



# YAMATO ASIA PTE.LTD.

223 Mountbatten Road #03-10 Singapore 398008

Tel: 66327400 Fax: 66048677 Co.Reg.No:201328800W

## Compliance Policy Regarding Prevention of Discrimination and Harassment

This Compliance Policy represents and affirms the Yamato Group's policy, as a member of society under which human rights of all persons must be respected, that any form of discrimination or harassment shall not be tolerated. We understand that each company of the Yamato Group and all of its officers and employees are obliged to comply with this Policy and any violation hereof may lead to disciplinary action, and hereby make the following declaration.

1. We are committed to strict compliance with all applicable laws and regulations. These may include but are not limited to the Constitution of Japan, the Universal Declaration of Human Rights, the International Covenants on Human Rights, the Act on Securing, etc. of Equal Opportunity and Treatment between Men and Women in Employment, and the Act on the Promotion of the Employment of Disabled Persons, and the Employment Act (Cap. 91), Retirement and Re-employment Act (Cap. 274A), the Industrial Relations Act (Cap. 136), the Enlistment Act (Cap. 9), and the Protection from Harassment Act 2014 (Cap. 256A) of Singapore. We do not commit by ourselves or allow anyone to commit any acts of discrimination or harassment in any form.
  2. We do not commit or allow anyone to commit any discrimination based on race, belief, gender, religion, nationality, age, origin, marital status, etc.
  3. We do not commit or allow anyone to commit any form of harassment, including but not limited to:
    - (1) sexual harassment, including any sexual language or behavior that deteriorates an employee's working condition, or any disadvantageous treatment of an employee by reason of his/her reaction to such language or behavior;
    - (2) power harassment, including any act taking advantage of official authority or seniority that causes an employee to suffer mental or physical pain or deteriorates the workplace environment;
    - (3) harassment in relation to pregnancy, giving of birth or childcare leave, and will not allow the creation of any hostile work environment;
- Any use or making of threatening, abusive, or insulting words, behaviour or communication by any means, which thereby causes, or is likely to cause, harassment, alarm, or distress to any employee (whether intentional or unintentional), shall not be tolerated.
4. We will not retaliate or take any adverse personnel action whatsoever against an employee for reporting any discrimination or harassment or for cooperating in an investigation regarding discrimination or harassment.



## **YAMATO ASIA PTE.LTD.**

223 Mountbatten Road #03-10 Singapore 398008

**Tel:** 66327400 **Fax:** 66048677 **Co.Reg.No:**201328800W

5. If we receive a report of discrimination or harassment, we will conduct investigations and appropriately address such issue.

Last updated: 25 April 2018