

**WESTPORTS HOLDINGS BERHAD  
(Registration No. 199301008024 (262761-A))**

**Equal Employment Opportunity Policy**

**Table of Contents**

- 1. POLICY STATEMENT AND OBJECTIVE**
- 2. SCOPE**
- 3. POLICY ELEMENTS**
- 4. EMPLOYEE RESPONSIBILITIES**
- 5. HARASSMENT**
- 6. GRIEVANCE AND DISCIPLINARY PROCEDURE**
- 7. MONITORING, REVIEWING AND ENFORCEMENT**

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**1.0 POLICY STATEMENT AND OBJECTIVE**

- 1.1 **WESTPORTS (hereinafter referred to as “the Group”)** adopts a zero-tolerance stance on any form of discrimination against its employees. The Group is committed to the International Labour Organisation (“ILO”) conventions in relation to equal employment opportunities (“EEO”), providing a safe working environment free from discrimination on the basis of race, ethnicity, skin colour, religion, gender, sexual orientation, age, marital status and nationality. It is the Group’s objective to provide equal opportunities to all employees with regards to hiring, pay and remuneration rates, training and development, promotions and other terms of employment. As an equal opportunity employer, the Group complies with all applicable laws, rules and regulations in relation to this policy. The EEO Policy should thus be read in conjunction with the Group’s various policies & guidelines.
- 1.2 The Group is committed to providing a diverse work environment that values the wide-ranging perspectives inherent to our diversified workforce. The values we encourage in our employees are candour, courtesy, flexibility to adapt to changes, and respect to humanity, personal dignity and privacy.
- 1.3 The Group’s EEO Policy is an embodiment of our objective to lead our workforce and business associates based on meritocracy. Meritocracy is identified to encompass a combination of educational qualifications, cognitive abilities, extracurricular talents, and socially valuable personal qualities, like leadership and civic-mindedness.

**2.0 SCOPE**

- 2.1 This policy is intended for all employees including subsidiary companies within the Group. The Group provides training and seeks to create awareness among its employees on the importance of preventing discrimination and harassment at the workplace.
- 2.2 Equal opportunity is for everyone, but it mainly concerns members of underrepresented categories who are the ones traditionally disadvantaged at the workplace. The Group does not guarantee employment or promotions for people in such categories, but undertakes to treat them fairly by providing them with equal opportunities.
- 2.3 All of our partners, vendors, contractors, suppliers, associates and affiliates are encouraged to adopt similar EEO Policy in their organisation.
- 2.4 In our procurement practices, after all the commercial considerations are met, the companies, vendors and contractors that have in place an EEO Policy and practice the same will have a better chance of securing our orders or projects.

**WESTPORTS HOLDINGS BERHAD**  
**(Registration No. 199301008024 (262761-A))**

**Equal Employment Opportunity Policy**

Similar principles apply to those organisations seeking donations or sponsorship.

**3.0 POLICY ELEMENTS**

3.1 Being an equal opportunity employer means that the Group will provide the same opportunities for hiring, rate for the job/experience, pay grades & rates, training and development, promotions and other terms of employment to everyone without discrimination due to characteristics such as:

- a) Race and ethnicity
- b) Skin colour
- c) Religion
- d) Sex / gender
- e) Sexual orientation
- f) Disability
- g) Age
- h) Marital status
- i) Nationality<sup>1</sup>

3.2 The EEO Policy is formulated around preventive and affirmative actions to ensure fairness in all aspects of employment. These aspects include:

- a) Hiring
- b) Pay rates for job and experience
- c) Training and development
- d) Promotions
- e) Appraisal
- f) Compensation and benefits
- g) Termination

3.3 Equivalent to the above, the nature of operations at Westports requires hiring/promotions/assignment to be based on **inherent job requirements** that are the essential criteria of the job and are the core **duties** that must be carried out in order to fulfil the purpose of a **position**.

3.4 The inherent requirements of a job will vary depending on what the job entails. They may include:

- i) the ability to perform tasks which are essential to perform a job productively and to the required quality.
- ii) the ability to work effectively in a team or other organisation.
- iii) the ability to work safely.

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<sup>1</sup> The recruitment and hiring of non-Malaysian employees by the Group shall be subject to local laws, rules, regulations, orders, directives, notices, policies or instructions issued by local government agencies in relation thereto for the time being in force.

