

Background

Ranhill is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. When we determine that an allegation of sexual harassment is credible, we will take prompt and appropriate corrective action.

Sexual harassment is any form unwanted or unsolicited conduct of a sexual nature having the effect of verbal, non-verbal, visual, psychological or physical harassment affecting the dignity of women and men at the workplace. It can be divided into two categories namely:

- Sexual Coercion : Sexual harassment that results in some direct consequence to the victim's employment. An example is where a superior who has the power over salary and promotion attempts to coerce a subordinate to grant sexual favours.
- Sexual Annoyance : Any sexually-related conduct that is nonetheless has no direct link to any job benefit; however the annoying conduct creates a bothersome working environment which the recipient has to tolerate in order to continue working.

Objective

To encourage and promote a safe, harmonious, healthy and conducive working environment in which employees respect one another. Moreover, it is to ensure that everyone in Ranhill knows that sexual harassment is a major misconduct and one who is found guilty committing any form of it will be subject to termination. Ranhill provides the framework and guidelines to employees and management in dealing with sexual harassment effectively at the earliest possible stage to resolve the harassment and prevent its recurrence.

Scope

This Sexual Harassment Policy and Procedures apply to all employees directly employed by Ranhill Holdings Berhad either on permanent or fixed term contract of employment.

Requirements:

All Ranhill employees are required to comply with this policy and procedures. Employees must report sexual harassment within 14 days of the incident. Besides maintaining confidentiality and recording all incidences, employees are required to attend and cooperate with investigations. Employees also expected to behave professionally and to exercise good judgment in work-related relationships, whether with fellow employees, business colleagues, or members of the public with whom they come into contact in the course of official duties. Further, all employees are expected to take appropriate measures to prevent sexual harassment. Unwelcome behaviour of a sexual nature should be stopped before it becomes severe or pervasive and rises to a violation of law.

Reference:

HCPPM-0502 Ranhill Holdings Berhad Sexual Harassment Policy & Procedures