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HARASSMENT IN THE WORKPLACE

There are a variety of types of harassment that can occur in the workplace. Workplace harassment, whether verbal or physical badgering based on sex, religion, or race, is unlawful and also a form of discrimination.

Harassing conduct may include offensive jokes, slurs, name calling, physical assaults or threats, intimidation, ridicule, insults, offensive pictures and

Workplace harassment isn't limited to sexual harassment, and doesn't preclude harassment between two people of the same gender. Workplace harassment impacts in different ways:

Sexual harassment - impacts on an employee's dignity, bodily integrity, job security and personal safety

Racial harassment - impacts on an employee's sense of worth, dignity and empowerment

Workplace bullying - has been linked to a feeling of incompetence, to a sense of alienation, to anxiety that there will be no promotion or recognition, to job insecurity, to feelings of inadequacy, to knock-on tensions in personal relationships and to depression relationships, and to depression.

How to Deal with Harassment/Bulling:

- Develop a policy and code of conduct; grievance procedures
- **Educate**
- Work Cultures to be reviewed
- Monitor long term absences
- Establish suitable reporting mechanisms
- Senior Management Support

New Premises - New Image Successful Move at Secunda

Be smart, Work smart, Company Image is generated from well-maintained equipment, vehicles, workmanship, relationships, etc. Follow procedures as it demonstrates discipline & efficiency.

A successful business is built on trust and trust is based on credibility in the community, relationships, and longevity in the community. Credibility must be earned, but there is also a perception component.





Take care in the sun

It is tempting to start sunbathing, but remember to follow a series of simple protection guidelines to avoid sunburn and heat stroke. Use sun screen at least once every two hours with UV filters and no less than SPF 15.

It is highly recommend wearing a sun hat and sunglasses with UVA and UVB protection. Get yourself a good umbrella and wear comfortable, cool clothing when spending a day outdoors or on the beach.

You must remember that, even when it does not feel too hot because you are by the sea or in the water, the sun is still hitting you just as hard, if not harder.

Recommended sun exposure times:

- From 7 to 10 am: 60 to 140 minutes.
- From 10 am to 12 pm: 20 to 40 minutes.
- From 12 pm to 4 pm: 10 to 20 minutes.
- From 4 pm to 7 pm: 25 to 60 minutes.

Let go of the thoughts that don't make you stronger

November

- 05 Joseph Matlabe
- 13 Jan van Zyl
- 14 Frans Botha
- 22 Mnsei Mwezula
- 26 Clint Bill

Sunlight is more powerful than any drug; safe & available free of charge.