

# NICHICON (MALAYSIA) SDN BHD

## ANTI-HARASSMENT & ABUSE POLICY

Nichicon (M) Sdn Bhd is committed to upholding the Anti-Harassment & Abuse Policy, to ensure a workplace free of harassment and abuse. We are also committed to observing and abiding by our Policies, Applicable Laws & Customer Requirements.

### ANTI-HARASSMENT AND ABUSE POLICY OBJECTIVES:

1. Ensure all employees are treated with respect and dignity. No form of harassment or abuse shall be tolerated, including but not limited to Verbal Abuse & Harassment, Physical Harassment, Psychological Harassment, or Sexual Harassment.
2. Ensure all reporting/complaints related to harassment & abuse received are well channeled, handled, and to be treated as confidential.
3. Ensure disciplinary action is taken towards the harasser/abuser and to those who make false accusations.
4. No Workers will be punished or retaliated against for reporting Harassment & Abusive behavior.
5. Assigned Direct Responsible Individual(s) to oversee and enforce the implementation of Anti-Harassment & Abuse policies and procedures.
6. To identify, assess, minimize, and eliminate harassment & abusive behavior.
7. To provide comprehensive training to all personnel that receive, process, and address complaints regarding harassment & abuse.
8. To provide comprehensive training to all security personnel regarding the prevention of harassment & abuse, their roles, and responsibilities.
9. Ensure effective communication is mandatory to all workers, supervisors, and managers regarding the prevention of harassment & abusive behavior during the initial orientation period and reinforced via refresher training regularly including disciplinary rules, procedures, and practices.
10. Ensure all documentation related to harassment & abuse, including records of disciplinary action and records of completed training is well maintained.

.....梅原孝洋.....  
**TAKAHIRO UMEHARA**  
Managing Director

Acknowledge by:  
**KATSUHIKO MORI**  
COO & President  
Nichicon Corporation

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