



**FELCRA JAYAPUTRA SDN BHD
(KILANG KELAPA SAWIT JAYAPUTRA)**

POLICY NO HARASSMENT, VIOLENCE & ABUSE IN THE WORKPLACE

FELCRA Jayaputra Sdn. Bhd. is committed to providing a safe, professional work environment, free from sexual harassment, violence, threats and any form of physical, mental or emotional abuse.

We will not tolerate any form of harassment, whether of the same or opposite gender, including conduct that threatens the dignity, safety or well-being of our employees.

Organisation Commitment

We will:

- Take immediate action on every complaint related to harassment, violence and abuse.
- Impose appropriate disciplinary or legal action against the perpetrator, depending on the level of the offense.
- Protect victims and whistleblowers from any form of pressure, retaliation or discrimination.

Complaints & Investigation Procedures

- Complaints can be made verbally or in writing.
- Every complaint will be investigated fairly, confidentially and impartially.
- The investigation process involves:
 - Interview both parties and witnesses (if any)
 - Review of relevant evidence & Internal investigation reports

Disciplinary Action

If the complaint is substantiated:

- Action such as counselling, warning letters, suspension, contract termination, or reporting to the authorities will be imposed depending on the level of the offense.

We adhere to the principles of respect, integrity and mutual safety in the workplace. This policy is part of our commitment to a work environment free from discrimination, harassment and fear.


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MANAGING DIRECTOR
(LIEW TEEN CHAI)

DATE: 02 MAY 2025