



## POLICY

# ANTI-SEXUAL HARASSMENT

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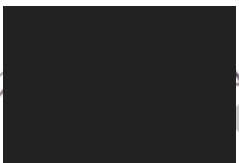

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## 1.0 POLICY STATEMENT

The elimination of workplace sexual harassment is essential to improve safety, diversity and productivity of employees. This Anti Sexual Harassment Policy (“**this Policy**”) is published by **Aerodyne Group or Aerodyne** (as defined hereafter) in its commitment to provide safe working environment for its employees and correspondences against any forms of sexual harassment.

Any person found to have sexually harassed another will face disciplinary action including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No employees will be victimised for making such a complaint.

## 2.0 OBJECTIVES

This Policy is published and disseminated for the following objectives;

- to define and identify workplace sexual harassment conducts/acts;
- to create awareness and empower employees about information on sexual harassment;
- to outline procedures when filing for a sexual harassment complaint;
- to outline investigation procedures in receipt of a sexual harassment complaint;
- to outline considerations when deciding appropriate measures in case of any violations of this Policy.

## 3.0 SCOPE OF IMPLEMENTATION

This Policy has a wide implementation across all business transactions within Aerodyne.

As we strive to create safer workspaces in every aspect, we have considered on the following scopes of implementation:-

### Aspects

### Scope

#### Aerodyne Group/ Aerodyne

This Policy applies to Aerodyne Ventures Sdn Bhd (201801002751 (1264764-P) and any/all entity whether incorporated or unincorporated, that is within its control or common control and operates within the territories of Malaysia.


#### Complainant

Aerodyne defines ‘complainant’ as anyone who lodged a complaint against alleged perpetrator for being subjected to acts of sexual harassment as defined under this Policy.

Aerodyne recognises that anyone can be subjected to conducts of sexual harassment in any forms regardless of their sex and/or gender identity. Sexual harassment can also happen on a wide variety of dynamics where complainants may be perpetrator’s opposite-sex, same-sex, subordinate, supervisors, managers, employees, employers, colleagues, and even external correspondences.

#### Alleged Perpetrator/

Aerodyne defines respectively ‘alleged perpetrators’ or ‘perpetrators’ (used interchangeably) as anyone who allegedly

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#### Perpetrator

commits or commits acts of sexual harassment as defined under this Policy.

Aerodyne recognises that 'perpetrators' of sexual harassment can be of any sex and/or gender identity and that everyone including employees at every management level can commit sexual harassment.

#### Time, Place & Medium

This Policy is implemented within and outside of working hours which also covers commission of sexual harassment at any locations. This Policy also extends to communications made through internet platforms, tele-communication, video conferences, chat groups, e-mails and any other communication platforms.

## 4.0 DEFINING SEXUAL HARASSMENT

Sexual harassment can be defined as any unwelcoming conduct(s) that is sexual in nature. Sexual harassment makes a person feel offended, humiliated and/or intimidated that may include situations where a person is asked to engage in sexual activities as a condition of the person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the receipt.

In the Industrial Court case of **Vasuthevan Athaly v. Freescale Semiconductor (M) Sdn Bhd [2013] 1 ILR 73**, where the court quoted Ashgar Ali's book "Dismissal from Employment and the Remedies" (Lexis Nexis, 2007), which stated:

**"Sexual harassment refers to sexual conduct, which is imposed on, and is unsolicited or unreciprocated by the recipient, for example, repeated unwelcome sexual comments, looks or physical contact, among others".**

Aerodyne recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employees. Anyone, including employees of Aerodyne, clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this Policy. All sexual harassment is prohibited whether within Aerodyne's premises or outside, including at social events, online communications, business trips, training sessions or conferences participated or sponsored by Aerodyne.

Sexual harassment can involve one or more incidents. Types of sexual harassment conducts may be physical, verbal, non-verbal, written harassment, visual harassment and psychological harassment.

Examples of conducts which constitute sexual harassment non-exhaustively may include the following examples:

#### Types of Conduct


#### Some Examples

##### Physical conducts

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling or inappropriate touching.
- Physical violence, including sexual assault.
- Usage of inanimate objects to touch another person inappropriately.

##### Verbal conducts

- Comments on a worker's appearance, age, private life, etc.


