

PT Raja Pariwisata Indonesia Non-Discrimination Policy

PT Raja Pariwisata Indonesia values all employees and job applicants as unique individuals and welcomes the variety of experiences they can bring. For this reason, we have a strict non-discrimination policy. We believe that everyone should be treated equally, regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy or any other characteristic protected by law. If you believe you have been discriminated against, please inform a manager. Any complaint will be investigated appropriately.

Right to work in a professional environment

Every employee has the right to work in a professional environment where his or her knowledge, skills and abilities are the critical factors of his or her success. Raja Tours Indonesia expects all employees to maintain standards of fairness, promote equal opportunities, treat everyone professionally and act without prejudice.

Zero tolerance for harassment

PT Raja Pariwisata Indonesia has a zero tolerance policy towards sexual, racial or any other form of harassment or discrimination (religious, language, sexual orientation, etc.). If you feel that you have been harassed or that an employee has discriminated against you, please contact a manager. Sexual harassment includes unwelcome sexual or romantic advances, inappropriate sexual jokes or comments on sexual activities. Employees must never access pornographic material on company-owned equipment, even outside the company. It is also forbidden to use one's personal device to access pornographic material while at work or in the company of other employees. Racial, national, ethnic or language discrimination may consist of jokes, negative comments or prohibiting employees from speaking the language of their choice during non-official activities. The official language of the company is English and all formal documents will be in this language. Employees are free to speak their preferred language during breaks, at lunch or when talking to people who speak their preferred language. However, official meetings will be held in English and all documentation will be in this language.

PT Raja Pariwisata Indonesia will make every reasonable effort to train and inform all employees about these policies. Each employee will certify annually that they have read and agree to abide by all company policies, including those relating to harassment and discrimination.

P.T. RAJA PARIWISATA INDONESIA
POTRONANGGAN 2 STREET NO. 80.
BANGUNTAPAN BANTUL, YOGYAKARTA
INDONESIA 55191
PHONE: +62 274 - 2871827
INFO@RAJATOURSINDONESIA.COM
WWW.RAJATOURSINDONESIA.COM

Discrimination against the disabled

PT Raja Pariwisata Indonesia believes that everyone has the right to work. A disabled employee who is able to perform the main functions of the job, with or without reasonable accommodation, is entitled to the same protection and respect as other employees.

Retaliation

PT Raja Pariwisata Indonesia prohibits retaliation against anyone who files a complaint of harassment or discrimination. We encourage employees to come forward and participate in investigations and will make every reasonable effort to keep investigations confidential and to protect complainants.

If an employee retaliates against another employee for reporting harassment or discrimination, that employee will face severe consequences up to and including dismissal.

Reporting Procedure

Employees who believe they have been harassed, discriminated against or otherwise negatively treated because of their race, religion, gender or other characteristics should report the harassment to one of the following persons:

Laura Anghinetti
Yoga Hadi Pratama

Employees will not suffer any kind of sanction for not reporting a matter concerning them. The company will not suffer any retaliation for a bona fide report. A good faith report means that the employee believes that something inappropriate has happened, even if the investigation determines that non inappropriate behaviour has occurred.

PT Raja Pariwisata Indonesia will conduct an investigation. This may take a long time, depending on the situation, and all employees are expected to participate in the investigation and maintain confidentiality as required by law. Upon completion of the investigation, the investigating party will prepare a report and recommendation. The employee who reported the incident will be informed of the conclusion of the investigation

