



SEXUAL HARASSMENT POLICY

Likom is committed to maintain a working environment that encourages respect for the dignity of each individual. The company views sexual harassment constitutes a breach of the company's policy and will incur disciplinary actions up to and including dismissal. Sexual misconduct is defined by the company as involving any or all of the following:

Any unwanted conduct of a sexual nature having the effect of verbal, non-verbal, visual, psychological or physical harassment that might, on reasonable grounds, be perceived by the recipient as an offence or humiliation, or a threat to his/her well-being, but has no direct link to her/his employment or as placing a condition of a sexual nature on his/her employment.

Where an employee feels that he/she has been sexually harassed, the following procedure must be followed:

- a) The complaint should be made to his/her direct superior. The direct superior will then inform the Human Resource Department.
- b) The Human Resource Department will then proceed to discreetly investigate the complaint for purposes of coming to a quick settlement. If required, a show cause letter will be issued to the person accused of the sexual harassment. This process can lead to a domestic inquiry that may lead to the person's dismissal.
- c) Should the complainer not receive any feedback within one week, he/she is encouraged to take the complaint directly to the Human Resource Department.
- d) Should the complaint not be attended to by the Human Resource Department within two weeks from it being raised, the person is encouraged to take this matter up directly to the General Manager.

A handwritten signature in black ink, appearing to read "Vincent Ng See Hin".

VINCENT NG SEE HIN

General Manager

04 January 2022

Likom Caseworks Sdn Bhd

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Likom CMS Sdn Bhd

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