

HARASSMENT POLICY

The purpose of this policy to assist all Aisha Trading Company Sdn Bhd employees and contractors that work-related relationships must respects individual rights and dignity to always maintained. It applied to both employees and contractors both on the company property and outside company property.

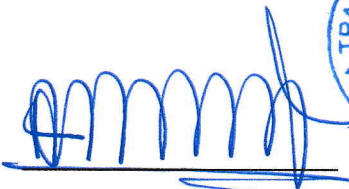
All employees must never engage in any behavior as harassment. These include:

- **Spreading rumors or gossip about an individual or group**
- **Making offensive jokes or remarks**
- **Playing unwanted practical jokes**
- **Humiliating or injuring another person**
- **Misuse personal information**
- **Physical contact such as unnecessary touching or brushing against another employee's body**
- **Make fun other people religion or culture**
- **Visual conduct such as sexually oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures**

Please do take note these are just the examples. Whichever the term of abuse or harassment, Aisha Trading Sdn Bhd take action very seriously. There are no place in Aisha Trading Sdn Bhd.

Any employees who are believed that he/she that has been subjected to harassment, or any witnesses or someone who aware of harassment which involving others must report to their Manager/Supervisor, and if possible to Human Resources.

Remember, Harassment in the workplace is a form of unlawful discrimination and is taken seriously by the courts.




HJ MUSA BIN HJ ADININ

MANAGING DIRECTOR

August 2022