

# **HARN LEN CPORPORATION BHD**

**200001000001 ( 502606-H)**

## **DIVERSITY POLICY**

The Company and its subsidiaries (‘the Group’) is committed to workplace diversity.

The Group recognises the benefits arising from employee and board diversity, including a broader pool of high quality employees, improving employee retention, accessing different perspectives and ideas and benefiting from all available talent.

The purpose of this policy is to provide diversity and equality to all in employment, irrespective of their gender, race, cultural background, age, religion or belief and marital status. We oppose all forms of unlawful and unfair discrimination.

All employees, whether full time, part time or temporary, will be treated fairly and equally and with respect.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Group.

This Diversity policy requires all employees to do or refrain from doing something and at all times subject to legal obligations, this diversity policy forms a direction of the Group which all employees are expected to comply.

We believed that the Diversity policy provides a frame work for the Group to achieve :

- a) A workplace culture characterised by inclusive practices and behaviours for the benefit of all employees;
- b) A diverse and skilled workforce, leading to continuous improvement in service delivery and achievement of corporate goals;
- c) Awareness in all employees of their rights and responsibilities with regard to fairness, equity and respect for all aspects of diversity ;
- d) A work environment that values and utilise the contributions of employees with diverse background, experiences and perspectives through improved awareness of the benefits of workforce diversity and successful management of diversity and
- e) Facilitate equal employment opportunities based on relative ability, performance or potential.

The Group is committed to ensure that:

- a) Every employee is entitled to a working environment which promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated;
- b) The commitment to diversity and equality in the workplace is good management practice and makes sound business sense;
- c) Breaches of diversity policy will be regarded as misconduct and could lead to disciplinary proceedings;

- d) This diversity policy will be implemented within the framework of the local laws, relevant legislation and Malaysia Government policy.

The Board will monitor the scope and applicability of this policy, from time to time. The Management is responsible for implementing and administering this policy, for maintaining a work environment free from unlawful discrimination, and promptly identifying and resolving and problem area regarding equal employment opportunity.

Individuals who believe they have observed or been subject to prohibited discrimination should immediately report the incident to the management. Complaints will be investigated and handled as confidentially as possible.

Individuals will not be subject to harassment, intimidation, prohibited discrimination or retaliation for exercising any of the rights protected by this policy.

This Diversity Policy was approved by the Board on 13 April, 2018.