related to the incident and guarantee the utmost respect for individual privacy.

8. COMPLAINT PROCEDURES

Any officer or employee or service company worker who experiences or witnesses any act of sexual harassment in the workplace, shall report the same immediately to the Head, Corporate Services Group. The disciplinary process in the Code of Conduct and Employee Discipline of the LLFC Administrative Manual shall be followed for the Anti-Sexual Harassment Policy. If the alleged perpetrator is a Service Company worker, the incident will be reported to the Service Company where he or she is employed.

9. RETALIATION

It is also considered a violation of LLFC's Anti-Sexual Harassment Policy to retaliate against a person who reports an alleged incident of sexual harassment or who testifies, assists or participates in any proceeding, investigation or resolution of a sexual harassment report. Retaliation includes, but is not limited to, threats, intimidation, reprisals, and/or any adverse action related to employment or a business decision.

