



PT. KAHATEX

# POLICY ANTI-ABUSE AND HARASSMENT

Document No.	KBJ-KHT-025/REV_02/HAL_1/2	Date of Revision	02 Januari 2018
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## 1. Purpose of Policy

Establish a firm commitment to prohibit a harassment to worker.  
Define a harassment discrimination and to establish investigation procedure and to solve internal complain from harassment case.

## 2. Legal Basis

Undang-undang No. 13 tahun 2003 about Employment

## 3. Scope

This policy apply for all management and workers in PT. KAHATEX

## 4. Definition

Include the harassment, but no limited to :

### 4.1 Harassment Verbally

Example : nickname, insulting and reviling comments based on tribe, religion, and trust, skin color, nationality, offspring, physically disabled, inability, health condition, marital status, family status, gender or age. This can also be included a sex's opinion which is inappropriate for appearance, include how to dress or physical characteristics or tribe orientation.

### 4.2 Harassment Physically

Example : attack, movement approach or obstruct, with interference, with normally job, or direct movement to an individual based on tribe, religion, skin color, offspring, physically disabled, inability, health condition, marital status, family status, age, gender or sex's orientation. This can be form a pinch, capture, pat, invite to do a filth, glance, make a job treatment firmly or promise as a rewards for adherence to physical abuse.

### 4.3 Visual form to harassment

Example : poster of humiliation, announcement, bulletin, cartoon picture, or another picture based on tribe, religion an trust, skin color, nationality, offspring, disabled physically, inability, health condition, marital status, family status, gender or sex's orientation or age.

### 4.4 Sexual Treatment

Flattery / unexpected sexual favors, ask for sexual treatment, and speech or physical behavior of sexual manifestations which is conditioned for physical shape that conditioned in such a way of worker's income, linked with no sense with performance assessment individually or make an uncomfortable working area.

If harassment and rough treatment were happen in working area then all parties (witness/ victim/ other employees) can report it directly without differentiate race, class or position.



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### 5. PT. KAHATEX committed :

- 5.1 Prohibit to all harassment and rough treatment in working area.
- 5.2 Take a discipline treatment according to applicable regulations if harassment and rough treatment is happen.
- 5.3 Respond to all complaint from employee with openly without any discrimination
- 5.4 Keep secret for every personal case should handle based on a fact, and sensitively.
- 5.5 Special attention that needed for keep victim secret and the culprit.

Cimahi, 02 Januari 2018



  
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