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- Sexual comments, stories and jokes.
  - Sexual advances.
  - Repeated and unwanted social invitations for dates or physical intimacy.
  - Insults based on the sex of the worker.
  - Condescending or paternalistic remarks.
  - Sending sexually explicit messages (by phone or by email).
  - Display of sexually explicit or suggestive material.
  - Sexually suggestive gestures.
  - Whistling/Catcalling.
  - Leering which leads to complainant's discomfort and feel unsafe.
  - Taking off clothes without any valid reason and sexually suggestive.
  - Sending nudity and/or inappropriate graphic content in any formats.
  - Includes printed material for example, showing pornographic materials, drawing sex-based sketches or writing sex-based letters.
  - The mode of sending the printed material would include faxing, short message service (SMS), multimedia message service (MMS) and electronic mail (e-mail).
  - This could be something which is not directed to any particular person but which, nevertheless, creates a hostile or humiliating environment for others, for example, displaying obscene pictures. This has the potential effect of degrading or offending fellow worker.
  - Repeated unwanted social invitations; relentless proposals for dates or physical intimacy.
  - Sextortion.
- Non-verbal conducts**
- Written Harassment**
- Visual Harassment**
- Psychological Harassment**

## 5.0 CONFIDENTIALITY

All complaints and investigations are treated privately where information is disclosed strictly on a need-to know basis.

In ensuring confidentiality and minimal disclosure of investigation, this Policy outlines several best practices that can be observed by employees either as complainants, alleged as perpetrators or as other stakeholders as listed.

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## 5.1 Best Practices

### A. Complainant

- Complainants are advised to disclose information pertaining to the complaint on a strictly need-to-know basis;
- Complainants may disclose and/or provide information pertaining to the complaint in order to obtain peer-support and/or from external stakeholders;
- Complainants are advised to refrain from making public statements without any necessity and/or out of malice;

### B. Alleged Perpetrators/Perpetrators

- Perpetrators shall cooperate with any processes in any investigations carried out by the IIU upon being notified that a complaint has been lodged against them;
- Perpetrators shall not retaliate in any methods against complaints as described in Chapter 6 of this Policy especially to detrimentally publicise identities of the parties involved in the investigation;
- Perpetrators shall not in any way disclose information about the complaint to any other parties either verbally, non-verbally or by way of social media publications and may only disclose information to the ASH Committee and the IIU in pursuant to the investigation;


### C. Anti-Sexual Harassment Committee

- The ASH Committee strictly shall not in any circumstance disclose identities of any parties involved in a complaint to any other party except to the IIU being assigned;
- In pursuant to any needs for reporting such as legislative requirements and any other reporting needs the ASH Committee shall only provide numerical and/or statistical reports with no disclosure of identities and/or details of incident;
- The ASH Committee shall keep confidential all complaints in a secured storage for physical and digital copies;
- The ASH Committee shall only communicate with People's Experience and the IIU in regard to complaints lodged for the purpose of opening an internal investigation and the enforcement of investigation results;
- The ASH Committee shall not undertake and/or participate in the investigation process carried out by the IIU;
- The ASH Committee shall strictly keep minimal interactions with both complainants and perpetrators and shall only do so to provide updates on the investigation processes;

### D. Incident Investigation Panel/Unit

- The IIU assigned to a complaint shall strictly not in any circumstance disclose identities of any parties involved in a complaint to any other party except to ASH Committee;
- The IIU assigned shall keep confidential of any content, findings, evidence and/or investigation of complaints;
- The IIU shall only communicate with the ASH Committee, fellow panel members same Assigned Complaint, the complainant, and alleged perpetrator.



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- d. The IIU shall undertake investigation and/or enquiry to complainant and perpetrator in separate sessions.

## 6.0 RETALIATION AGAINST COMPLAINTS

This Policy exercise zero-tolerance against any acts and/or forms of retaliation by perpetrators. Although acts of retaliation can be widely defined and construed differently, the concept of retaliation can be easily identified.

Acts of retaliation against complaints can be understood as any methods by perpetrators to undermine or punishes the complainant of sexual harassment. It may manifest in different forms including but not limited to demotion, salary reduction, job termination, denial of a raise, denial of a promotion, job reassignment, less desirable schedule, micromanagement, poor performance review, willingly deliver poor work performance and exclusion from staff activities.

Aerodyne expects continuous support from all involved parties of a complaint to ensure that all complaints can be looked into and investigated with due process and procedure in accordance with this Policy.

