



We are committed to providing a work environment that is free from sexual harassment. Any form of sexual harassment by or towards any employee or client in any work-related context will not be tolerated under any circumstances.

The guiding principles of this Policy are to:

- provide a safe working environment which is free from sexual harassment and intimidation
- support diversity and inclusive work practices
- promote mutual respect amongst all people in the workplace
- encourage fair and equitable treatment of all people in the workplace
- ensure employees have redress against sexual harassment in the workplace.
- provide protection from any victimisation or reprisals.

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome conduct of a sexual nature towards another person which could reasonably be expected to make that other person feel offended, humiliated or intimidated. Examples of behaviours that may constitute sexual harassment include:

- offensive and unwelcome sexual invitations, whether or not the employee submits to the invitation, and particularly when a spoken or implied for sexual favors is a benefit of employment or continued employment;
- offensive and unwelcome conduct of a sexual nature, including sexually-graphic spoken comments; offensive comments transmitted by e-mail or another messaging system;
- offensive or suggestive images or graphics; stalking, leering and staring or the possession of or use of sexually suggestive objects; and offensive and unwelcome physical contact of a sexual nature, including the touching of another's body; the touching or display of one's own body, or any similar contact.

This includes whether it occurs in the workplace or in any work-related context such as client sites, conferences, work functions and business trips.

All complaints of sexual harassment will be investigated and dealt with complete confidentiality. Retaliation of any kind against an employee for complaining or taking part in an investigation is a serious disciplinary offence.

This policy shall be read together with and construed as part of our Employee Handbook.

A handwritten signature in black ink, appearing to be 'R. Hamir', written over a horizontal line.

Dato' Roslan bin Hamir
Group Managing Director
Kumpulan Fima Berhad
1 October 2018