



JASAMERIN

JASA MERIN (MALAYSIA) SDN. BHD. CO: 198001002390 (56173-U)

SEXUAL HARASSMENT POLICY

Jasa Merin is committed in providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. When the Company determines that a claim of sexual harassment is reliable, it will take prompt and appropriate corrective action.

Undesirable manners such as below are inappropriate and meet the definition of sexual harassment:

- Sexual pranks, or repeated sexual teasing, jokes, in person or via electronic media;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested;
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;

If anyone has been sexually harassed or if they witness behaviour amounting to sexual harassment by others, they should immediately lodge a complaint with their Line Manager and Human Resources Manager. All complaints will be kept confidential.

Employees who have been found by the Company to have subjected another employee to undesirable manner of a sexual nature will be subjected to disciplinary action which will include termination of employment.

CHIEF EXECUTIVE OFFICER
Mohd Noor Ismardi bin Idris

01st January 2020
Rev. 1