

# SEXUAL HARASSMENT POLICY STATEMENT

It is the intention of **Siam Global Engineering Co. Ltd** to provide a workplace that is fair and equitable for all employees, and where all persons will be treated with respect and dignity. We recognise that all persons have a right to be able to attend work and to perform their duties without being subjected to any form of sexual harassment.

## AIMS AND OBJECTIVES

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which can humiliate, intimidate or offend another person. Sexual harassment may take many forms, including physical contact, verbal comments, jokes, propositions, display of offensive material or other behaviour which can create a sexually hostile working environment, but does not include behaviour based on mutual attraction, friendship and respect if the interaction is consensual, welcome, and reciprocated.

Sexual harassment is a breach of State and Federal laws, and offenders are liable to legal action. Sexual harassment is not only unlawful during working hours or in the workplace or between co-workers, but is unlawful in any work-related context, including conferences, work functions, office parties, business or filed trips, and includes interactions with clients and customers.

## RESPONSIBILITIES

We, as a company, will strive to create a working environment which is free from sexual harassment, and where all persons are treated with dignity, courtesy and respect. We will provide an effective complaints procedure, treat all complaints in a sensitive, fair, timely and confidential manner, and guarantee protection from victimisation and reprisals.

Managers and supervisors must monitor the working environment to ensure that acceptable standards of conduct are observed at all times, model appropriate behaviour themselves, and to promote correct conduct in their area. They must treat any complaint seriously and confidentially, and offer any required support to the victim.

Employees are expected to:

- comply with the sexual harassment policy
- offer support and assistance to any person who is being harassed
- maintain confidentiality if they provide information during the investigation of a complaint, and
- actively participate in the adherence of procedures to achieve the aims and objectives of this policy.

**Siam Global Engineering Co.,Ltd.**

Apilas Suriyavanagul

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