## 7.0 ENFORCEMENT

### 7.1 Establishment Of Anti-Sexual Harassment Committee

This Policy establishes the Anti-Sexual Harassment Committee (“**ASH Committee**”) for which lasts for twenty-four (24) months that is primarily responsible for the administration and enforcement of this Policy that acts as an enforcement vehicle under this Policy.

The ASH Committee shall consist of three (3) members nominated by People’s Experience Department (“**PX**”) and approved by the EMC.


The ASH Committee shall undertake the following responsibilities: -

- to receive complaints through email channel [ash.committee@aerodyne.group](mailto:ash.committee@aerodyne.group);
- to secure a confidential record of all complaints received under this Policy;
- to establish an Incident Investigating Unit (“**IIU**”);
- to assign each complaint to an IIU;
- to ensure that there is no element of conflict of interest between any members of the IIU with parties of the complaints;
- to ensure investigation by IIU is made due process in accordance with this Policy;
- to ensure IIP and/or IIU members are trained before undertaking an investigation;
- to ensure all complaints are addressed;
- to ensure resolutions – passed – concluded by People’s Experience Department; and
- to ensure publication and awareness of this Policy.

### 7.2 Establishment of Incident Investigation Panel

This Policy establishes the Incident Investigation Panel (“**IIP**”) in its commitment to provide safer workspaces for all employees and develops a pool of IIU panels up to twenty-four (24) members appointed by PX and approved by the EMC.



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The IIP is a diverse pool of employees uniquely appointed by PX based on individuals' suitability and characteristics. IIU Panel will receive training by any third-party training agencies (**Third-Party Agency**) on sexual harassment management and handling.

Before being assigned with a complaint, relevant IIP members must have received the pre-requisite briefing and training organised internally or externally by Aerodyne.

While appointed members may reject and abstain from such appointment, it is worth noted that members will receive relevant training certification on related experience pertaining to labour management and domestic inquiry from Aerodyne or Third-Party Agency while sitting as a member of the IIP.

### 7.3 Establishment Of Incident Investigation Unit

Upon receipt of a Complaint, the ASH Committee shall form an Incident Investigating Unit ("IIU") derived from the trained pool of IIP as prescribed in this Policy. The ASH Committee must execute such formation within 7 days after receipt of such Complaint.


For each Assigned Complaints, three (3) members of the IIP will be appointed by the ASH Committee that forms one independent IIU.

In appointing members of IIU, the ASH Committee must exercise discretion and consider the following;

- The members of IIU appointed must not be a family member and/or close affiliate, and/or supervisor(s) and/or subordinate(s) of the same department to either complainant and/or alleged perpetrator of the Complaint;
- The members of IIU must include at least one (1) female member and one (1) member of PX;
- The appointed members of IIU must be notified of their nominations and/or subsequent appointment;
- The appointed members of IIU must declare if their appointment applies to circumstances as iterated in the forementioned para (a) above;
- The appointed members of IIU must be informed of the obligations and/or responsibilities conferred by this Policy and the ASH Committee; and
- The appointed members of IIU may reject such appointment but such rejection must not be unreasonable.

An IIU is an interim unit and appointed to investigate the respective Assigned Complaint until its respective conclusion and/or resolve has been achieved. Accordingly, an IIU will be discharged from its responsibilities once the Assigned Complaint has reached a resolution. In short, IIU shall have the following responsibilities in this Policy;

- To receive Assigned Complaints from ASH Committee;
- To execute investigation and/or domestic inquiry in relation to the Assigned Complaint and in accordance with this Policy;
- To gather evidence of the Assigned Complaint through investigation by taking statements from the parties relevant to the Assigned Complaint to be furnished in the Complaint Form;
- To furnish investigation notes in the Complaint Form;
- To submit the Complaint Form and duly furnished investigation notes to PX for decision of guilt.

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## 8.0 COMPLAINT PROCEDURE

### 8.1 Complainant

#### 8.1.1. Before filing a complaint

If a person feel that they are being subjected to sexual harassment, the person should inform the alleged perpetrator that such conduct is unwanted and unwelcome. If the alleged perpetrator is an individual within unequal relationships and ranks higher in corporate position, the person should seek help from another supervisor and/or the member of the People's Experience Department. Nonetheless, if the person feel that such conduct warrants a complaint the person may lodge said complaint to the IIU.

