



REF. NO: SKPSB/012015/P.3.1.1

SEXUAL HARASSMENT POLICY

The company is committed to providing a work environment which is conducive, safe and free from sexual harassment.

The Company views sexual harassment as a serious violation of the company's rules and regulations and work values. Any employee found guilty of such misconduct will be subject to disciplinary action which may include dismissal.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours or other verbal/physical conduct of a sexual nature directed against an employee. Where behaviour of this kind is engaged in by a person who is in position to influence the career, employment conditions, or work situation of another employee, it must be considered a serious breach of discipline which could render the perpetrator liable to dismissal. It should be emphasized, however, that any form of unwelcome behaviour with sexual overtones directed toward another employee may be regarded as sexual harassment, particularly if the behaviour is frequently repeated or creates an intimidating working environment.

Employee who feel that they are being sexually harassed may be able to prevent the situation from developing further by making their strong objections clearly known to the perpetrator. If the harassment continues or some employment consequences result, a complaint should be made. Employees shall be protected from intimidation, victimisation, or discrimination for filing a complaint or assisting in an investigation. Retaliating against an employee for filing a complaint on sexual harassment is a serious disciplinary offence which will attract dismissal.

The Company will not tolerate any false and fabricated accusation against innocent persons. Any employee who knowingly makes a false accusation may be subjected to disciplinary action including dismissal.

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MR. HO SUI TING
(CHIEF PLANTATION OFFICER)

7th JANUARY 2015