



Company Anti-Harassment Policy

1. Purpose and Commitment

The company is committed to maintain a work environment free from harassment, abuse, and discrimination. We have established a zero-tolerance policy towards any form of workplace harassment.

2. Designated Person-in-Charge (PIC)

The company has appointed the Administration Manager as the designated competent person (PIC) responsible for overseeing and handling all harassment and abuse issues.

3. Reporting Channel

- Employees who experience or witness harassment must report the incident immediately via our designated confidential reporting channel: [hr@tong-al.com.my / 011-65025079] or directly to the PIC.
- All reports will be treated with strict confidentiality to protect the privacy of all involved parties.

4. Employee Communication

This policy, along with the contact details of the PIC, will be permanently displayed on all company notice boards or shared across official company communication platforms to ensure full visibility for all employees.

A handwritten signature in black ink, appearing to read "LEE SHIH YAO", written over a horizontal line.

LEE SHIH YAO

General Manager

July 2026