



Policy on Workplace Harassment

A. Introduction

Hextar Group of Companies (“Hextar” or “the Company”) is fully committed to a safe, healthy and harassment-free work environment for all employees and believes that every employee should be treated with respect and dignity. As a step toward ensuring a secure and comfortable workplace. This Policy aims to prevent harassment of employees in the workplace and provide an effective mechanism to eliminate such harassment and educate all employees to recognize that harassment in the workplace is a demeaning practice that constitutes a profound affront to the dignity of persons.



B. Prohibition of Harassment

Hextar does not tolerate the harassment of its employees in the workplace. In particular, the following are contrary to this Policy and therefore prohibited:

- (a) Any employee engaging in conduct deemed to be harassment under Section C below, or encouraging such conduct by others; and
- (b) Any form of retaliation directed against an employee or third party who either complains about harassment or who participates in any investigation concerning harassment. Retaliation includes dismissal, demotion, unwanted transfer, denial of opportunities within Hextar or harassment as a result of the complaint or participation in the investigation.

Breach of this Policy is considered employee misconduct and may result in disciplinary measures taken, including dismissal. Hextar is responsible for taking necessary action against harassment, regardless of whether the conduct complained of was sanctioned or specifically forbidden.

C. Harassment in the Workplace

Harassment means any verbal, written or physical conduct that is known or ought reasonably to have been known to be unwelcome, inappropriate or otherwise offensive to a person, and that such conduct demeans, humiliates, threatens him/her or otherwise violates his/her dignity. Harassment has the purpose or effect of:

- (a) creating an intimidating, hostile or offensive workplace;
- (b) interfering with the performance of an employee's functions, duties and responsibilities; or
- (c) affecting employment opportunities or compensation.

Although not exhaustive, the following conduct or behaviour would constitute harassment:

- (a) insulting behaviour or comments (verbal or written);
- (b) verbal, written or physical abuse, threats and assaults;
- (c) derogatory remarks, slurs, epithets or language;
- (d) unacceptable, annoying or unwanted nicknames or negative stereotyping;
- (e) racist, pornographic or otherwise offensive signs, images, pictures or materials displayed;
- (f) coercion, unwelcome demands, invitations or requests of a sexual nature;
- (g) lewd, leering, obscene or suggestive gestures;
- (h) unwanted or inappropriate physical contact that is non-consensual, such as kissing, pinching, stroking, fondling, patting, touching and brushing up against a person;
- (i) derogatory or offensive pranks and practical jokes;
- (j) isolation or exclusion of a person from others;
- (k) bullying and victimization, for example, unreasonable and persistent criticism or humiliation, unreasonable distribution of work and responsibilities; and
- (l) inappropriate inquiries or comments about a person's sex life, religious or cultural norms, sexual orientation, family background, source of income or lifestyle.



For the purposes of this Policy, reference to the workplace means any place where the business of Hextar is being carried out and other locations and situations, such as work-related off-site assignments and business travel, work-related conferences, training or social gatherings, or other locations where the prohibited conduct might have a subsequent impact on the work relationship, environment or performance.

Any employee who is experiencing or affected by harassment may take an informal approach, if he/she considers appropriate, in resolving the problem by raising the matter directly with the person responsible (the “alleged harasser”). It is possible that the alleged harasser may not realise that this behaviour is unwelcome or offensive. The employee may make an initial attempt to make it clearly known to the alleged harasser that his/her behaviour is contrary to this Policy and that he/she should stop behaving in this manner. Alternatively, the employee may seek the help of his/her immediate supervisor or Head of Department to informally approach the alleged harasser on his/her behalf. The formal complaint should be directed in writing to the Head of Human Resource.

D. Complaint Procedure

An employee who has been directly harassed, or has witnessed or is affected by the harassment of others, should report such conduct to his/her Head of Department or to the Head of Human Resource. If the employee needs help in determining whether harassment has occurred, or whether to take the formal or informal approach, he/she should seek advice from the Head of Human Resource. If the employee is not comfortable approaching the Head of Human Resource.

Complaints about other matters should be made using the procedures prescribed under the Hextar Group Staff Code - Employee Grievance Procedures.

E. Interpretation and Review

The Head of Human Resource is responsible for the official interpretation of this Policy.

This Policy may be reviewed and amended from time to time, as and when necessary, to ensure both its relevance to the promotion of a secure and comfortable workplace and its effectiveness in ensuring that harassment in the workplace is prevented or dealt with effectively.

3rd December 2021