#### 8.1.2. When filing complaint

When an employee is sexually harassed, they may file a complaint against the perpetrator to the ASH Committee by submitting the Complaint Form ("AD-ASHP-PX-F-01") as annexed in this Policy at **Annexure A** and furnishes such complaint with details of the incident according to the Complaint Form.

The Complaint Form shall be furnished by the complainant themselves detail out non-exhaustively the following particulars;

- Dates and time of the incident (and indicate if incident happened more than once);
- Brief facts of in the incident;
- Complainants may provide any other information to support the claim/complaint such as names of possible eyewitnesses,


Once the particulars in the Complaint Form is furnished, the Complainant must send the Complaint Form to the ASH Committee through the email address: [ash.committee@aerodyne.group](mailto:ash.committee@aerodyne.group).

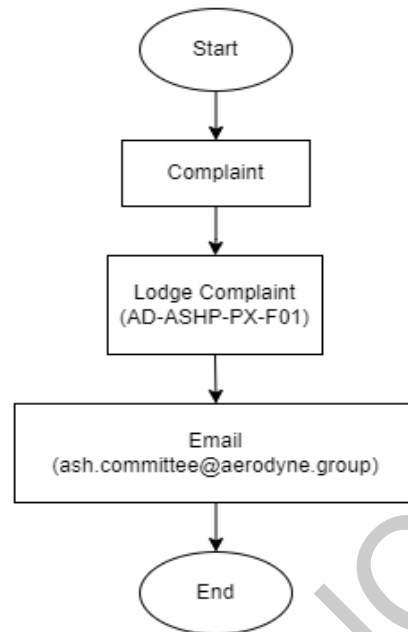
### 8.2 Refusal to Investigate


- Aerodyne and ASH Committee may refuse to investigate and/or inquire into any complaints of sexual harassment if;
  - the complaint of sexual harassment has previously been inquired into and no sexual harassment has been proven; and/or
  - Aerodyne and ASH Committee is of the opinion that the complaint of sexual harassment is frivolous, vexatious or is not made in good faith;

### 8.3 Complaint Procedure Flowchart

The following is the process flow when lodging a complaint against sexual harassment;

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## 9.0 INVESTIGATION PROCEDURE

All relevant stakeholders involved with investigation of any complaints made under this Policy must ensure that such investigation is carried out privately and confidentially.

Summarily, stages of investigation will be carried out chronologically and respectively by the ASH Committee, IIU and lastly PX.

### 9.1 ASH Committee

#### 9.1.1 Receipt of Complaints

- All standing members of the ASH Committee will have access to complaints lodged under the email as forementioned.
- Upon receipt of a Complaint Form, the ASH Committee must establish an IIU, thereafter assign the Complaint Form.

#### 9.1.2 Establishing IIU

- Establish an IIU derived from the IIP as prescribed in this Policy;
- Assign the Complaint Form ("Assigned Complaint") to the respective IIU established;
- Ensure that Complaint Forms received are kept with proper care and confidential;
- Ensure that the established IIU understand of their next courses of action;
- To ensure that a confidential meeting between the respective established IIU and complainant is convened for the first time;
- To ensure that complainant understand the investigation and complaint management steps.

### 9.2 Incident Investigating Unit


Upon receipt of the Assigned Complaint the IIU must;

- Treat all Assigned Complaints with proper care and kept confidential;
- Undertake investigation within 7 days after formation of IIU;
- To gather evidence that includes obtaining statements from Complainant and Alleged Perpetrator;
- To submit duly furnished Complaint Form to PX.

#### 9.2.1 Investigation

The IIU above must commence investigation within 7 days after the formation of IIU and undertake the following;

- To engage with the Complainant separately and confidentially to obtain more information on the Assigned Complaint and the Complainant's desired outcome;
- To engage with the alleged perpetrator confidentially and separately to inform of the complaint that was lodged against him and obtain any admission, justifications and/or defence;
- To execute investigation in para (a) and (b) of the Complaint Form;
- To submit the duly furnished Complaint Form to PX.

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### 9.2.2 Taking Statements

- The IIU must obtain formal written statements from the Complainant and the Alleged Perpetrator in separate sessions. Statements will form part of the investigation content where it will serve as evidence for either party.
- When taking statements, IIU must write and keep a formal report/minute.
- Written statements obtained must be kept confidential and to be submitted to PX upon completion of investigation.
- The IIU must fully probe the Complainant on the complaint possible to obtain admissible and credible statements;
- The IIU must inquire on any available eyewitnesses, CCTV footages and any other supporting evidence from the complainant to support the complaint.

