

TOBA SHIP MANAGEMENT CO LTD.	INTEGRATED MANAGEMENT SYSTEM MANUAL		Issue No.: 02
	Chapter 02	COMPANY'S POLICIES AND MANAGEMENT COMMITMENT APPENDIX XII: HARASSMENT AND BULLYING POLICY	Issue Date: 01/04/2010 Rev. No.: 04 Rev. Date: 06/12/2021 Page: 1 of 1

Harassment and Bullying Policy

TOBA SHIP MANAGEMENT CO LTD. commits to providing and ensuring a working environment with respect for the dignity, personality, and well-being of all the employees, free from offensive, hostile, and/or intimidating influences that may affect job performance, safety, and/or mental and physical well-being, encouraging the elimination of harassment and bullying.

This Policy addresses concerns related to vindictive and/or humiliating and degrading behavior, including, but not limited to, the following:

Harassment:

- *Display or circulation of offensive material*
- *Offensive language, mockery or sexist/racist/homophobic jokes or remarks, and rude gestures*
- *Comments about a person's physical appearance or character that embarrass or distress*
- *Spreading malicious rumors or insulting someone or intrusive/persistent questioning (particularly about age, race, ethnic origin, marital status, sex, disability, sexual orientation, culture, religion or belief, personal life)*
- *Making or sending unwanted, sexually suggestive, hostile, or personally intrusive comments, telephone calls, text messages, emails, comments on social networks, faxes, or letters.*

Bullying:

- *Verbal or physical threats or abuse, such as shouting or swearing, in public or in private, including derogatory or stereotyped statements or remarks*
- *Personal insults*
- *Making threats or inappropriate comments about career prospects, job security, or performance appraisals*
- *Cyberbullying including inappropriate suggestive and unwanted remarks, graphics or threat-centered abusive emails, postings on social networks, and text messages.*

TOBA SHIP MANAGEMENT CO LTD. actively encourages all employees to bring any incident, including those affecting others, to its attention immediately. Complaints can be made without fear of retaliation if they are not vexatious or malicious. The Company treats all harassment and bullying complaints seriously and in strict confidence.

Contact Senior Officers onboard and/or the **Crew Manager** ashore as the first point of reference if you want to make a complaint or report an incident.

Date: 06/12/2021

General Manager
