

TAYOPACK Inspired by Zealous

SEXUAL HARASSMENT POLICY



Effective Date: July 2025
Latest Amendment: March 2026

TAYOPACK SDN BHD

SEXUAL HARASSMENT POLICY

1. Policy Statement

Tayopack Sdn Bhd (“Tayopack” or “the Company”) is committed to providing a safe, respectful, and professional workplace that is free from any form of sexual harassment and discrimination.

The Company adopts a **zero-tolerance approach** towards sexual harassment and is committed to ensuring that all employees, contractors, visitors, and business partners are treated with dignity and respect at all times.

All complaints and allegations of sexual harassment will be treated seriously, handled confidentially, and investigated promptly, fairly, and impartially.

Any person found to have committed sexual harassment shall be subject to disciplinary action, which may include termination of employment, suspension, written warning, or any other appropriate action in accordance with Company procedures and applicable laws.

The Company strictly prohibits retaliation, intimidation, victimization, or adverse treatment against any individual who reports a complaint in good faith or participates in an investigation.

2. Scope

This policy applies to all employees of Tayopack Sdn Bhd, including permanent, temporary, contract, probationary employees, and interns, as well as directors and senior management.

It also applies to contractors, consultants, suppliers, third-party service providers, visitors, clients, and business partners interacting with Company employees.

This policy covers all Tayopack workplaces, work-related events, business travel, training sessions, meetings, conferences, social gatherings, online communications, and any situation where an employee represents the Company.

3. Definition of Sexual Harassment

Sexual harassment refers to any **unwelcome conduct of a sexual nature**, whether verbal, non-verbal, visual, physical, or electronic, that causes a person to feel offended, humiliated, intimidated, threatened, or unsafe.

Sexual harassment may include, but is not limited to, unwanted touching, inappropriate physical contact, sexual jokes, comments, remarks about a person's appearance, repeated requests for dates, sexually suggestive gestures, displaying inappropriate materials, sending offensive messages, emails, or images, and any conduct that creates a hostile, intimidating, or offensive working environment.

Sexual harassment may occur regardless of gender and may occur between persons of the same or different sex.

The determining factor is whether the conduct is **unwanted and unwelcome by the recipient**.

4. Reporting and Complaint Procedure

Any employee who experiences, witnesses, or becomes aware of sexual harassment is encouraged to report the matter immediately.

Complaints may be made to the immediate supervisor, Head of Department, Human Resources Department, or through the designated confidential reporting channel at **integrity@tayopack.com**.

Where the alleged harasser is the immediate supervisor or reporting manager, the complaint may be escalated directly to Human Resources or Management.

All complaints will be documented and treated with strict confidentiality.

5. Investigation Procedure

Upon receiving a complaint, the Company shall conduct an inquiry promptly in accordance with the **Employment Act 1955, Part XVA – Sexual Harassment**.

The investigation process shall include the collection of relevant facts, separate interviews with the complainant, respondent, and relevant witnesses, and a fair assessment of all evidence.

All investigations shall be conducted impartially and in accordance with the principles of natural justice.

Where sexual harassment is proven, appropriate disciplinary action shall be taken immediately.

Under Malaysian law, employers are required to inquire into complaints of sexual harassment and may face penalties for failure to do so.

6. Protection Against Retaliation

Tayopack strictly prohibits retaliation against any employee who makes a complaint in good faith, acts as a witness, or participates in any investigation.

Any act of retaliation, victimization, intimidation, or adverse employment action shall itself be treated as a serious disciplinary offence.

7. Disciplinary Action

Any employee found guilty of sexual harassment may be subject to disciplinary action, including but not limited to verbal warning, written warning, suspension, demotion, mandatory counselling, or termination of employment.

Serious misconduct involving physical assault or coercion may result in immediate dismissal and referral to the relevant authorities.

8. Training and Awareness

The Company shall ensure that all employees receive adequate awareness and training on the prevention of sexual harassment.

This policy shall be communicated during employee induction and refresher training shall be conducted periodically.

Management and supervisors are responsible for promoting a respectful workplace culture and ensuring compliance with this policy.

9. References

This policy is developed in accordance with the following applicable laws and guidelines:

- **Employment Act 1955 (Act 265), Part XVA – Sexual Harassment (Sections 81A to 81G)**
- **Industrial Relations Act 1967**
- **Occupational Safety and Health Act 1994 (OSHA)**
- **Code of Practice on the Prevention and Eradication of Sexual Harassment in the Workplace, Ministry of Human Resources Malaysia**
- **Tayopack Code of Conduct and Human Resources Policies**