



SEXUAL HARASSMENT POLICY

ENPROSERVE (M) SDN BHD (EMSB) is fully committed to maintaining a work environment that is respectful, professional, and free from all forms of sexual harassment. Sexual harassment is indeed unlawful and will not be tolerated within this organization.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, and other behaviors that create a hostile or offensive work environment. This may occur between individuals of the same or different genders, involving a superior and subordinate, coworkers, officemates, or third parties.

The top management has no reservation in ensuring these actions are established and implemented within the organization, which cover:

- **Prohibition:** Sexual harassment of any kind as defined is strictly prohibited in any circumstances.
- **Reporting:** Any employee who experiences or witnesses sexual harassment should report it immediately to their supervisor, or HR department, or any designated individual or committee within the company.
- **Investigation:** All reports of sexual harassment will be promptly and thoroughly investigated. Confidentiality of investigation details will be maintained to the fullest extent possible, and retaliation against individuals who report harassment, or involve in any investigation concerning sexual harassment, will not be tolerated.
- **Consequence:** Individuals found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination of employment or termination of business relationships.
- **Support:** EMSB is also committed to providing support service to individual who experience sexual harassment. Resources such as counseling, legal assistance, and other support services will be made available as needed.
- **Awareness:** Regular awareness program on preventing sexual harassment will be provided to all employees to ensure understanding of this policy, from time to time.

Every employee is responsible for creating and fostering a workplace culture that promotes mutual respect, dignity, and equality. By adhering to this policy, we can ensure a safe and inclusive environment for all members of our team.

A handwritten signature in black ink, consisting of a large 'X' shape followed by a circular flourish.

Mohd Nizam bin Yaakub
Chief Executive Officer
Date: 21st May 2024