



## Sabah Softwoods Berhad

### SEXUAL HARASSMENT POLICY

It is the policy of Sabah Softwoods Berhad ("SSB") that all employees are responsible for ensuring that the workplace is free from sexual harassment. Because of SSB strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment. This policy is support with Malaysia Code of Practice on The Prevention and Eradication of Sexual Harassment in the Workplace 1999.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when:

1. Submission to the harassment is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or
3. The harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee, who has a complaint of sexual harassment at work by anyone, should first clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop. If the behavior continues, the employee must immediately bring the matter to the attention of his/her immediate superior. If the immediate supervisor is involved in the harassing activity, the violation should be reported to that supervisor's immediate supervisor, or Human Resource, Corporate Communication & Administration Division ("HRCCA").

If a supervisor or HRCCA knows of an incident of sexual harassment, they shall take appropriate action immediately. If the alleged harassment involves any types of threats of physical harm to the victim, the alleged harasser may be suspended without pay. If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include termination. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including termination.

MOHD HATTA H.J. JAAFAR  
Chief Executive Officer  
4<sup>th</sup> January, 2016