Teknogas (M) Sdn Bhd

SEXUAL HARASSMENT POLICY

Teknogas (M) Sdn Bhd's sexual harassment policy aims to protect male and female employees in the company from unwanted sexual advances and give them guidelines to report incidents. We will explain how we handle claims, punish sexual harassment and help victims recover.

We won't tolerate sexual harassment in our workplace in any shape or form. Our culture is based on mutual respect and collaboration. Sexual harassment is a serious violation of those principles.

Scope

This policy applies to every person in Teknogas (M) Sdn Bhd regardless of gender, sexual orientation, level, function, seniority, status or other protected characteristics. We are all obliged to comply with this policy.

Policy elements

Definition of sexual harassment:

Sexual harassment has many forms of variable seriousness. A person sexually harasses someone when they:

1. Insinuate, propose or demand sexual favours of any kind.
2. Invade another person's personal space (e.g., inappropriate touching).
3. Stalk, intimidate, coerce or threaten another person to get them to engage in sexual acts.
4. Send or display sexually explicit objects or messages.
5. Comment on someone's looks, dress, sexuality or gender in a derogatory or objectifying manner or a manner that makes them uncomfortable.
6. Make obscene comments, jokes or gestures that humiliate or offend someone.
7. Pursue or flirt with another person persistently without the other person's willing participation. Also, flirting with someone at an inappropriate time (e.g., in a team meeting) is considered sexual harassment, even when this advance would have been welcome in a different setting. This is because such actions can harm a person's professional reputation and expose them to further harassment.

The most extreme form of sexual harassment is sexual assault. This is a serious crime and our company will support employees who want to press charges against offenders.

Company's rules on sexual harassment

1. No one has the right to sexually harass our employees.
2. Sexual harassment is never too minor to be deal with.
3. Sexual harassment is about how we make others feel.
4. We assume every sexual harassment claim is legitimate unless person proven otherwise.
5. We will not allow further victimization of harassed employees.
6. Those who support or overlook sexual harassment are as much as fault as offenders.

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Ways to report sexual harassment

If you are being sexually harassed (or suspect another person being harassed), please report it to HR Manager or your manager / executive / HOD. In serious cases like sexual assault, please call the police and inform HR that you plan to press charge. We acknowledge it's often hard to come forward about these issues, but we need your help to build a fair and safe workplace for you and your colleagues.

If you want to report sexual harassment within our company, there are two options:

1. **Ask for urgent meeting with HR / superior**. Once in the meeting, explain the situation as much detailed as possible. If you have any hard evidence (e.g., email), forward it or bring it with you to the meeting.

2. **Send your complaint via email**. If you address it to your superior, please cc HR to the email and attach any evidence or information that can be used in the investigation. HR and your superior will discuss the issue and contact you as soon as possible.

If you report assault to the police, our company will provide any possible support until the matter is resolved. In any case, we will ensure you are not victimized and that you have access to relevant evidence admissible in court, like security video footage or emails (without revealing confidential information about other employees).

Inadvertent harassment

Sometimes, people who harass other does not realize that their behaviour is wrong. We understand this is possible, but that doesn't make the perpetrator any less responsible for their actions.

If you suspect that someone doesn't realize their behaviour is sexual harassment under the definition of this policy, let them know and ask them to stop. Do so preferably via email so you can have records. Please do not use this approach when:

1. Your manager, an upper manager, investor or customer is the perpetrator.
2. Sexual harassment goes beyond the boundaries of off- hand comments, flirting or jokes.

In the above cases, report to HR as soon as possible.

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Disciplinary action and repeat offenders

Employees who are found guilty of sexual assault will be terminated after the first complaint and investigation.

Employees who are found guilty of sexual harassment (but not assault) the first time may:

1. Be reprimanded and fined.
2. Get a "below expectations" performance review.
3. See expected promotions and / or salary increase freeze for agreed period.

We may also transfer harassers or other appropriate action to protect victim. We will terminate repeat offenders after the second claim against them if our investigation concludes they are indeed guilty.

We apply these disciplinary actions uniformly. Employees of any sexual orientation or other protected characteristics will be penalized the same way for the same offenses.

Chairman
Datuk Ronald Leong
Date: 2nd October 2023