**WESTPORTS HOLDINGS BERHAD**  
**(Registration No. 199301008024 (262761-A))**

**Equal Employment Opportunity Policy**

- 3.5 Notwithstanding the foregoing, the Groups Retirement Policy pursuant to Minimum Retirement Age Act 2012, Upgrading Policy and Safety and Health Policy described in Employee Handbook shall take precedence over the EEO Policy.
- 3.6 The Group further abhors utterance of words or statements of racial nature or a degrading nature in respect of race, religion or culture or the use of intemperate language and utterance against any individual or group, foreign or local touching on race, ethnicity, gender, creed, religion, age, disability or sexual preference especially when dealing with employees, customers and/or suppliers.
- 3.7 Human Resources Department (HR) will be responsible for assessing company's processes and ensuring they are free from bias and discrimination. HR shall continuously refine company processes, train employees to combat any bias and protect possible victims of discrimination. This will ensure employees are given the chance to work in an environment where everyone's rights are protected and respected.

**4.0 EMPLOYEE RESPONSIBILITIES**

- 4.1 As an employee of the Group, all employees shall read, understand and comply with the information contained within this Policy which are also available in the Employee Handbook.
- 4.2 All Head of Departments, Head of Sections, Managers and Supervisors are responsible for using equal opportunity practices and make decisions based on objective, non-discriminatory criteria.
- 4.3 An employee of the Group shall not orally, in writing or in any other form including but not limited to social media make any discriminatory or disparaging comments, insinuation, posts or remarks on another employee, suppliers, contractors, stakeholders, partners, associates, affiliates and guests of the Group in relation to characteristics stated in clause 3.1 herein.

**5.0 HARASSMENT**

- 5.1 The Group does not tolerate any act of discrimination or harassment or the use of intemperate language and utterances against any individual or group, foreign or local related to race, ethnicity, gender, creed, religion, age, disability or sexual preference especially when dealing with employees, customers and/or suppliers and any employee found to have committed such conduct will be subject to strict disciplinary action, including possible termination of employment.

**WESTPORTS HOLDINGS BERHAD**  
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**Equal Employment Opportunity Policy**

- 5.2 Harassment, which includes sexual or non-sexual harassment such as discrimination or use of intemperate language and utterances is deemed an inappropriate conduct which is unwelcomed and personally offensive to its recipient which has the purpose or effect of:
- i) Creating an intimidating, hostile, or offensive work environment; or
  - ii) Unreasonably interfering with an individual's work performance.
- 5.3 Further to the above, sexual harassment is defined as any unwanted conduct of a sexual nature that takes the form of verbal, non-verbal, visual, psychological or physical harassment:
- i) that might, on reasonable grounds, be perceived by the recipient as placing a condition of a sexual nature on his/her employment; or
  - ii) that might, on reasonable grounds, be perceived by the recipient as an offence or humiliation, or a threat to his/her well-being, but has no direct link to his/her employment.
- 5.4 This also includes e-mail or letters illustrating sexual content or harassment that is unsolicited.
- 5.5 Any employee who has been directly harassed, or has witnessed or is affected by the harassment of others, should take appropriate steps specified herein;
- i) Immediately object and make clear to the harasser that that his/her behaviour is contrary to this Policy and that he/she should immediately stop behaving in this manner.
  - ii) Keep written record of each incident. Describe the incident in full detail inclusive of evidence, if any, and provide any witnesses available.
  - iii) Tell someone immediately after the incident and seek advice.
  - iv) Make a formal complaint to Human Resources Department or your direct superior.
- 5.6 Complaints about other matters should be made using the procedures prescribed under the grievance procedure.

**6.0 GRIEVANCE AND DISCIPLINARY PROCEDURE**

- 6.1 Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Human Resources Department. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. It may be reported under the 'Whistle-

**WESTPORTS HOLDINGS BERHAD**  
**(Registration No. 199301008024 (262761-A))**

**Equal Employment Opportunity Policy**

Blower' option or through the established grievance procedure. All reports will be treated as confidential, and the Group will ensure that anyone who makes such reports will not be in detriment as a result of raising genuine concerns about discrimination, even if they turn out to be mistaken.

- 6.2 Anyone reported to have acted in breach of the EEO Policy will be thoroughly investigated.
- 6.3 Any type of retaliatory behaviour, or threats of retaliation made against a victim of discrimination who has reported it, or against someone who was aware of the reported discrimination, will result in immediate disciplinary action which includes dismissal from employment

**7.0 MONITORING, REVIEWING AND ENFORCEMENT**

- 7.1 The Group will diligently monitor these procedures to ensure that they meet the objectives of relevant legislations and remain effective for the Group, and, if necessary, implement changes subject to the approval of the Board of Directors.
- 7.2 All employees are encouraged to offer their feedback on this Policy if they have any suggestions on how it may be improved. Feedback of this nature should be addressed to HR.
- 7.3 This Policy forms part of the Group Personnel's contract of employment and the Group may amend it at any time to improve its effectiveness.
- 7.4 This policy will be reviewed annually to assess its effectiveness.

This policy is approved by the Board of Directors on 30 April 2024.