

DIALOG

DIALOG GROUP BERHAD

SEXUAL HARASSMENT POLICY

*Doc No: **DGB-HR-HRO-PL-0004** Revision No. : **0.19** Revision Date : **7 April 2022***

DISCLAIMER

*© 2023 Dialog Group Berhad - 198901001388 (178694-V). All rights reserved.
This document shall not be reproduced in whole or in parts or released to a third party
without the consent from the copyright owner.*

1. Objective	1
2. Scope	1
3. Defining Sexual Harassment	1
4. Forms of Sexual Harassment	2
5. Reporting Procedure	3
6. Investigation	4
7. Non-retaliation	5
8. Confidentiality	5
9. Interpretation and Review	5
10. Appendices	5
10.1 Appendix 1: Sexual Harassment Complaint Form.....	6

1. OBJECTIVE

DIALOG is committed to provide a conducive, safe and healthy working environment where employees are treated with dignity and free from harassment, humiliation and intimidation of a sexual nature.

DIALOG has a zero tolerance policy for any form of sexual harassment in the workplace, treats all incidents seriously and promptly investigates all allegations of sexual harassment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence.

The objective of this policy is to define workplace sexual harassment and to outline procedures for filing complaints, investigation of sexual harassment claims and issuance of appropriate disciplinary measures in case of violations.

2. SCOPE

This policy applies to all employees of DIALOG Group Berhad and its group of companies (“Company”), regardless of gender, sexual orientation, level, seniority, status or other protected characteristics. A sexual harassment complaint can be filed against any DIALOG employee, including senior management and board of directors.

3. DEFINING SEXUAL HARASSMENT

- 3.1 Sexual harassment means any unwanted and unwelcome conduct of a sexual nature, whether **verbal, non-verbal, visual or physical**, directed at a person:
- (a) That might, on reasonable grounds, be perceived by the recipient as placing a condition of a sexual nature on his/her employment; or
 - (b) That might, on reasonable grounds, be perceived by the recipient as an offence or humiliation, or a threat to his/her wellbeing.
- 3.2 Sexual harassment at the workplace includes any employment related sexual harassment occurring outside the workplace as a result of employment responsibilities or employment relationships. Situations under which such employment related sexual harassment may take place include, but are 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
 - Through electronic media.

4. FORMS OF SEXUAL HARASSMENT

4.1 Sexual harassment encompasses various conducts of a sexual nature which may take place on a single occasion or on several occasions. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

(i) Verbal harassment:

- Offensive or suggestive remarks, comments, jokes, jesting, kidding, sounds, questioning.

(ii) Non-verbal/gestural harassment:

- Leering or ogling with suggestive overtones.
- Licking lips or holding or eating food provocatively.
- Hand signal or sign language denoting sexual activity.
- Persistent flirting.

(iii) Visual harassment:

- Showing pornographic materials.
- Drawing sex-based sketches or writing sex-based letters.
- Sexual exposure.

(iv) Psychological harassment:

- Repeated and unwanted social invitations.
- Relentless proposals for dates or physical intimacy.

(v) Physical harassment:

- Inappropriate touching, patting, pinching, stroking, brushing up against the body, hugging, kissing, fondling, sexual assault.

4.2 Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favours. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called a **quid pro quo** harassment.

4.3 Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. It is recognised that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

5. REPORTING PROCEDURE

- 5.1 If an employee believes that he/she is the target of sexual harassment, he/she shall inform the offending party immediately, verbally or in writing that their conduct is offensive, unwanted and unwelcome and needs to stop. It is possible that the alleged harasser does not realise that his/her behaviour is wrong, unwelcome or offensive although this does not make the alleged harasser any less responsible for his/her actions.

If an employee requires help in determining whether harassment has occurred, he/she may seek advice from his/her immediate supervisor or Human Resources Department at their location.

- 5.2 If an employee is not comfortable confronting the alleged harasser, or if the communication is ineffective whereby the alleged harasser's unwanted and unwelcome conduct continues, the employee should report this to his/her immediate supervisor of the offending conduct. A complaint should be made immediately after an incident of alleged sexual harassment.

However, if the employee is not comfortable communicating the issue to his/her immediate supervisor, the employee can report the issue directly to Human Resources Department at their location.

- 5.3 All supervisors must deal expeditiously and fairly when they have any knowledge of sexual harassment within their departments, whether or not there has been a written or formal complaint. They must take all complaints or concerns of alleged or possible harassment seriously no matter how minor or who is involved.

Supervisors must also report all complaints received to Human Resources Department in their location immediately so that prompt investigation can take place.

- 5.4 DIALOG recognises that sexual harassment may occur in unequal relationships (e.g. between a supervisor and an employee) and it may not be possible for an employee to communicate to the alleged harasser. In such situation, the employee can report the alleged harasser directly to Human Resources Department at their location.

However, if the employee is not comfortable communicating the issue to the Human Resources Department at their location, the employee can report the issue directly to Group Human Resources or Group Legal.

