



Conducive Work Environment and Prevention of Harassment Policy

1. Introduction

Vogue Advertisement and Event Management is committed to fostering a work environment that is respectful, inclusive, and free from harassment, sexual harassment, and sexual exploitation. This policy outlines our commitment to maintaining a conducive work environment and preventing all forms of harassment, including sexual harassment and sexual exploitation.

2. Scope

This policy applies to all employees, contractors, interns, vendors, clients, and any other individuals associated with Vogue Advertisement and Event Management, regardless of their position or level within the organization.

3. Policy Statement

Vogue Advertisement and Event Management strictly prohibits all forms of harassment, sexual harassment, and sexual exploitation in the workplace, at company-sponsored events, and in any other professional settings. We are committed to providing a work environment where all individuals are treated with dignity, respect, and professionalism.

4. Definitions

- **Harassment:** Any unwelcome conduct, verbal or physical, that creates an intimidating, hostile, or offensive work environment, or interferes with an individual's work performance.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature that creates a hostile or offensive work environment.
- **Sexual Exploitation:** Taking advantage of an individual's sexuality or engaging in sexual acts or behavior without their consent, including but not limited to coercion, manipulation, or abuse of power.

5. Prohibited Conduct

The following conduct is strictly prohibited and will not be tolerated:

- Verbal, physical, or visual harassment of any kind.



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- Unwelcome advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature.
- Offering benefits or preferential treatment in exchange for sexual favors.
- Retaliation against individuals who report harassment, sexual harassment, or sexual exploitation.
- Any form of sexual exploitation or abuse of power.

6. Reporting Procedures

Employees who experience or witness harassment, sexual harassment, or sexual exploitation are encouraged to report the incident immediately to their supervisor, HR department, or any member of the management team. Reports will be kept confidential to the extent possible and will be promptly and thoroughly investigated.

7. Consequences

Vogue Advertisement and Event Management is committed to taking appropriate disciplinary action against individuals found to have violated this policy. Disciplinary action may include verbal or written warnings, suspension, termination of employment, or other appropriate measures based on the severity of the offense.

8. Training and Awareness

Vogue Advertisement and Event Management will provide regular training and education to all employees on the prevention of harassment, sexual harassment, and sexual exploitation. This will include information on recognizing prohibited conduct, reporting procedures, and the consequences for violating company policies.

9. Conclusion

Vogue Advertisement and Event Management is dedicated to creating a safe, respectful, and inclusive work environment for all individuals associated with the company. We are committed to upholding this policy and will take all necessary steps to prevent and address harassment, sexual harassment, and sexual exploitation.

This policy is subject to review and update as necessary to ensure its effectiveness in maintaining a conducive work environment.

Date of Policy: 7th February 2024

Policy Owner: Human Resources Department