

THIRD WORLD NETWORK BERHAD

NON-DISCRIMINATION POLICY

At Third World Network Berhad (TWN), we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our organisation. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, pregnancy, or any other characteristic protected by law.

1. Right to Work in a Professional Environment

Every employee has the right to work in a professional environment where their knowledge, skills, and abilities are the critical factors in their success. TWN expects all employees to maintain standards of propriety, promote equal opportunity, treat everyone professionally, and act without bias or favour.

2. Zero Tolerance for Harassment

TWN has a zero-tolerance policy for sexual harassment or discrimination, racial harassment or discrimination, or any other form of harassment and discrimination (religious, language, sexual orientation, et cetera).

Please refer to the TWN Policy on Sexual Harassment in this regard.

Racial, national origin, ethnic, or language discrimination can consist of jokes, negative comments, or forbidding employees from speaking the language of their choice while on non-official business. The official language of the organisation is English, and we will provide all formal documents in this language. Employees are free to speak their preferred language during breaks, at lunch, or when speaking with people who also speak their preferred language.

If you are not comfortable reporting harassment in English, you may report it in your preferred language, and TWN will translate your report.

3. Forms of Discrimination

The following are the kinds of discrimination, which are against the organisation's policy:

- (a) Direct discrimination, where a person is treated less favourably on the basis of a ground which is unlawful;

- (b) Indirect discrimination, where a provision, criterion or practice which seems to be lawful would create a significant disadvantage for a substantial number of one group of persons compared with other persons on the basis of an unlawful ground unless that provision, criterion, or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary;
- (c) Victimization, where a person is treated less favourably than others because he or she has taken action in respect of discrimination on unlawful grounds;
- (d) Harassment, when unwanted conduct related to any unlawful ground takes place with the purpose or effect of creating an intimidating, hostile, degrading, humiliating, or offensive environment for any person. This is not limited to physical acts and may include verbal and non-verbal communications and gestures.
- (e) Disability discrimination: TWN believes everyone has the right to work. An employee with a disability who can perform the core functions of the jobs, is entitled to the same protection and respect as other employees.

4. Retaliation

TWN prohibits retaliation against any person who files a complaint against harassment or discrimination. We encourage employees to come forward and participate in investigations.

TWN will make all reasonable efforts to keep investigations confidential, and to protect persons who make complaints.

If an employee retaliates against another employee for reporting harassment or discrimination, that employee will face serious consequences up to and including termination.

5. Reporting and investigation procedure

Any employee who feels they have been harassed, discriminated against, or otherwise treated negatively because of their race, religion, gender, or other characteristics, should report the harassment to one of the following persons:

- The Head of the site office in Geneva and New Delhi, as applicable; or
- The Executive Director or Head of Administration (Penang) if the alleged harasser is the head of the office; or
- Any member of the Board of Governors if the alleged harasser is the Executive Director or the Head of Administration; or
- Any of the two external persons designated by the Board of Governors if the alleged harasser is a member of the Board of Governors.

If the employee concerned is more comfortable to report directly to the Head of Administration, Executive Director, external person designated by the Board of Governors or the Board of Governors itself, he/she may do so.

Employees will not be disciplined in any manner for failing to report something that occurred to them. Nor will the organisation retaliate for any good faith report. A good faith report means that the employee believes that something inappropriate happened, even if the investigation determines no inappropriate behavior occurred.

TWN will then conduct an investigation. This may take a considerable amount of time, depending on the situation. TWN expects all employees to participate in the investigation and keep things confidential as allowed by law.

The investigation will be conducted by the Head of the site office, the Head of Administration, the Executive Director, the external designated persons or the Board of Governors, as appropriate. If required, an investigation committee may be established by the Board of Governors comprising the aforementioned persons.

At the end of the investigation, the investigating party will issue a report and recommendations. The employee who reported the incident will be informed that the investigation is completed.

6. Investigation outcome and appeal

Any employee accused of inappropriate behavior will be treated with respect. If the accusation is serious and credible, the employee may be suspended, with or without pay, during the duration of the investigation. The accused employee will be told the outcome of the investigation. If the investigation reveals that the employee was at fault, the accused employee may be subject to discipline. This can include anything from a verbal reprimand to termination, depending on the situation and the severity of the issue.

If an employee makes a bad faith complaint, that will be considered harassment. A bad faith complaint is one where the complainant knowingly lies or misrepresents the situation to accuse a co-worker, damage someone's reputation, or to get personal gain.

Either party is allowed to appeal the decision by filing a written report with the Head of Administration.