



**IOI GROUP**

**IOI Plantation  
Policy on Harassment at Workplace**

**1. Introduction**

As stated in IOI Group Sustainable Palm Oil Policy (SPOP), we are committed to promoting a safe and healthy working environment. IOI views any form of harassment, including sexual harassment as a serious violation and against the Group's values and principles. IOI have zero tolerance for any form of harassment at the workplace and will treat all incidents seriously, and promptly investigate all allegations. Anyone found guilty of such act will face stern disciplinary action, including dismissal from employment and subject to the law of the land. This policy on "Harassment at Workplace" (the "Policy") will serve as a guidance on handling matters related to harassment.

**2. Definition**

IOI adopts United Nations (UN) definition on harassment and sexual harassment.

IOI recognises that anyone can be a victim of sexual harassment, regardless of gender of both the victim and the harasser.

**3. Grievance Channel**

IOI has a number of grievance channels in place such as the Grievance Hotline, Employee Consultative Committee (ECC), Joint Consultative Committee (JCC), Gender Consultative Committee (GCC), via email, or by post. Any employee who is subject to harassment is encouraged to utilise the provided grievance channels to submit his/her grievance.

The management will then plan the necessary actions including investigations to address any grievance submitted. The victim can remain anonymous and will not be subject to any form of retaliatory action for submitting the complaint. All grievances submitted will remain confidential. However, IOI will also not tolerate any false and fabricated accusation against innocent persons. Any employee who knowingly make a false accusation may be subjected to disciplinary action including dismissal.

**4. Policy communication**

IOI will ensure that this Policy is communicated to all levels of employees. All managers must ensure that all employees are aware of the content of this Policy. This Policy will be regularly reviewed for effectiveness.

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