



## **SEXUAL HARASSMENT IN WORKPLACE POLICY**

Harmony in the workplace is one of the most important elements of organizational advancement. The Company wishes to create a harmonious, positive and conducive job as well as free from sexual harassment:

1. All employees and any other parties dealing with the Company shall be free from sexual harassment irrespective of position, position, offspring, gender and religion.
2. The management takes a serious note where strict disciplinary action will be imposed on any person found guilty and involved in sexual harassment.
3. Policies created will include all employees, including management and any other parties that deal with the Company either at work or outside the workplace related to the business.
4. The Company will make an inquiry as soon as possible against any complaints received and appropriate action will be filed.

Cooperation and good relations between employees and management are expected to prevent sexual harassment at work and we can work together in harmony.

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HON NYEN HO  
EXECUTIVE DIRECTOR  
DATE : \_\_\_\_\_