

# HARRASMENT POLICY

## POLICY BRIEF & PURPOSE

- i. This policy applies to all TGIB Group of companies based in Peninsular Malaysia.
- ii. TGIB is committed to maintaining a fair and equitable environment which is free from discrimination and/or harassment in line with its obligation under Malaysian Law. The company will not tolerate discrimination against employees, volunteers or agency clients.
- iii. Harassment or intimidation of a client, staff person or guest because of that person's race, colour, sex, religion, gender, age, national origin, disability or marital status is specially prohibited and may be grounds for termination.
- iv. Harassment and intimidation include abusive, foul or threatening language or behaviour.
- v. Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to any of the immediate superior, head of department or Admin & HR Department and, if substantiated, prompt action will be taken. Complaints may be verbally or in writing.

**Harassment on any basis (race, colour, religion, national origin, gender, age, disability, sexual orientation, marital status, social background etc.) exists whenever:**

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an adverse employment decision affecting an individual.
- The conduct unreasonably interferes with an employee's work or create an intimidating, hostile, or offensive work environment.