NON-DISCRIMINATION & ANTI-SEXUAL HARASSMENT POLICY

EMERSIVE SDN BHD (hereinafter "**EMS**", "the Company") is committed to prohibiting discrimination, and behaviour which could constitute discrimination.

The Company Management directs that all employees will not discriminate based on caste, national origin, ethnicity, religion, age, disability, gender, material status, sexual orientation, union membership, political affiliation, health, disability, or pregnancy.

Harassment on any of the above-stated grounds is a form of prohibited discrimination. This policy and guideline apply to all employees of **EMS**.

1. Sexual Harassment

Sexual harassment of any nature at the workplace is prohibited and will not be tolerated or condoned by the Management.

Management will investigate all complaints of sexual harassment in confidence and proceed with the appropriate disciplinary action based on available evidence. Disciplinary action will not only be confined to the harasser but will also include the complainant if such a complaint is found to be false. In this respect, if the punishment for sexual harassment is dismissal, the same will apply to the complainant who makes false accusations of such harassment.

Sexual harassment is defined as any unwanted conduct of a sexual nature in the workplace, having the effects of verbal, visual, psychological or physical harassment against a person of the opposite sex or same-sex:

- that might, on reasonable grounds, be perceived by the recipient as placing a condition of sexual nature on his / her employment; or
- that might, on reasonable grounds, be perceived by the recipient as humiliation or a threat to his / her well-being, even though it may have no direct link to his / her well-being, even though it may have no direct link to his / her employment.
- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment in the workplace includes any employment-related sexual harassment occurring outside the workplace because of employment responsibilities or employment relationships. The situation under which such employment-related sexual harassment may take place includes, but is not limited to:

- Work-related – social functions, conferences or training sessions, travel and work assignments outside the workplace;
- Over the phone or electronic media.

Sexual harassment includes BUT IS NOT LIMITED to the following:-

- conditioning promotion, demotion, performance evaluations and the like upon submission to sexual favours;
- touching that is unwanted, uninvited or offensive;
- displaying sexually suggestive or explicit material, pictures, or cartoons;
- relating sexually suggestive or explicit stories or "jokes"; and
- making sexually suggestive or explicit gestures.

2. Discrimination

Discrimination because of one's race, colour, religion, gender, national origin, age, disability, sexual orientation, or gender identity is defined as verbal or physical conduct that:-

- denigrates or shows hostility or aversion toward an individual because of his/her race, colour, religion, gender, national origin, age, disability, sexual orientation, or gender identity, or that of the individual's relatives, friends or associates; and
- has the purpose or effect of creating an offensive work environment, unreasonably interferes with an individual's work performance, or otherwise adversely affects an individual's work performance.

Examples of such discrimination include BUT NOT LIMITED to the following:-

- making derogatory ethnic or racial statements, or belittling one's religion or religious practices;
- perpetuating stereotypes about one's age, gender;
- refusing to assist a co-worker or customer or supplier because of his or her race, gender, etc; and
- disparaging the sexual orientation or gender identity of a co-worker, his or her co-workers, or a customer or a supplier.

3. Complaint, Investigation and Resolution

If you believe that you are being sexually harassed by a co-worker, supervisor, customer, or supplier, or if you believe you are being discriminated against by a co-worker, supervisor, customer, or supplier, you should:

- Firmly and clearly tell the person who is harassing you that his or her behaviour is unwelcome and should stop at once. If possible, take a witness to this discussion.
- Write a statement about the incident including dates, times and places. If you are uncomfortable with telling the person who is harassing you to stop, then proceed to the reporting procedure below: -

  (a) Report the incident to your immediate supervisor, member of the Management or any person in the Human Resources Department. Your report should be as specific as possible of the person who is harassing you, a description of the conduct and the effect that conduct is having on your work conditions and work performance, and the names of any witnesses who could assist in the investigation.

(b) All claims of harassment will be investigated promptly and will be handled professionally and as confidentially as circumstances permit. The victim's further participation in the investigation may be necessary and he/she will be informed of the outcome. Disciplinary action will be applied to a person found in violation of this policy. The Management will not tolerate reprisals or retaliation against persons reporting alleged harassment or anyone participating in the investigation of the alleged harassment.

Approved by: The Management
Effective Date: 1 December 2023