



SEXUAL HARASSMENT POLICY

Policy Statement:

Salcon Group of Companies (Salcon) is committed to promote a healthy and safe working environment for all our employees. This includes ensuring adequate procedures, providing mechanisms and creating more awareness on Sexual Harassment to prevent occurrence and reoccurrence. This policy is found in PART IX – Professional Responsibilities under Clause 4 – “Sexual Harassment” of Salcon Employee Handbook which is made available in our shared drive - W:\HR\HR Policies & Procedures Manual and also in e-Admin portal.

We have zero tolerance on any form of sexual harassment at the workplace, we will treat all incidents seriously and investigate all allegations of sexual harassment with respect and confidence.

Scope, Definition and Coverage:

The scope of the Policy applies to all the Group’s employees, regardless of employment status, gender or designations.

‘Group’ means Salcon Bhd., including any subsidiary company or associate company under the Salcon Group of companies.

All sexual harassment is prohibited whether it takes place within Salcon Group premises or outside, including at social events, business trips, training sessions or conferences.

Sexual Harassment, a major misconduct [Part IX, Clause 2.2.2 (cc) and Clause 4.2] can be in many forms and this is defined clearly in our Employee Handbook, as follows:

- Unwanted sexual advances;
- Subtle or express pressure for sexual favors;
- Sexual innuendoes, advances, or propositions;
- Verbal abuse of a sexual nature;
- Graphic comments about an individual’s body;
- Leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive, insulting or obscene comments or gestures;
- Display in the workplace of sexually suggestive objects or pictures (including through electronic mail or by downloading such material from internet);
- Other physical, verbal, visual or gesture conduct of a sexual nature.

Employee responsibilities:

- Refrain to commit such major misconduct.
- Co-operate and work together with team and company to promote a healthy and safe working environment.

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- If you believe that there has been harassment incident, please report on the alleged act immediately to Human Resources Department or to your supervisor.
- Refrain from providing false accusations of harassment as this can have a serious impact on innocent individuals.
- Accusations made maliciously or without a reasonable foundation will not be tolerated.

Company responsibilities:

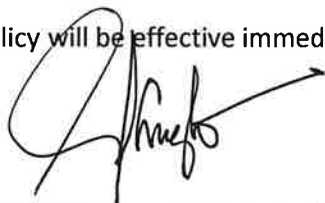
- Will take appropriate and prompt investigation if such major misconduct occurs. Investigation procedures upon receipt of the complaint as below:
 - o Person(s) nominated in the investigation – the person must not be involved in the case.
 - o Estimated timeline to conduct investigation.
 - o Both complainant and alleged harasser will be given equal opportunity to be heard during the investigation process.
 - o Decision will be deliberated and made by the Senior Management who are not a party of the case.
 - o Appeal of the decision case can be made at higher management level or taken externally whichever deemed fit.
- To determine the right disciplinary action against the employee who is found guilty of such major misconduct. The possible punishment to be imposed on the accused employee could be depending on the circumstances surrounding the matter and the seriousness of the matter. Type of punishment including dismissal without notice, downgrade, suspension without wages or warning letter etc.
- To provide appropriate assistance to the employee who is being harassed.
- To create awareness of the policy, such as Policy briefing to new joiner, annual training etc.

Monitoring & evaluation:

The Company will continue to monitor, review and evaluate the compliance and effectiveness of this Policy on an annual basis.

Let's be mindful and together we continue to promote a healthy and safe working environment for everyone by embracing and applying our **Core Values of "Commitment, Ownership, Teamwork, Results Oriented and Respect"**.

This policy will be effective immediately.



Dato' Eddy Leong Kok Wah
Executive Director



Tan Sri Dato' Tee Tiam Lee
Deputy Executive Chairman

Dated: 16 June 2022