### 9.2.3 Investigation Notes

- All findings of investigation carried out by IIU must be reduced in writing in the same Complaint Form;
- The duly furnished Complaint Form must be emailed to PX for further action together with any other relevant documentation, evidence and formal recordings of statements.

## 9.3 People's Experience Department

### 9.3.1 Receipt of Investigation Notes


- PX shall receive the Complaint Form and peruse the investigation notes submitted by the relevant IIU;
- PX shall determine whether the Alleged Perpetrator is guilty or not guilty by perusing the investigation notes.
- PX shall ensure that the investigation by the assigned IIU is conducted fairly and thoroughly before formulating any decisions and/or recommendations;

### 9.3.2 Domestic Inquiry/No Further Action

- PX shall peruse fairly and thoroughly the investigation notes submitted by the IIU and identify all available materials and evidence of the alleged sexual harassment;
- Where investigation notes lack clarity and credibility, PX must revert the Complaint Form to IIU to obtain clarity on specific issues;
- In the event PX finds sufficient evidence to establish a case of misconduct under this Policy against the Perpetrator, PX shall commence a domestic inquiry.
- In the event PX finds insufficient evidence to establish a case of misconduct under this Policy against the Perpetrator, PX shall conclude the complaint as No Further Action.
- Both

### 9.3.3 Recommendation and Resolutions

- In the event PX finds the Alleged Perpetrator as guilty of misconduct under this Policy, PX shall formulate a resolution in reference to the investigation note, available material and evidence submitted by the IIU.
- PX must ensure that resolutions are made in accordance with Chapter 10 of this Policy where if resolution leads to a dismissal, it must be with **just cause and excuse**.


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#### 9.3.4 Investigation Outcome

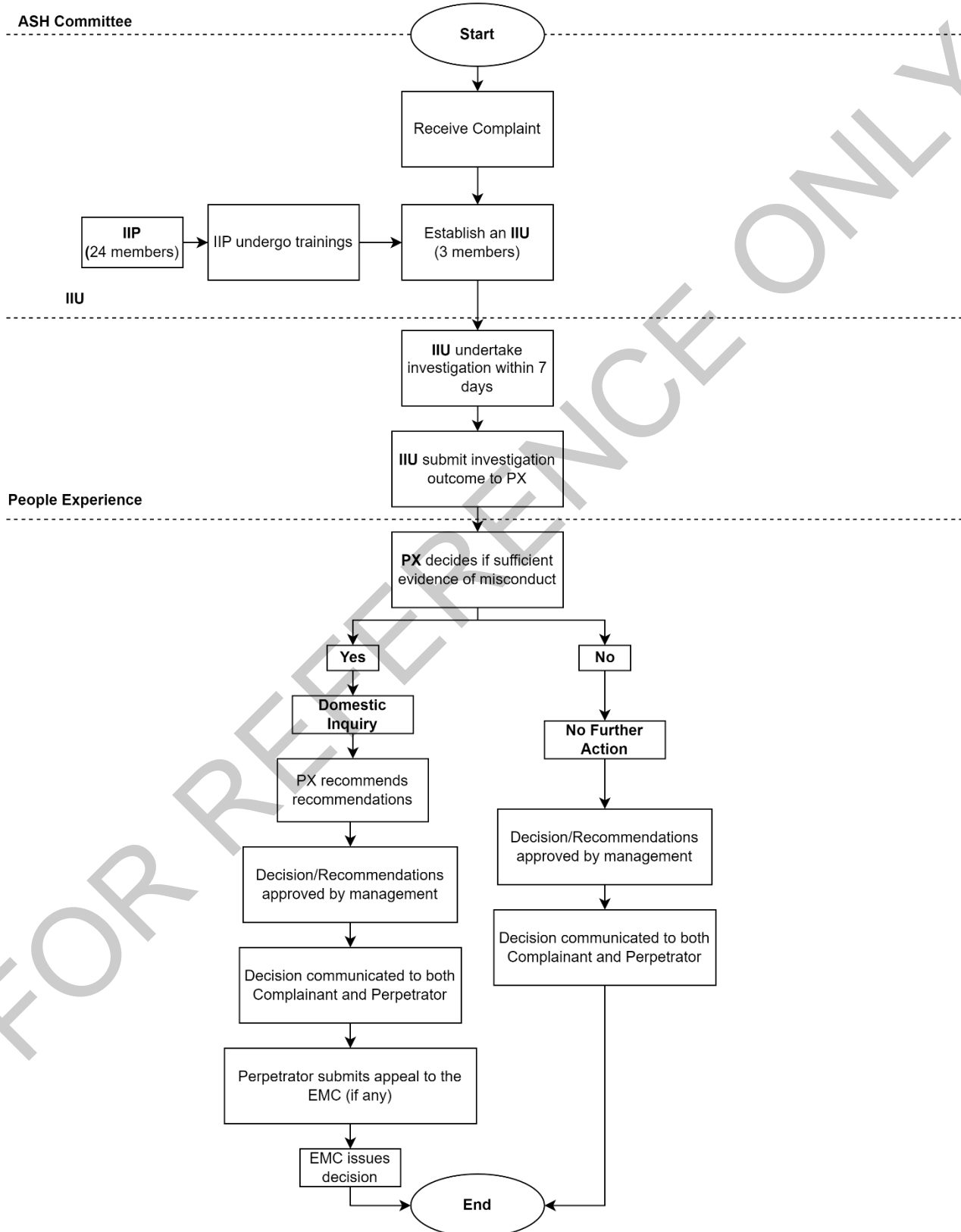
- a. After achieving resolutions, PX must communicate the investigation outcome and relevant resolutions to the Complainant and Perpetrator via separate emails.
- b. The communication of the forementioned must be made within 7 days after decision on resolution has been made.

