

**EXTRACT OF CAPITALAND HARASSMENT POLICY**

**CapitaLand Group Human Resource Policies & Guidelines**

<b>G.3.12</b>	<b>Harassment Policy</b>	<b>Revision Date: 1 Apr 2024</b>
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**1 OVERVIEW**

- 1.1 In alignment with CapitaLand’s Diversity, Equity and Inclusion (DEI) Policy and Social Charter, and our dedication to the core principles of human rights, this policy aims to establish a framework for maintaining a work environment free from harassment.
- 1.2 CapitaLand is dedicated to creating a supportive and respectful environment for all individuals within the organization, consistent with the values expressed in the DEI Policy and Social Charter.
- 1.3 The company recognizes that harassment of any kind based on race/ethnicity, color, gender, age, religion, national origin, marital status and family responsibilities, disability, or any other protected characteristics under applicable laws and regulations is strictly prohibited.

**2 SCOPE AND APPLICABILITY**

- 2.1 Harassment is defined as any unwelcome conduct that is based on race, gender, religion, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected under applicable law. Examples of harassment include, but are not limited to:
  - (a) Verbal conduct: derogatory comments, jokes, slurs, or threats.
  - (b) Physical conduct: unwanted touching, physical assault, or interference with normal work movement.
  - (c) Visual conduct: displaying offensive images or gestures.
  - (d) Sexual harassment: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**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 Disciplinary measures will be proportional to the severity of the offense and may include counseling, suspension, or other appropriate actions.

**4 REPORTING AND COMPLIANCE**

- 4.1 CapitaLand is committed to promptly addressing any breaches or alleged breaches of this policy. Any breaches or suspected breaches of this policy will be thoroughly investigated, and appropriate actions will be taken in accordance with applicable laws and regulations, internal policies, and in line with best practices.
- 4.2 Employees are encouraged to report any perceived human rights breaches or concerns in accordance with CapitaLand’s reporting mechanisms, such as reporting to their immediate supervisor, Human Resources department, or through the confidential whistleblowing channel. All reports will be handled with utmost confidentiality and will be appropriately addressed.

**FOR DETAILED POLICY, PLEASE REFER TO CAPITALAND INTRANET.**