

Anti-Harassment & Bullying Policy

The purpose of this policy is to enforce the Company's policy that all employees are treated with dignity and respect and that employees treat others with dignity and respect, free from harassment and bullying. All employees are required to take the time to ensure they understand their obligations under this policy. We are bound by the laws of Malaysia, including the Employment Act 1955.

Harassment and bullying both involve behaviour which harms, intimidates, threatens, victimises, offends, degrades, humiliates or undermines dignity at work.

Harassment tends to focus on gender, race, ethnic background, colour, religion or belief, sexual orientation or disability. Harassment may be a single incident or a series of incidents. Bullying is repeated inappropriate behaviour, direct or indirect and by one or more persons which undermines an individual's right to dignity.

The company realises that the employees' physical, emotional and psychological well-being is important. Therefore, the company resolves that: -

- a) No employee is harassed by his/ her superior into granting favours of sexual nature, for the purpose of securing any advantage or preventing any detriment in relation to his/ her positions in the company.
- b) No employee shall perpetrate any act of sexual assault or sexual blackmail against any subordinate, peer or superior.
- c) All employees shall adhere strictly to the rules of decency in relation to sexual conduct.

Definition of Harassment:

- a) **Verbal harassment** – is in oral form and includes uncomfortable and offensive teasing, joking, questioning, jesting or making suggestive remarks or sounds, or verbal repartee.
- b) **Non-verbal harassment** – a leer with indecent overtone, sexual activity or desire denoted by hand signal, lips licking or food eating and persistent flirting.
- c) **Visual harassment** – covering the wall with pin-up, calendars, drawings, photographs of naked and scantily clad women or other sex-based materials and writing sex-based letter. Sexual exposure also falls under this form of sexual harassment.
- d) **Psychological harassment** – harms a person's psychological well-being and includes oppressively constant proposals for dates, repeated undesirable physical intimacy or social invitations.
- e) **Physical harassment** – includes distasteful action such as touching of an intimate body part, patting, pinching, stroking, brushing up against the body, hugging, kissing, fondling and sexual assault.
- f) All forms of sexual harassment are behaviours that elicit sexual attention.

Definition of Bullying:

- a) **Physical bullying** - Physical bullying includes hitting, kicking, tripping, pinching and pushing or damaging property.
- b) **Verbal bullying** - Verbal bullying includes name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse.
- c) **Social bullying** - Sometimes referred to as **covert bullying**. Carried out behind the bullied person's back. Harming of social reputation and/or cause humiliation such as lying and spreading rumours, negative facial or physical gestures, menacing or contemptuous looks, playing nasty jokes to embarrass and humiliate, mimicking unkindly, encouraging others to socially exclude someone, damaging someone's social reputation or social acceptance.
- d) **Cyber bullying** - Bullying behaviours using digital technologies, including hardware such as computers and smartphones, and software such as social media, instant messaging, texts, websites and other online platforms. It can be in public or in private and sometimes only known



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to the target and the person bullying. Cyber bullying can include abusive or hurtful texts emails or posts, images or videos, deliberately excluding others online, nasty gossip or rumours, imitating others online or using their log-in.

Implementation:

- a) This policy does not restrict and accepts socially welcomed relationships.
- b) This policy prohibits any demand (blatant or subtle) for sexual favours in exchange for favourable treatment of the employee or a threat to the detriment of such employee's position.
- c) This policy further prohibits any form of solicitation of sexual favours in exchange for higher increases in wages, promotions, easy work assignments, training opportunities or any other advantage.
- d) This policy especially prohibits any repulsive behaviour that is not acceptable to the employees or is repugnant to social standards, such as (but not limited to):
 - i) Unwarranted physical contact, touching, patting, pinching or brushing against the body.
 - ii) Persistent and annoying sexual flirtations, invitations, unwanted attention, gifts, messages, advances or propositions.
 - iii) Continued suggestions for dating, romance, or social activity after it has been made clear that the suggestions are unwelcome.
 - iv) Offensive or intimidating comments or gestures, or insensitive jokes or pranks that undermine the dignity of the person.
 - v) Mocking, mimicking or belittling a person's disability or age.
 - vi) Racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic, social, linguistic or religious group, or gender
 - vii) Persistent and repeated verbal abuse of sexual nature, sexually related comments, sexually obnoxious jokes, graphic, derogatory comments on employees' appearance and body, display of sexually suggestive or offensive objects or pictures.
 - viii) Outing or threatening to out someone as gay or lesbian.
 - ix) Shunning someone, for example, by deliberately excluding them from a conversation or a workplace social activity and/or encouraging others to do so.
 - x) Persons may be harassed even if they are not the intended target. For example, person may be harassed by racist jokes about a different ethnic group if they create an offensive environment for them.
 - xi) Shouting at, being sarcastic towards, ridiculing or demeaning other.
 - xii) Physical or psychological threats.
 - xiii) Acts of physical or psychological violence.
 - xiv) Creation of arbitrary standards for one person, imposing unrealistic demands, micromanaging work, or using supervision to intimidate a person.
 - xv) Inappropriate, exaggerated or untrue derogatory remarks about someone's performance, particularly in front of others.
 - xvi) Sabotage of work.
 - xvii) Abuse of authority or power by those in positions of seniority.
 - xviii) Stealing credit for another's work.
- e) Gestures and acts of a sexually repugnant nature.

Legitimate, reasonable, and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.



Compliance:

All employees are expected to strictly comply with this policy. Employees who have doubts on the application and content of this policy are advised to contact their department manager or the HR Dept. Any employees found to be in violation of this policy will be severely dealt with under the disciplinary procedures of the company.

Reporting:

All employees if under any circumstances feel like they are being harassed or bullied in any way should **immediately** report to the HR Dept. HR Dept will conduct further investigations and cross-examine the victim and the harasser thoroughly. Necessary actions will be taken after the investigations and inquiries have been conducted. Should there be no basis for a case, it will be dismissed accordingly.

We reserve the right to amend this Anti-Harassment & Bullying Policy from time to time without prior notice. This Anti-Harassment & Bullying Policy may be amended from time to time and would be in effect on the date as determined by Cincaria Sdn Bhd. Any amendment to this policy shall be published via hard copy or whichever medium Cincaria Sdn Bhd deems fit. Your continued employment or term of Cincaria Sdn Bhd shall be deemed to be your agreement to the said amendment of this Anti-Harassment & Bullying Policy.

Please contact the Human Resources Personnel should you have any queries:

Cincaria Sdn. Bhd.,
Block 1 & 2, Wisma Bluemetal,
106 & 108, Lintang Kampung Jawa,
11900 Bayan Lepas,
Pulau Pinang.
Tel: 04-2221222

Thank you.

CINCARIA SDN BHD
Marco Wong
Chief Executive Officer