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Anti-Harassment Policy

Prepared by: 

Date: 29th July 2020

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Date: 29th July 2020

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Amendment record

Revision	Effective date	Nature of change
0	29 th July 2020	Initial issue

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ANTI-HARASSMENT POLICY

APPLICABILITY

1. All Staff Members have the right to be treated with dignity and respect. The Company does not tolerate any form of bullying, harassment or intimidation including harassment based on any status or condition protected by law, such as race, sex, marital status, religion, nationality, sexual orientation, age, veteran status or disability.
2. Such issues will be dealt with under the disciplinary procedure, and a complaint, if substantiated, may lead to a disciplinary sanction being imposed.

WHAT IS HARASSMENT?

3. Harassment may take many forms. It can range from extreme actions such as bullying to less obvious actions like ignoring someone in the workplace. Words or actions which are of a sexual, sexist, racist or religious nature, or are otherwise discriminatory on the basis of a status or condition protected by law will be treated as harassment if they have an adverse effect on working relationships or the working environment. A one-off incident can amount to harassment if sufficiently serious.
4. It should be noted that harassment can include the behavior of others which occurs either at the workplace or out of the workplace if it is in direct connection with the person's employment, e.g. at a public house after work or at a social function organized by the Company.

PREVENTION OF HARASSMENT

5. Violations of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. The Company will promptly and thoroughly investigate every issue that is brought to its attention in this area.
6. In the first instance, an individual who believes that he/she has been the subject of harassment should, if possible, try and resolve the matter informally by explaining to the person responsible that their behavior is not welcome and should cease. If this is too difficult, a work colleague may be asked to make an initial approach to the harasser.
7. If the harassment continues or victimization, discrimination or other consequences result, the individual should report the alleged act to his or her manager. If the individual feels that it is more suitable, or if they are unhappy with the handling of the report, they should report the alleged act to the head of Compliance or can be reported anonymously by calling toll-freephone number from your country, Thailand 1-800-0001-33, Singapore (SingTel) 800-011-1111, Singapore (StarHub) 800-001-0001, Vietnam (VNPT) 1-201-0288, Vietnam (Viettel) 1-228-0288, Malaysia 1-800-80-0011 then followed by freephone number 800-603-2869.
8. All complaints will be handled as quickly as possible and in as confidential a manner as appropriate. As a general principle the decision to progress a complaint rests with the individual concerned. However, the Company has a duty to protect all its workers and it may pursue a complaint independently if it is appropriate to do so in all the circumstances.
9. If an investigation finds the complaint to be valid, action will be taken immediately to stop the

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harassment.

10. If relocation is necessary, every effort will be made to relocate the harasser and not the victim.
11. Any form of harassment by a Staff Member will be treated as a disciplinary offence, and in the event of legal proceedings, individuals responsible for harassment may be held personally liable, where allowed by applicable law.
12. Each Staff Member is responsible for his/her own actions and should ensure that their behavior does not breach this policy.