

NON-HARASSMENT POLICY STATEMENT

It is the policy of Alkahfi Lestari Oil & Gas Sdn Bhd (ALOGSB) to maintain a working environment free of harassment of any type, including sexual harassment. Thus, conduct of harassing nature, which is offensive, hostile or interferes with another employee's work, is strictly prohibited. Sexual harassment includes sexual advances, request for sexual favors and / or other verbal or physical conduct of a sexual nature when:

- Submission to such advances, request or conduct is explicitly or implicitly made a condition of employment;
- Submission to or rejection of such advances, request or conduct is used as a basis for any employment decision; or
- Such advances, request or conduct are unwanted and therefore have the purpose or effect unreasonably interfering with an individual's work performance or creating a hostile or offensive work environment,

Inappropriate conduct under this policy may include slurs, verbal abuse, joking or "kidding" or the display of objects or pictures that are sexually suggestive, racially oriented or defame a person's religion, national origin, age or handicap.

It is also the policy of ALOGSB to maintain a non-hostile environment. A hostile working environment is defined as one containing vulgarity, abuse, humiliation, threatening language, crude or cruel behavior, practical jokes or other inappropriate behavior, which is found to be offensive.

Any employee, who feels he or she had been subject to harassment or hostile behavior, should contact his or her immediate superior or Personnel Department. If a complaint is made to the employee's superior, it is the supervisor's responsibility to notify the Personnel Department immediately. Once a complaint is made, a prompt and complete investigation with consideration for confidentiality will be conducted. Remedial action may range from issuance of verbal or written warning to transfer or termination, depending upon what is deemed appropriate under the practical circumstances. There will be no discrimination or retaliation against an employee for making a complaint of harassment or hostile behavior.