

EXTRACT OF CAPITALAND HARASSMENT POLICY

CapitaLand Group Human Resource Policies & Guidelines

Harassment

1. OVERVIEW

The company recognises that harassment on the basis of gender, race, and religion is a violation of the local law. The company will provide to all employees a work environment that is free from harassment and will not tolerate such conduct on the part of any employee, supervisor or manager.

2. POLICY

2.1. Unlawful harassment may consist of, but is not limited to, the following:

- a) Verbal conduct, such as derogatory comments, slurs, unwanted sexual invitations or advances;
- b) Physical conduct, such as unwarranted or offensive touching, impeding or blocking an employee's movement, or assault;
- c) Visual conduct, such as derogatory or offensive photographs, posters, cards, cartoons, graffiti, drawings or gestures;
- d) Threats and demands that an employee submit to sexual requests in order to keep his or her job, or to avoid some other loss, as well as offers of job benefits in return for sexual favors;
- e) Retaliatory actions taken against an employee for reporting or threatening to report harassment. 2.2 If you have a complaint of harassment, you should follow the procedure in this policy. All complaints of harassment will be investigated and resolved promptly.

3. DISCIPLINARY ACTIONS

- 3.1. Any employee who is found to be responsible for harassment will be subject to appropriate disciplinary action, which may include termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.
- 3.2. The company will notify you of appropriate action taken and if necessary, will take appropriate remedial steps toward the harasser. No employee shall be retaliated against for bringing a complaint of harassment.

4. PROCEDURES

- 4.1. If you believe that comments, gestures or actions from any staff, including supervisors or managers, are offensive, you should notify your immediate supervisor, department manager or the HR Department. You should then submit a complaint, if possible in writing, explaining details of the incident(s), the names of those involved, and the names of any witnesses.
- 4.2. The company will promptly investigate any complaints of harassment and will take immediate action to resolve such complaints. No individual will suffer reprisals for reporting any incidents of sexual harassment, making any complaints, or participating in any investigation.

FOR DETAILED POLICY, PLEASE REFER TO CAPITALAND INTRANET.