

AM I DOING THE RIGHT THING?

You have an important project on the horizon, which you will delegate to one of your two best managers, one male and one female. You think the female manager is the better performer of the two but she is recently married and you have heard she wants to start a family. Despite this, you appoint the female manager.

THIS IS THE RIGHT THING TO DO.

You must appoint the most suitable manager to oversee the project, which in this case is the female manager. However, assuming that the female manager was pregnant, if the project requires regular travel to other countries and other conditions that could impact the health of a pregnant employee, you must discuss the requirements of the project with the female manager. Further discussion with Human Resources may also be desirable.

Warning Signs – Harassment

- Unwelcome gestures or physical contact.
- The display of sexually explicit or offensive pictures or other materials.
- Sexual or offensive jokes or comments (explicit or by innuendo).

Respecting Others

- Provide employees with opportunities based on performance and requirements that are relevant to job performance.
- Abide by local labour and employment laws including those addressing discrimination and harassment.
- Provide a work environment free of harassment.
- Escalate concerns you may have regarding your workplace environment to a Human Resources or Compliance officer assigned to your business.

Safe, Healthy and Secure Workplace

AIA is committed to conducting business in a manner that protects the health, safety and security of AIA employees and customers while they are on AIA premises. Situations that may pose a health, safety, security or environmental hazard must be reported promptly to management or the appropriate Corporate Security personnel.

Avoiding security breaches, threats, losses and theft requires that all employees remain vigilant in the workplace and while carrying out AIA business. Notify management or Corporate Security of any issue that may impact AIA's security, fire and life safety or emergency readiness.

Alcohol and Drug Use

Using, selling, possessing or working under the influence of illegal drugs at AIA is prohibited. Excessive or inappropriate use of alcohol while conducting business for AIA is also prohibited.

Employee Privacy

AIA respects the personal information and property of employees. Employees expect us to carefully maintain the personal information they provide AIA. Employee trust must not be compromised by disclosing this information other than to those with a legitimate need to know.