

Integrated Process Solutions Sdn Bhd is committed to providing a safe, respectful, and inclusive workplace for all employees. We strictly prohibit any form of sexual harassment, which includes unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

### **Policy Statement**

Prohibition of Sexual Harassment: Sexual harassment in any form is strictly prohibited. This includes, but is not limited to:

- Unwelcome sexual advances.
- Requests for sexual favors.
- Other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment.

### **Zero-Tolerance Policy:**

Our organization enforces a zero-tolerance policy towards sexual harassment. Every complaint will be taken seriously and will be thoroughly and promptly investigated.

### **Disciplinary Actions:**

If an investigation confirms that sexual harassment has occurred, appropriate disciplinary action will be taken, which may include termination of employment.

### **Reporting Mechanisms:**

We encourage any employee who experiences or witnesses sexual harassment to report it immediately. Complaints can be made to supervisors, HR representatives, or through designated confidential channels.

### **Confidentiality and Sensitivity:**

All complaints will be handled with the utmost confidentiality, sensitivity, and respect to protect the privacy and rights of all parties involved.

### **Protection Against Retaliation:**

Integrated Process Solutions Sdn Bhd strictly prohibits retaliation against employees who report incidents of sexual harassment or participate in investigations. Any form of retaliation will be met with severe consequences.

### **Commitment to a Safe Workplace**

We are committed to fostering a workplace culture where every employee feels safe, valued, and empowered. Our goal is to ensure a professional environment where mutual respect and dignity prevail.

For any questions or to report an incident, please contact our HR department.

### **Approved by:**



**Ir. Mohd Rafael Mohd Shamsudin**

Managing Director

Date: 01 November 2024