



Sabah Softwoods Berhad

PREVENTION ON WORKPLACE VIOLENCE POLICY

Sabah Softwoods Berhad ("SSB") is firmly committed to prevent violence and promotes a violence free workplace. Any act of violence committed by or against any staff and worker is unacceptable conduct and will not be tolerated.

We are committed to:

- Providing our employees with an appropriate level of protection from the risks associated with workplace violence;
- Investigating reported incidents of violence in an objective and timely manner;
- Taking necessary action on acts of workplace violence; and
- Providing appropriate support for victims of workplace violence.

Employees have a responsibility to:

- Become familiar and comply with this policy;
- Report incidents of workplace violence to their supervisors; and
- Participate in work site risk assessments and implement control measures to mitigate associated risks as required.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

No employee or any other individual affiliated with SSB shall subject any other person to violence in the workplace.

MOHD HATTA HJ. JAAFAR

Chief Executive Officer

4th January, 2016