#### 9.3.5 Submission of Appeal


- a. The Perpetrator may submit an appeal to EMC within 7 days from the date when Investigation Outcome communicated to them.
- b. The Perpetrator may include in such appeal the following details;
  - i. Provide a detailed account of your version of the events leading up to the sexual harassment incident, including any mitigating circumstances you believe should be taken into consideration;
  - ii. Explain why your behavior was inconsistent with our company's policies and values, and acknowledge the impact it had on the victim and the workplace environment; and
  - iii. Describe the steps you plan to take to ensure that such misconduct does not occur again in the future, including any training or counseling programs you are willing to undergo.
- c. EMC will carefully review the appeal issued by the Perpetrator and decision will be made based on the severity of the incident, overall conduct as an employee and any previous misconduct.
- d. When needed, EMC may receive consultation from PX or Third Party Agency on the conclusion of a Complaint made under this Policy.

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#### 9.4 Investigation Procedure Flowchart





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## 10.0 PENALTY

### 10.1 Classification Of Harassment and Penalty

After conducting the investigation, the IIU lodge the Investigation Outcome to the ASH Committee and PX. PX will then recommend for resolution(s). In addition, the nature of the recommended resolution shall be made according to risk matrix/classification of the complaint.

Complaints can be classified as follows;

Classification of Harassment	Characteristics	Penalty
High Risk	<ul style="list-style-type: none"> <li>a. Complainant constantly feels threatened by the alleged perpetrator.</li> <li>b. The conduct of sexual harassment is continuous.</li> <li>c. The conduct of sexual harassment has repeated for more than three (3) times.</li> <li>d. The conduct of sexual harassment may involve physical contact, verbal and/or non-verbal cues.</li> <li>e. The Complainant's work performance is gravely affected by the incident and/or the alleged perpetrator's presence.</li> <li>f. The alleged perpetrator retaliates against the management and the Complainant.</li> <li>g. Multiple complaints lodged against the same alleged perpetrator.</li> </ul>	<ul style="list-style-type: none"> <li>a. Verbal and written warning</li> <li>b. Adverse performance evaluation</li> <li>c. Reduction in wages</li> <li>d. Transfer or Reassignment</li> <li>e. Demotion</li> <li>f. Suspension</li> <li>g. Dismissal</li> </ul>
Medium High Risk	<ul style="list-style-type: none"> <li>a. Complainant feels threatened by the alleged perpetrator.</li> <li>b. The conduct of sexual harassment has been committed up to three (3) times.</li> <li>c. The conduct of sexual harassment may involve physical contact, verbal and/or non-verbal cues.</li> <li>d. The Complainant's work performance is affected by the incident and/or the alleged perpetrator's presence.</li> <li>e. The alleged perpetrator retaliates against the management and/or the Complainant.</li> </ul>	<ul style="list-style-type: none"> <li>a. Verbal and written warning</li> <li>b. Adverse performance evaluation</li> <li>c. Reduction in wages</li> <li>d. Transfer or Reassignment</li> <li>e. Demotion</li> <li>f. Suspension</li> <li>g. Dismissal</li> </ul>
Medium Risk	<ul style="list-style-type: none"> <li>a. Complainant feels threatened by the alleged perpetrator.</li> </ul>	<ul style="list-style-type: none"> <li>a. Verbal and written warning</li> <li>b. Adverse performance evaluation</li> </ul>

