



DG Packaging Workplace Harassment & Anti-Discrimination Policy

Policy Statement

DG Packaging is committed to providing a safe, respectful, and inclusive workplace free from harassment, discrimination, and bullying. All employees, contractors, and stakeholders are expected to uphold professional conduct and treat others with dignity, regardless of background or identity.

1. Purpose

To prevent and address workplace harassment and discrimination, and to promote a culture of respect, fairness, and psychological safety.

2. Scope

Applies to all employees, contractors, interns, visitors, and third-party stakeholders across all DG Packaging locations and work-related settings (including off-site events and digital platforms).

3. Definitions

- Harassment: Any unwelcome conduct that causes distress, alarm, or humiliation, including verbal, physical, psychological, or sexual abuse
- Discrimination: Unfair treatment based on race, gender, age, religion, disability, marital status, nationality, or other protected characteristics
- Bullying: Repeated, unreasonable behavior that intimidates, degrades, or isolates an individual
- Sexual Harassment: Unwelcome sexual advances, comments, gestures, or requests that create a hostile work environment
- Victimization: Retaliation against someone who has made a complaint or assisted in an investigation

4. Unacceptable Conduct

Examples include (but are not limited to):

- Derogatory remarks or jokes about race, religion, gender, or disability
- Unwanted physical contact or sexual advances
- Threats, intimidation, or stalking
- Spreading rumors or malicious gossip
- Exclusion from work activities or unfair task allocation
- Displaying offensive images, emails, or messages
- Discriminatory hiring, promotion, or disciplinary decisions

Effective Date: 01 Aug 2025

Document Ref: HRPOL-H01-2025 | Version 1.0 | Confidential – For Internal Use Only"



5. Reporting & Investigation

- Employees may report incidents to:
 - Their immediate supervisor
 - The HR Department
- Reports may be made verbally, in writing, or anonymously
- All complaints will be treated confidentially and investigated promptly
- If the alleged harasser is a supervisor, employees may bypass and report directly to HR

6. Disciplinary Action

- Confirmed violations may result in:
 - Verbal or written warnings
 - Suspension or reassignment
 - Termination of employment
 - Referral to legal authorities

7. Protection & Support

- No employee will be penalized for making a genuine complaint
- DG Packaging will take steps to protect affected individuals from further harm
- Support may include counseling, mediation, or temporary reassignment

8. Manager Responsibilities

Managers must:

- Model respectful behavior
- Intervene early when inappropriate conduct is observed
- Support affected employees and escalate concerns appropriately
- Ensure fair treatment and prevent retaliation

9. Policy Review

This policy will be reviewed annually or upon changes in legislation or operational needs. Updates will be communicated to all employees.

Effective Date: 01 Aug 2025

Document Ref: HRPOL-H01-2025 | Version 1.0 | Confidential – For Internal Use Only”