

## **POLICY ON THE PREVENTION AND ERADICATION OF SEXUAL HARASSMENT AT WORKPLACE**

### **POLICY**

The Company is committed to providing a work environment which is conducive, safe and free from sexual harassment. The Company views sexual harassment as a serious violation of the company's rules and regulations and work values. No employee, either male or female, shall be subjected verbally or physically to unsolicited and/or unwelcome sexual overtures or conduct. Any employee found guilty of such misconduct will be subject to disciplinary action which may include dismissal.

### **DEFINITION**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal/physical conduct of a sexual nature directed against an employee including but not limiting to epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, photographs, cartoons, pictures or drawings and also includes e-mails/letters depicting sexual content or harassment that is unsolicited. Where behaviour of this kind is engaged in by a person who is in a position to influence the career, employment conditions or work situation of another employee, it must be considered a serious breach of discipline which could render the perpetrator liable to dismissal. It should be emphasised, however that any form of unwelcome behaviour with sexual overtones directed toward another employee may be regarded as sexual harassment, particularly if behaviour is frequently repeated or creates an intimidating working environment.

### **COMPLAINT PROCEDURE**

Employee who feels that he or she is being sexually harassed may be able to prevent the situation from developing further by making his or her strong objections clearly known to the perpetrator. If the harassment continues or some employment consequences result, a complaint should be made in writing.

An employee who believes that he or she has been subjected to sexual harassment should report the alleged act to his or her immediate superior or any of the personnel in the Human Resource Department the employee feels comfortable with, who would forward his or her case to the appropriate authority within the company for further action. Employee is assured that allegations of sexual harassment that are brought to the attention of the Management will be investigated, and that these investigations will be handled with the sensitivity and discretion that such matters require.

Employee shall be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. Retaliating against an employee for filing a complaint on sexual harassment is a serious disciplinary offence which will attract dismissal.

### **FALSE ACCUSATION**

The Company will not tolerate any false, fabricated, frivolous and vexatious accusation against innocent persons. Any employee who knowingly makes a false accusation may be subjected to disciplinary action including dismissal.

This Policy shall be effective immediately.



SATHAN SIONG

Chief Executive Director

1st January 2019