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	<ul style="list-style-type: none"> <li>b. The conduct of sexual harassment is an isolated case or happened once.</li> <li>c. The conduct of sexual harassment may involve physical contact, verbal and/or non-verbal cues.</li> <li>d. The Complainant's work performance is not affected by the alleged perpetrator's presence but requires the company to address the issue, nonetheless.</li> <li>e. The alleged perpetrator acknowledges of the complaint lodged against him and is willing to cooperate and/or shows remorse.</li> </ul>	<ul style="list-style-type: none"> <li>c. Reduction in wages</li> <li>d. Transfer or Reassignment</li> <li>e. Demotion</li> </ul>
Low Risk	<ul style="list-style-type: none"> <li>a. Complainant does not feel threatened by the alleged perpetrator.</li> <li>b. The conduct of sexual harassment is an isolated case or happened once.</li> <li>c. The Complainant wishes no tangible action to be taken against the alleged perpetrator.</li> <li>d. The conduct of sexual harassment may involve physical contact, verbal and/or non-verbal cues.</li> <li>e. The Complainant's work performance is not affected by the incident and/or the alleged perpetrator's presence.</li> <li>f. The alleged perpetrator acknowledges the complaint and is willing to cooperate and/or shows remorse.</li> </ul>	<ul style="list-style-type: none"> <li>a. Verbal and written warning</li> <li>b. Adverse performance evaluation</li> </ul>
No Case	<ul style="list-style-type: none"> <li>a. IIU decides in accordance with the information provided by the Complainant vide the Complaint Form that there is no case against the alleged perpetrator.</li> <li>b. Complainant was found to falsely accused the alleged perpetrator in the Complaint Form.</li> <li>c. Complainant cannot and/or did not furnish sufficient information to the IIU via the Complaint Form.</li> </ul>	<ul style="list-style-type: none"> <li>a. Provide assurance and empower the Complainant on workplace policy.</li> <li>b. Advice Complainant to observe sexual harassment definitions and context.</li> <li>c. Observe and monitor alleged perpetrator and anticipate any follow-up reports.</li> </ul>

## ANNEXURE A (AD-ASHP-PX-F-01)

### SEXUAL HARASSMENT COMPLAINT FORM

PART A: Details of Parties			
Complainant's Details			
Name:			
NRIC No.:		Position:	
Office Address:			
Telephone Number:			
Alleged Perpetrator's Details			
Name:			
Office Address:			
Position:			
PART B: Details of Complaint			
Date of Incident			
Time of Incident			
Place of Incident			
Frequency of conduct (Kindly black out irrelevant field)	Once	Once to Thrice	More than Three Times
Details of sexual harassment conduct			
Impact of sexual harassment conduct to Complainant:			
Additional Information: (Any available eyewitnesses, CCTV footages, screenshots)			
Complainant's desired outcome:			
Complainant's Signature:			

Assigned Incident Investigating Unit					
IIU Members		1. (Chairperson) 2. 3.			
PART C: INVESTIGATION NOTES <i>*By the Incident Investigation Unit</i>					
Complainant's Statements:					
Alleged Perpetrator's Statements:					
Available Evidence: (Attach documents if necessary)					
PART D: GUILT AND RESOLUTION <i>*By the People's Experience Department</i>					
Guilt		Guilty		Not Guilty	
Classification of Sexual Harassment:		High	Medium High	Medium	Low No Case
Show Cause & Mitigating Factors:					
Recommendation and resolutions:					
Remarks:					

Report by:

\_\_\_\_\_  
<NAME>  
Representative of Incident Investigating Unit  
<DATE>

Recommendation by

\_\_\_\_\_  
<NAME>  
Representative of People Experience Department  
<DATE>

Approved by:

\_\_\_\_\_  
<NAME>  
EMC Representative  
<DATE>