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Anti-Discrimination and Anti Harassment Policy

GEP-004-Rev 0
Published: 11-2020
Scope: Global Policy

Anti-Discrimination and Anti Harassment Policy

1. Purpose and Scope

1.1 Thor believes that all employees should be able to work in an environment free from discrimination and harassment. The organisation recognises that inclusion and diversity is an essential element of our continued success and is committed to ensure that everyone who works for Thor or is connected to the organisation is treated with dignity and respect. To this aim the organisation has a zero-tolerance policy regarding discrimination and harassment.

1.2 This policy sets out our approach to inclusion and diversity and the avoidance of discrimination and harassment at work. The policy aims to ensure business is conducted in an ethical manner and in compliance with all laws relating to discrimination and harassment in all jurisdictions where the organisation operates

1.3 This policy applies to all Thor's businesses, divisions, and offices to the extent permissible under applicable law. It also applies across all jurisdictions where the organisation operates. The policy applies to all employees (whether temporary, fixed-term, permanent, paid or unpaid), consultants, contractors, trainees, seconded staff, home

workers, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with the organisation or any subsidiaries or their employees, no matter where they are located. The policy also applies to Officers, Trustees, Board, and/or Committee members at any level.

2. Procedure

2.1. No person to whom this policy applies shall engage in, authorise or otherwise be complicit in any discrimination or harassment in the workplace (see also 3. definitions) This includes (but is not limited to), during activities relating to general employment, selecting, recruiting, training, promoting, job assignment, termination, and compensation.

2.2. For the purposes of this policy it is expressly stated that the organisation does not allow discrimination or harassment on the basis of the following characteristics:

2.2.1. Age.
2.2.2. Disability.
2.2.3. Gender reassignment and gender identity.
2.2.4. National origin.
2.2.5. Sex or sexual orientation.
2.2.6. Marital or civil partnership status.
2.2.7. Family status including pregnancy, maternity, paternity or other carer status.
2.2.8. Race including ethnic origin.
2.2.9. Genetic information.
2.2.10. Religious, political or other beliefs.
2.2.11. Full-time or part-time status.
2.2.12. Any other characteristic in respect of which legal protection is afforded by local law.

2.3. Discrimination in relation to these characteristics (see 2.2.) occurs when one (or more) of them is a factor in someone not being treated as favourably as they would have been otherwise treated.

2.4. Harassment includes any disrespectful actions or statements related to the above characteristics (see 2.2.) or any other form of behaviour that does not involve being treated with respect and dignity. It includes any unwanted conduct related to a relevant characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. In this context bullying (see definitions) is also considered a form of harassment. Bullying and harassment can be physical, verbal or written. It can include words, pictures or statements. It can be transmitted by post, phone, fax, video, text message, email, a screen saver or via social media etc.

2.5. Sexual harassment in any form is prohibited under this policy. Sexual harassment is behaviour of a sexual nature which is unwelcome and in circumstances in which a reasonable person, with regard to all the circumstances, would have anticipated the possibility of the person being offended, humiliated or intimidated by the conduct. There is

no requirement that the harasser intends to offend, humiliate or intimidate another person. A person's intention is irrelevant.

2.6. NOTE: Item 2.2. (above) is considered a non-exhaustive list and likewise item 2.3. and 2.4. may relate to other instances of discrimination and harassment.

2.7. Reporting responsibilities.

2.7.1. Reporting of suspected violations.
If you feel that you have been subjected to discrimination or harassment or have reason to believe or suspect that an instance of discrimination or harassment has occurred or will occur in the future, you should report the matter immediately to Group Compliance.

If you feel you are not able to speak to Group Compliance, you may report any concerns to Thor's Whistleblower Hotline. If you choose to use the hotline you may choose to be anonymous. The Whistleblower Hotline can be contacted as below:

Web www.thor.ethicspoint.com;
Telephone hotline numbers can be found at the above link.

Anyone who reports such matters will be protected under the terms contained within the Thor Whistleblower Policy. The organisation will not impose or allow any form of retaliation against anyone for making a good-faith report.

2.8. Disciplinary action and criminal sanctions.

2.8.1. If any employee breaches this policy, they may face disciplinary action up to and including dismissal.
2.8.2. The organisation will support criminal investigations and prosecutions when relevant.

2.9. Conflict with local laws.

2.9.1. Thor is subject to the laws of the various jurisdictions in which it conducts business. This policy is written to comply with all applicable laws, to the extent any provision of this policy is inconsistent with applicable law in any jurisdiction, the offending provision will not be enforced in that jurisdiction.
2.9.2. In the event that local law is more restrictive or contains additional requirements, it is the responsibility of local management to ensure that these are met.

2.10. Any deviation from this policy can only be given by Group Compliance or designate. Any deviation may not contravene applicable laws and regulations.

3. Definitions

3.1. Workplace.

3.1.1. The workplace includes not only company premises but also any place where you are present for a purpose connected with work that occurs both within and outside normal business hours.

3.2. Bullying

3.2.2. Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour forced on someone who is weaker. It can also be an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

4. Contact Information

Group Compliance Manager.

5. Revisions

0 – 11 – 2020

6. Created/Approved By

Created: Group Compliance Manager.
Approved: Thor CEO

7. Annexes

NA

Sub Process: Global Audit and Review
Area: Compliance

Conflict of Interest Policy

HSE Incident Reporting Policy

Information Technology Use Policy

Social Media Policy

Whistleblower Policy

Health, Safety and Environment Policy

Modern Slavery Policy

THOR Code of Conduct

Got a Question or Need Some Help?

Please contact THOR Group Compliance using the form below:

If you have any questions for THOR Group Compliance about any of our Policies please contact us by completing this form

Full Name

Tay
First Name

Choi Peng
Last Name

Email

choipeng.tay@thor-my.com

Date / Time

Month - Day - Year

Phone

Area Code - Phone Number

Please type your questions here

Submit

Need help? Have feedback? Email: