



RB PLANT SERVICES SDN BHD

RB Plant Services Sdn. Bhd.

201001019758 (903468-D)

SEXUAL HARRASSMENT POLICY

All employees of **RB PLANT SERVICES SDN BHD** are responsible for ensuring that the workplace is free from sexual harassment. RBPS are strongly disapproval of offensive or inappropriate sexual behavior at work. All employees must avoid any action or conduct which could be viewed as sexual harassment includes unwelcomed sexual advances, request for sexual favours, and other verbal or physical conduct of a sexually harassing nature, when;

- Submission to the harassment is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or
- 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, including supervisor, co-workers or visitor, should first clearly inform the harasser that his/her behaviour is offensive or unwelcome and request that the behaviour stop. If the behaviour continues, the employee must immediately bring the matter to the attention of his/her supervisor. If the immediate supervisor's is involved in the harassing activity, the violation should be reported to that supervisor's immediate supervisor, the department personnel officer, or the employee relation coordinator.

If a supervisor or personnel officer knows of an incident of sexual harassment, they shall take appropriate remedial action immediately. If the alleged harassment involves any types of threats or physical harm to the victim, the alleged harasser may be suspended with pay. During such suspension, an investigation will be conducted by RBPS. If the investigation support 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 information.

Approved by:

MOHD RUNAIDY BIN SHAHRUNZAMAN

Chief Operating Officer

6th February 2025