- 5.5 Complainants **MUST** complete the "**Sexual Harassment Complaint Form**" ("Complaint Form") when he/she lodges the report against the alleged harasser. All completed forms must be forwarded to his/her supervisor or Human Resources Department at their location or Group Human Resources or Group Legal, depending on the nature of the complaint.

All Complaint Forms received by the Human Resources Department at their location must extend a copy to the Head of Group Human Resources.

Complainants can choose to be anonymous but be aware that investigations are likely to involve interviews with the alleged harasser, manager, co-workers and others at the workplace as potential witnesses. Therefore, anonymous reports may hinder investigations or not enable action to be taken in a swift manner, as it will be a challenge to conduct any follow-up questions.

- 5.6 An employee who has **witnessed or is affected by the harassment of others**, can also report such conduct to his/her immediate supervisor or Human Resources Department at their location. Employees who are reporting sexual harassment on behalf of other employees will also need to complete the Complaint Form.
- 5.7 It is not considered harassment of any sort for supervisors and other members of management to enforce policies, job performance and standards of conduct in a fair and consistent manner.

6. INVESTIGATION

- 6.1 All Complaint Forms received by the relevant parties will be investigated promptly and impartially to determine whether there is reasonable basis for believing that the alleged violation of this policy occurred. The investigation will be conducted as discreetly as possible and kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers are expected to co-operate in any investigation.
- 6.2 The Head of Group Human Resources or Head of Group Legal will determine if an inhouse investigation will be conducted or if an external third party will be contracted to complete the investigation, depending to the complexity and intricacy of the alleged harassment.
- 6.3 Subject to the outcome of the investigation or severity of the sexual harassment, a mediation session may be arranged by Human Resources Department with the complainant and the alleged harasser to explain the complaint to the alleged harasser and ask him/her to stop this behaviour.
- 6.4 If the matter is not resolved, the employees (i.e. complainant and the alleged harasser) will be advised of his/her rights to pursue this matter with members of the Executive Leadership Team (ELT) if they so wish. The employees should explain all steps taken to resolve the matter thus far.

Member of ELT shall then make decision in the interest of the employees. The decision of the ELT member shall be final and relayed to the employees concerned.

- 6.5 DIALOG treats sexual harassment as misconduct. If the investigation reveals evidence to support the complaint and it is upheld, the harasser will be disciplined in accordance with the disciplinary action under the relevant policy or local labour law in the countries that DIALOG operates in, including dismissal.
- 6.6 Employees are encouraged to report sexual harassment. However, if the investigation finds that the employee has made false accusations, fabricated allegations or otherwise made complaints against another in bad faith, it is considered a gross misconduct and the employee will be subject to disciplinary action, including dismissal.

7. NON-RETALIATION

DIALOG does not tolerate any type of retaliation against an employee for making a report or participating in an investigation in good faith. No one will be victimised for making such a complaint. An employee has the right to complain or act as witness without any fear of retaliation. Anyone who retaliates will be subject to disciplinary action, including dismissal.

8. CONFIDENTIALITY

- 8.1 All complaints are treated confidentially to the fullest extent practical while still enabling a thorough investigation and information will be disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation and the Company will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation.
- 8.2 Employees are expected to co-operate fully with all internal and external investigations. This includes responding to investigations truthfully and disclosing all relevant information the he/she has.
- 8.3 All information pertaining to a sexual harassment complaint or investigation is maintained in secure files within the Human Resources Department at the location where the complaint was lodged.

9. INTERPRETATION AND REVIEW

- 9.1 The Group Human Resources is responsible for the official interpretation of this Policy. However, Group Human Resources may consult Group Legal if needed on any ambiguity.
- 9.2 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 sexual harassment in the workplace is prevented or dealt with effectively.

10. APPENDICES

Appendix 1: Sexual Harassment Complaint Form

10.1 Appendix 1: Sexual Harassment Complaint Form

SEXUAL HARASSMENT COMPLAINT FORM

DGB-HR-HRO-F-0013

COMPLAINANT INFORMATION	
EMPLOYEE NAME	DATE FORM SUBMITTED
EMPLOYEE CONTACT NUMBER OR E-MAIL	POSITION TITLE
WORK LOCATION	DEPARTMENT / DIVISION
DETAILS OF THE ALLEGED INCIDENT	
WITNESS (if applicable)	
DATE	
TIME	
LOCATION	
DESCRIBE THE ALLEGED INCIDENT	
Please describe the incident in detail and provide details of any additional person involved, including your reaction to incident and the effects of the incident has had on you. Please attach additional pages as needed.	
Please retain a copy of this form for your record. As the complainant, your signature below indicates that the information you have provided on this form is truthful and will cooperate fully and completely with any investigation of this complaint.	
EMPLOYEE SIGNATURE	DATE
RECEIVED BY	DATE
NAME	
POSITION TITLE	