Mulia Industri Sdn Bhd

2nd December 2022

Title: Policy on Prevention of Harassment, Coercion, Threatening Behavior, Abuse, and Discrimination in the Workplace

1. Objective: The objective of this policy is to create a work environment free from harassment, coercion, threatening behavior, abuse, and discrimination of any form, ensuring the physical and emotional well-being of all workers at Mulia Industri Sdn Bhd.
2. Scope: This policy applies to all employees, contractors, temporary workers, interns, volunteers, and any other individuals engaged in work-related activities on behalf of Mulia Industri Sdn Bhd.
3. Policy: Mulia Industri Sdn Bhd is committed to maintaining a workplace culture that promotes respect, dignity, and equality for all individuals. Therefore, the following guidelines are established:

3.1. Prohibition of Harassment: Harassment, including but not limited to sexual harassment, bullying, intimidation, and any other unwelcome conduct based on protected characteristics such as race, ethnicity, gender, religion, sexual orientation, disability, or any other characteristic protected by law, is strictly prohibited.

3.2. Prevention of Coercion and Threatening Behavior: Coercion, threats, intimidation, or any behavior that induces fear or pressure in others is unacceptable and will not be tolerated.

3.3. Prevention of Physical Abuse or Punishment: Physical abuse, violence, or any form of corporal punishment towards workers is strictly prohibited.

3.4. Prevention of Sexual Abuse: Sexual abuse, exploitation, or any form of unwanted sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature is prohibited.

3.5. Prevention of Verbal Abuse: Verbal abuse, including derogatory remarks, insults, offensive language, or verbal attacks targeting an individual's personal characteristics or beliefs, is not permitted.

3.6. Non-Retaliation: Mulia Industri Sdn Bhd prohibits retaliation against any individual who reports harassment, abuse, or discrimination or participates in an investigation related to such complaints.

4. Reporting Mechanism: Employees who experience or witness any form of harassment, coercion, threatening behavior, abuse, or discrimination are encouraged to report the incident promptly to their supervisor, Human Resources Department, or any designated authority within the organization. Reports can be made verbally or in writing, and confidentiality will be maintained to the extent possible.
5. Investigation and Resolution: All reports of harassment, abuse, or discrimination will be promptly and thoroughly investigated. Investigations will be conducted in a fair, impartial, and confidential manner. Appropriate corrective actions will be taken based on the findings of the investigation, up to and including disciplinary action, termination of employment, or legal recourse, as necessary.
6. Review and Revision: This policy shall be subject to periodic review to ensure its effectiveness and compliance with relevant laws and regulations. Any necessary revisions shall be made in consultation with relevant stakeholders and approved by the appropriate authorities within the organization.
7. Implementation: This policy shall be communicated to all employees upon adoption and made readily accessible through appropriate channels, such as the organization's intranet, employee handbooks, and other official communication platforms.
8. Contact: For any questions, clarifications, or concerns regarding this policy, individuals may contact the Human Resources Department or designated personnel responsible for policy administration.

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Name : Chow Li Mey
Position : Director
Mulia Industi Sdn Bhd