



**COMMITMENT TO
HARASSMENT-FREE
WORK AND
COMMUNITY
SPACE**

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Co. Registration No.
201615577D

DATED

7 Jul 2022

Sing Lit Station seeks to provide a work and community space (online and offline) where all people are treated with dignity and respect, regardless of a person's national origin, race, colour, religion, age, sex, sexual orientation, pregnancy, appearance, disability, gender identity or expression, marital status, family / caregiving responsibilities or other protected status.

The environment of the company should be characterised by mutual trust and the absence of intimidation, oppression and exploitation. The Company will not tolerate any behaviour that violates this policy.

1) Individuals and Conduct Covered

This anti-harassment policy applies to:

- All board members, executive committee members, employees, associates, interns, freelancers, volunteers, or any person working for or on behalf of Sing Lit Station, regardless of their positions.
- Organisers, guests, panelists, participants or tenants at Sing Lit Station-run programmes, community spaces (online or offline), and programme-related social activities.

2) Harassment

Sing Lit Station prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is:

- any verbal or physical conduct designed to discomfit, demeans, humiliates, insults, threatens, intimidates, alarms, distresses, offends, bullies, coerces, exploits or otherwise violates the dignity of an employee, co-worker, or any person working for or on behalf of Sing Lit Station.
- creates an intimidating, abusive, hostile, degrading, humiliating, offensive or unfavourable environment for individuals.

Harassment can take place through different modes of communications, such as email, text messaging or social media. It can occur outside of the office space, such as on business trips, clients' premises or other work-related occasions.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes:
 - comments that are offensive or unwelcome, including epithets, slurs and negative stereotyping, lewd remarks.
 - bullying, yelling, name-calling.
- Nonverbal harassment includes:
 - distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group.
 - non-consensual photography or recording that causes others to feel uncomfortable or offended.
 - distribution or display of offensive or inappropriate messages, images or other material whether private or public

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- deliberate intimidation or stalking, both in person and online.
 - inappropriate physical contact unwelcome sexual attention
 - interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with or sabotaging the individual's ability to perform the job.
 - advocating for, or encouraging, any of the above behaviour.

3) Sexual Harassment

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favour (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

4) Complaint Procedure

Anyone witnessing or subject to harassing behaviour can notify Sing Lit Station via our [reporting form](https://docs.google.com/forms/d/e/1FAIpQLSfmx7u6vzXyAyt6klgJOD6LbZwGH91ygalbMnc5upFsXLF-IA/viewform) (<https://docs.google.com/forms/d/e/1FAIpQLSfmx7u6vzXyAyt6klgJOD6LbZwGH91ygalbMnc5upFsXLF-IA/viewform>).

In cases where a report is made by a witness, Sing Lit Station will only proceed to take action:

- if the participant subjected to the harassment consents to this, or
- Sing Lit Station takes the view that there is imminent harm or risk to that participant or other participants.

The company will treat all aspects of complaint confidentially to the extent reasonably possible, and in consultation with the complainant lodging the claim if applicable.