

Group Anti-Discrimination and Anti-Harassment Policy

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Owner(s):	Market Heads and Group Human Resources
Approved by:	ESG Committee
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1. Overview

Vitasoy International Holdings Limited (“the Group”) is committed to fostering a safe and inclusive workplace, where all employees are treated with respect, free from discrimination and harassment, and can contribute fully and enjoy equal opportunities.

This Policy consists of general principles of anti-discrimination and anti-harassment to provide an overview of expectations and requirements for all employees to ensure this Policy is upheld across our operations. As part of the holistic approach of our sustainability governance, this Policy complements our Fair Labour Practices Policy and Group Diversity and Inclusion Policy.

2. Scope

The Group Anti-discrimination and Anti-harassment Policy applies to all employees of the Group including subsidiaries and joint ventures over which the Group has management control subject to local regulatory requirements. This Policy also applies to events that occur outside of the physical workplace such as during business trips or company activities.

3. Definitions

Discrimination and harassment in the workplace are mainly defined in the following headings.

3.1 **Discrimination**

Discrimination refers to any negative action or attitude towards a person on the ground of personal characteristics, such as but not limited to nationality, race, gender, age, religion, political beliefs, sexual orientation, disability, marital status, or family responsibilities.

Discrimination occurs when an employee is treated less favourably than others without reasonable cause due to anything that is protected by discrimination legislation.

We are committed to eliminating any forms of discrimination through different communication channels, and engage our employees and stakeholders to combat discrimination through events and activities. We recognise that some discriminations may be unintentional, as unconscious biases can be difficult to identify and overcome. In the event we conclude that an employee unconsciously discriminates, we will provide support through training and counselling and implement processes that mitigate biases.

3.2 **Harassment**

Harassment can occur when an individual at the workplace demonstrates behaviour that causes or is likely to cause alarm or distress to another person. Such behaviour violates a person’s dignity or creates an unfavourable work environment for that person.

Harassment can occur based on any of the grounds of discrimination and may come from a colleague or a

non-employee who has business dealings with the company. Harassment can take different forms. Examples of behaviour that may be considered harassment include but are not limited to:

- Threatening or intimidating acts
- Humiliating, demeaning acts
- Abusive/insulting language, comments or other non-verbal gestures
- Bullying or cyber bullying
- Stalking

3.3 Sexual Harassment

Sexual harassment is a form of harassment that can include unwelcome sexual advances, requests for sexual favours, and other verbal or physical behaviours of a sexual nature, and such behaviours have the purpose or effect of creating an intimidating, hostile, or offensive working environment.

3.4 Vilification

Vilification occurs when a person incites hatred, severe ridicule of, or serious contempt towards a certain employee due to his/her personal characteristics such as disability, race, religious or sexual orientation, via any activity at work and in public. Where such behaviour includes threatening physical harm to the employee concerned or damaging his/her property or premises or the property/premises of others to which the employee concerned has access, this may constitute serious vilification which is a criminal offence.

4. Principles and Commitments

We do not tolerate any kind of discrimination and harassment that creates a hostile and unpleasant environment for employees. If a claim of discrimination or harassment is proven, disciplinary measures will be applied, up to and including termination of employment. The following outlines our commitment to preventing and managing discrimination and harassment incidents at all levels of the organisation.

4.1 Company

The Company shall implement the following:

- Setting a comprehensive strategy to address and prevent discrimination and harassment in the workplace;
- Reviewing and monitoring the implementation of the policies and practices regularly to ensure appropriate measures in place to prevent and respond to inappropriate behaviour in the workplace;
- Promoting appropriate standards of behaviour at work;
- Providing training to ensure employees understand their rights and responsibilities;
- Providing an effective and fair grievance procedure to handle and resolve complaints;
- Providing assistance to employees regarding this Policy and the grievance procedure; and
- Partnering with employees and stakeholders in different sectors to develop equal opportunities initiatives in the workplace.

4.2 Managers and supervisors

All managers and supervisors have the following responsibilities:

- Implementing this Policy as part of their day-to-day management of employees;
- Applying policies and practices in a fair and equitable way;
- Addressing potential problems before they become serious;
- Acting immediately on observations or allegations of discrimination or harassment.

4.3 Employees

All employees are expected to uphold and abide by this Policy by the followings:

- Refraining from any form of discrimination or harassment;
- Implementing this Policy in their day-to-day work and interactions with other employees and customers;
- Notifying their immediate manager or supervisor or Human Resources of any concerns with regard to the conduct of other employees;
- Cooperating fully in any investigation of discrimination or harassment complaints.

5. Grievance Procedure

We will do everything possible to prevent discrimination and harassment from happening, while encouraging employees to speak up if they experience discrimination or harassment.

We do not tolerate any form of victimisation or retaliation relating to any complaint made in good faith. Victimisation and retaliation include not only conduct directed at the complainant but also conduct directed at any other person involved in any related investigation. Any victimisation or retaliation against an individual who has complained of harassment will lead to disciplinary action against the retaliator.

We continue to build awareness among our employees of their rights and strive to create a workplace with open and honest communications. We support employees through our grievance channels that are set out in the Staff Handbook and the Group's Whistleblowing Policy.

6. Disciplinary Consequence

Appropriate disciplinary actions will be undertaken in accordance with the severity of the discrimination or harassment issue where an employee is in breach of this Policy. For example, unintentionally offending a coworker might warrant a verbal warning, but harassing someone systematically might result in dismissal.

We may commence other applicable proceedings under the Staff Handbook, Code of Conduct or applicable policies in each operation against any person whom we consider to have breached this Policy. Such proceedings may lead to the imposition of appropriate disciplinary sanctions up to and including termination of employment.

7. Implementation

Responsibility for implementing this Policy lies with the Market Heads, Market Leadership teams, and Group and Market Human Resources.

8. Review of the Policy

The ESG Committee will conduct a periodic review of this Policy every three years and whenever deemed necessary.

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