



SUN SIYAM
RESORTS

HUMAN RESOURCES POLICIES & PROCEDURES

ANTI- HARASSMENT POLICY

Policy No:	HR-004/2023	Effective Date:	01 st November 2023
Initiated by:	Group Human Resources	Total Pages:	Page 1 of 3
Approved by:	Chief Operating Officer		

Objective:

The purpose of this policy is to uphold a safe, positive work environment where all team members are treated with respect.

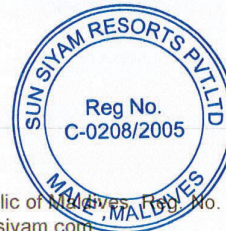
This policy outlines the behavior and conduct which is expected from all team members and provides the guidelines and the necessary steps to follow if subjected to harassment.

Applicable:

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

Responsibilities:

- Team Member, guest, visitors & Stakeholders: Responsible for treating everyone with respect and complying with Anti-Harassment policy and reporting any case of harassment without delay.
- Head of Departments: to ensure that this policy is communicated to their respective team members and monitor whether it is being followed within the department. Must also ensure that all team members are treated fairly and not subjected to any harassment.
- 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 harassment. Information on the policy must be communicated to new team members during induction program.





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Harassment

Harassment is defined as any unwanted speech or conduct which violates a person's dignity. Acts of harassment creates an offensive work environment which affects the well-being of the subjected team member(s).

Types of Harassments:

- **Verbal Harassment;** *shouting, insulting, intimidating, threatening, shaming, demeaning, using derogatory language.*
- **Bullying;** *repeated acts of criticism or abuse, ridicule, exclusion, unfair treatment, misuse of power, victimization*
- **Hate Speech:** *derogatory speech that is intended to humiliate an individual or group of individuals based on their race, religion, gender, sexual orientation or disability.*
- **Gender based harassment:** *acts of verbal or non-verbal intimidation based on gender.*
- **Sexual harassment:** *acts of unwelcome verbal or physical conduct of a sexual nature including sexual advances or requests for sexual favors.*

Examples of Harassments:

Some examples of harassment are defined below;

- Offensive jokes or comments that embarrass or insult someone.
- Derogatory comments.
- Using unwelcome nicknames.
- Written or verbal abuse or threats.
- Ignoring or isolating a team member repeatedly due to a personal characteristic.
- Spreading malicious rumors to discredit someone.
- Offensive comments about appearance or clothing.
- Repeated use of offensive gestures.
- Improper touching.
- Asking questions of an intimate nature.
- Making offensive gestures toward someone.
- Distributing inappropriate sexual material or discriminatory photos, videos, or internet postings.
- Physical threats.





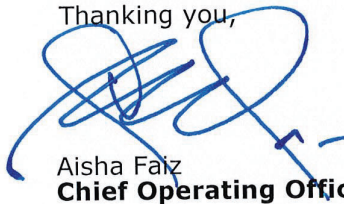
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Procedure on Reporting incidents of Harassment

1. Immediately report the incident to Supervisor or Department Head. If the supervisor or Department Head is unavailable or is directly involved in the incident, the team member should directly report the incident to Human Resources Department.
2. Fill out the complaint form attached in Annex I.
3. The following details must be included on the complaint form:
 - Date and time of the incident(s).
 - Nature of the harassment.
 - The person being harassed (complainant).
 - The person committing the harassment (respondent).
 - Names of individuals who witnessed the incident.
4. Once the official complaint form is submitted, it will be investigated by the Disciplinary Committee.
5. The complainant and the respondent will be required to submit the relevant statements and supporting evidences to the Disciplinary Committee.
6. A decision will be made by the Disciplinary Committee within 10-12 working days after the official complaint was submitted. The decision will be made based on the outcome of the investigation and after reviewing all statements and evidences presented.
7. If the harassment case is proved, the respondent will be subjected to the following actions, depending the gravity of the case:
 - provide an official apology to the complainant.
 - Attend to additional training and awareness programs.
 - Reassignment or relocation.
 - Disciplinary action
 - Termination
 - Notification to police

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 -