

HUMAN RESOURCES POLICIES & PROCEDURES

CHILD PROTECTION POLICY

Policy No:	HR-002/2023	Effective Date:	01 st November 2023
Initiated by:	Group Human Resources	Total Pages:	Page 1 of 2
Approved by:	Chief Operating Officer		

Objective:

Sun Siyam Resorts is fully committed in providing a safe environment for children and complies with all the laws and regulations on child protection.

We recognize the responsibility to promote safe practices and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures, a child is recognized as someone under the age of eighteen (18) years.

Child Abuse involves neglect, physical, sexual, emotional harm and exploitation of children.

The purpose of this policy is to provide information and create awareness among all team members on the importance of protecting children from abuse. This policy describes the steps that will be taken in meeting our commitment to protect children.

Applicable:

To all team members, guests, visitors, and stakeholders of Sun Siyam Group.

Responsibilities:

- Team Members, guests, visitors, and stakeholders: Responsible for adhering to the policy on Child protection and report abuse if there is any case of suspected abuse.
- Head of Departments: to ensure that this policy is communicated to their respective team members.
- Front Office: To ensure that this policy is communicated to guests and visitors.
- L&D / HR: to provide the necessary information to all team members and to create awareness among team members. All team members must be aware on the steps to follow in case of suspected abuse. Information on the policy must be communicated to new team members during induction program.





SUN SIYAM
RESORTS

Procedure on Reporting Child Abuse:

In case of any suspicion on child abuse, the following steps must be taken to report the abuse:

1. Make an appointment with a member of the disciplinary committee via Head of Department or HR department.
2. Provide the details of the incident which led to the suspicion.
3. Identify the person abusing the child.
4. Identify the child being abused.
5. Upon receiving the complaint, the disciplinary committee members must investigate the matter immediately and report to Executive Management.
6. Executive Management to make a final decision within 7 days of the complaint being submitted.

Disciplinary Committee:

- General Manager / Resort Manager / Chief Operating Officer (HO)
- Operations Manager / Directors (HO)
- Human Resources Manager

The management reserves the right to alter, change suspend or abolish this policy at any given time.

Thanking you,


Aisha Faiz
Chief Operating Officer



- END OF POLICY -