

HUMAN RESOURCE DEVELOPMENT AND ADMINISTRATION POLICY

(WORKPLACE SEXUAL HARRASSMENT POLICY)

In construing and complying to the MALAYSIAN Code of Practice of Sexual Harassment in the Workplace (1999), the management hereby is implementing this policy to our employees. Anybody in this organization being reported of sexual harassment as per listed below will be subject to inquiry by the management. It is the policy of the Company that any harassment acts directed against our employees, will result in discipline, up to and including discharge.

We the management will and does not tolerate any form of sexual harassment whether it being of the same gender. We also will not tolerate any such harassment of our employees by our clients or vendors.

For purpose of this policy, sexual harassment is defined as any type of sexually oriented whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive. The following are example of conduct that depending upon the circumstances, may constitute sexual harassment:

- 1) Discussing Unfulfilled threats to impose a sexual quid pro quo.
- 2) Sexual activities;
- 3) Telling off-color jokes;
- 4) Unnecessary touching;
- 5) Commenting on physical attributes;
- 6) Displaying sexually suggestive pictures;
- 7) Using demeaning or inappropriate terms, such as 'babe';
- 8) Using indecent gestures;
- 9) Sabotaging the victim's work;
- 10) Engaging in hostile physical conduct;
- 11) Granting job favors to those who participate in consensual sexual activity;
- 12) Using crude and offensive language

Type of Communication: –

- | | |
|--|------------------------|
| a) Face to face (direct) communication | b) Group communication |
| c) Letters | d) Visual Aids |
| e) Hand phone | f) SMS |
| g) Or any other type of communication. | |

Individual who are sexually harassed should make it clear that such behavior is offensive and unacceptable. Informal complaints can be dealt with by the management. We encourage all members of **PARADIGMA CEMERLANG SDN BHD** to report incidents of sexual harassment to the management

BLASIUS GOLIBIN
Managing Director
PARADIGMA CEMERLANG SDN BHD
4th March 2024

