

<b>Classification:</b> HRM Policy	<b>Document Reference No:</b>	<b>Revision No:</b> 00	<b>Date of Issue:</b>
<b>Approving Authority:</b>  <b>BOD</b>	<b>Title:</b>  <b>Anti-Sexual Harassment Policy</b>		<b>Supersedes:</b> Nil
			<b>Date of Review:</b> Nil

## 1. SCOPE

The scope of this policy shall cover the following:

- a. Definitions of Harassment
- b. Perception of Harassment
- c. Forms of Sexual Harassment
- d. Disciplinary Actions

## 2. POLICY AND PURPOSE

- 2.1. The purpose of this policy is to outline the systematic management process of Sexual Harassment cases at **<company>** and its subsidiaries and associate companies in operation currently and incorporated in future
- 2.2. Within the context of this policy, sexual harassment in the workplace includes any employment-related sexual harassment occurring outside the workplace, as a result of employment responsibilities or employment relationship. Situations under which such employment-related sexual harassment may take place include, but is not limited to:
  - I. At work-related social functions.
  - II. In the course of work assignments outside the workplace.
  - III. At work-related conferences or training sessions.
  - IV. During work-related travel.
  - V. Over the phone including: text messages, WhatsApp and other mobile applications.
  - VI. Through electronic/social media.
- 2.3. The Company policy is, that for all complaints of sexual harassment, the HRD shall treat both the complainant and accused in a fair manner. The HRD shall conduct a thorough investigation before proceeding to take formal action.
- 2.4. The Company will take severe disciplinary action including termination of employment against any employee charged and proven to have committed an act(s) of sexual harassment against another employee.
- 2.5. In cases of sexual harassment, should the affected employee intend to press criminal charges, the HRD shall provide the necessary support required from the Company to facilitate any police investigation.
- 2.6. The Company policy is that, any employee regardless of male or female, who makes a false accusation against another employee for sexual harassment or any other form harassment, if found guilty the alleged employee shall be subjected to immediate termination without notice.

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### 3. DEFINITIONS

- 3.1. **Sexual Harassment:** refers to sexual conduct which is unwanted and unwelcome to the recipient, it is also a sexual conduct which is imposed on and unsolicited or unreciprocated by the recipient.
- 3.2. **Complainant:** the victim or the employee subjected to the unwelcome verbal or physical sexual harassment.
- 3.3. **Accused:** the alleged employee who allegedly **committed an act(s) of sexual harassment against another employee.**

### 4. TYPES OF SEXUAL HARASSMENT

- 4.1. **Verbal harassment:** e.g., offensive or suggestive remarks, comments, jokes, jesting, kidding, sounds, questioning.
- 4.2. **Non-verbal/gestural harassment:** e.g., leering or ogling with suggestive overtones, licking lips or holding or eating food provocatively, hand signal or sign language denoting sexual activity, persistent flirting.
- 4.3. **Visual harassment:** e.g., showing pornographic materials, drawing sex-based sketches or writing sex-based letters, sexual exposure.
- 4.4. **Psychological harassment:** e.g., repeated unwanted social invitations, relentless proposals for dates or physical intimacy.
- 4.5. **Physical harassment:** e.g., inappropriate touching, patting, pinching, stroking, brushing up against the body, hugging, kissing, fondling, sexual assault.

### 5. RESPONSIBILITY

- 5.1. All HODs, Managers and/or Supervisors are responsible to ensure that any complaint regarding sexual harassment in the department / workplace is attended to immediately.
- 5.2. Any employee who feels that they are being sexually harassed through any form of unwanted/unsolicited attention, are required to submit a formal complaint of sexual harassment in writing to the HRD or CEO or BOD.
- 5.3. HODs and immediate superiors are responsible to immediately report any complaint of sexual allegations to the HRD and BOD.

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- 5.4. The HRD shall be responsible to treat to any complainant of sexual harassment with total confidentiality and immediately conduct an investigation.
- 5.5. The HR manager is responsible to progressively update the MD/BOD and advice on sexual harassment case.
- 5.6. The HRD shall suspend the accused employee in sexual harassment cases if need arises to protect safety and well-being the complainant.
- 5.7. The HRD and HOD/immediate managers who are involved in the investigation, must treat all details of the investigation as strictly private and confidential to protect both the complainant and accused.

**6. REFERENCES**

- 6.1. <company> - Employee Handbook
- 6.2. Discipline Management - HRM Policy 0012

**7. RECORDS**

- 7.1. All documentations and forms managed and filed by the HRD.

**8. APPROVAL AND IMPLEMENTATION**

<b>Implementation Date</b>	
<b>Approved by MD/BOD</b>	
<b>Date</b>	