

POLICY PROHIBITION OF DISCRIMINATION

Purpose	This policy is aimed at setting high standards for all employees within the company to promote honest and ethical conduct and fair employment practices in line with the Company's code of conduct and fair business guideline.
Scope	Applies to all employees throughout the company including suppliers, vendors, contractors, consultants, partners, visitors and other parties engaged by the company both internally and externally

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1.0. Overview

- 1.1 The company is committed to providing a work environment that is free from forms of discrimination. It is the company's primary policy to provide fair and equal opportunity in employment, pay scale and promotion solely due to the employee capabilities and performance.
- 1.2. An act of discrimination varies in many forms such as on the basis of race, gender, ethnicity, creed, age, religion, disability, sexual preference or any other factors. It becomes the responsibility of every individual employed by the company to refrain from participating or supporting any forms of discrimination.
- 1.3. All employees are expected to play their part in creating a safe, harmonious and welcoming workplace for everyone.

2.0. Discrimination Cases

- 2.1.1. The company does not tolerate any form of harassment occurring to any stakeholders.
- 2.1.2. Company understands the notion that there are instances whereby the act of discriminating may occur unintentionally or unconsciously through collectively years of biased viewpoint, however, corrective action must be undertaken at the earliest possible when such knowledge comes to light.
- 2.1.3. In discrimination cases that are identified due to such unintentional nature, the company shall ensure proper training and counselling are in place to bring awareness to the employees involved as well as others and at all levels of the company.
- 2.1.4. Company is strictly intolerant to cases in which discriminative practices has taken place.

3.0. Violations

- 3.1. Should any violations of this policy take place, the Company shall take steps to prevent a repetition of any violations. This may include;
 - 3.1.1. Institute strong disciplinary actions and/or legal actions.
 - 3.1.2. Build additional mechanisms to prevent future occurrences
- 3.1.3. Ensure all employees affected (including those who may unknowingly be involved) are put through rigorous training on the conditions of this policy.
- 3.1.4. Notify the relevant regulatory authorities of any identified acts or incidents that have been proven beyond a reasonable doubt that may affect the laws of Malaysia.
- 3.1.5. Provide full cooperation to relevant authorities.

Filing a grievance on discriminative incidents

- 4.1. Any employees affected by any discriminative practices are advised and encouraged to file a grievance report in order for actions to be taken.
- 4.2. The grievance management process shall be in line with the Company's grievance management policy.

5.0. Making a report by non-affected parties

- 5.1. Any employees including non-affected parties are advised and encouraged to notify the company of any discriminative practices that they have observed or come to know.
- 5.2. The process of making a report and investigation shall be in line with the Company's whistleblowing policy.

6.0 Confidentiality

- 6.1. The company, Human Resource Department, immediate superior, management and any parties involved in the grievance process must keep all information confidential and not disclose it to others or discuss the grievance with anyone.
- 6.2. The complainant and those that stand accused of a grievance are prohibited from discussing the matter with anyone including other employees.
- 6.3. Discussing the grievance before and after it has been resolved is prohibited.

7.0. The Company reserves the right to amend this policy from time to time and shall notify all employees when such amendments have been made and have been approved by the Management.

8.0. Should there be a translation of this policy into other languages, the English version of this policy shall be authoritative in the event of any dispute or confusion.

This sample policy/letter/document is merely a sample or guidance. Companies are advised to practice caution when drafting its HR documentation and shall always be in compliance with the Employment Act and Industrial Relations Act as well as past case laws so as to ensure the policy does not violate or infringe the prevailing employment regulations. Companies are encouraged to adopt best practices to be attractive employers and promote a productive and competitive operating landscape. The author shall not be held liable for any damages or claims arising from the usage of the contents of this document.

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