



RESERVOIR LINK ENERGY BHD

SEXUAL HARASSMENT POLICY

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1. OBJECTIVE

Reservoir Link Energy Bhd (“**RLEB**” or “**the Company**”) and its subsidiaries (collectively known as “**the Group**”) are committed in providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. When the Company determines that an allegation of sexual harassment is credible, it will take prompt and appropriate corrective action.

2. DEFINITION

In accordance to the Code of Practice on the Prevention and Eradication of Sexual Harassment in the Workplace issued by the Ministry of Human Resource, Malaysia, sexual harassment means:

Any unwanted conduct of a sexual nature having the effect of verbal, non-verbal, visual, psychological or physical harassment:

- that might, on reasonable grounds, be perceived by the recipient as placing a condition of a sexual nature on her/his employment; or
- that might, on reasonable grounds, be perceived by the recipient as an offence or humiliation, or a threat to his/her well-being, but has no direct link to her/his employment

3. SCOPE

Based on the definition in above, sexual harassment may be categorised into two categories as follow:

- Sexual coercion results in some direct consequence to the victim's employment. Refusal to accede to coercion may result in withholding of promotion, salary increment, bonus and benefits.
- Sexual annoyance is sexually related conduct that is offensive, hostile or intimidating to the recipient, but nonetheless has no direct link to any job benefit. A sexual harassment by an employee against a co-employee falls into this category.

4. FORM OF SEXUAL HARASSMENT

Sexual harassment in the workplace includes any employment-related sexual harassment occurring outside the workplace as a result of employment responsibilities or employment relationship. Situations under which such employment-related sexual harassment may take place includes, but is not limited to:

- at work-related social functions;
- in the course of work assignments outside the workplace;
- at work-related conferences or training sessions;
- during work-related travel;
- over the phone; and

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- through electronic media.

It is essential to emphasize that sexual harassment refers to sexual conduct which is unwanted and unwelcome to the recipient, it is also a sexual conduct which is imposed on and unsolicited or unreciprocated by the recipient.

Sexual harassment encompasses various conducts of a sexual nature which can manifest themselves in five possible forms as follow:

- verbal harassment; e.g. offensive or suggestive remarks, comments, jokes, jesting, kidding, sounds, questioning.
- non-verbal/gestural harassment; e.g. leering or ogling with suggestive overtones, licking lips or holding or eating food provocatively, hand signal or sign language denoting sexual activity, persistent flirting.
- visual harassment; e.g. showing pornographic materials, drawing sex-based sketches or writing sex-based letters, sexual exposure.
- psychological harassment; e.g. repeated unwanted social invitations, relentless proposals for dates or physical intimacy.
- physical harassment; e.g. inappropriate touching, patting, pinching, stroking, brushing up against the body, hugging, kissing, fondling, sexual assault.

5. PROCEDURE ON COMPLAINT OF SEXUAL HARASSMENT

An employee has the absolute right not to be harassed in the workplace and this right is fully supported by the Company. If you're harassed, don't keep quiet, please take immediate action as follow;

- Tell the other person (if you are comfortable to do so), in a direct and firm manner or in writing that their behaviour and actions are unacceptable and should cease immediately.
- Keep a record of all incidents with the person's name, dates, time, place of incident, a description of the incident, name of witnesses (if any).
- Complain immediately to your immediate supervisor or HR Manager, who will discuss the situation with you in the strictest confidence.
- Alternatively, employee can raise the complaint via email to whistleblowing channel at whistleblowing@reservoirlink.com.

If the Company receives a credible allegation of sexual harassment, or has reason to believe the occurrence of sexual harassment, it will take the necessary steps to ensure that the matter is promptly investigated and addressed.

Employees who have been found by the Company to have subjected another employee to unwelcome conduct of a sexual nature will be subjected to disciplinary action which will include termination of employment.

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6. MONITORING AND PERIODIC REVIEW OF POLICY

The Group must diligently monitor these procedures to ensure that they meet the objectives of relevant legislations and remain effective for the Group; and, if necessary, implement changes subject to the approval of the Company's Board of Directors.

This policy will be reviewed periodically and may be amended as it deems appropriate to ensure its relevance and effectiveness.