



OUE REIT –

WORKPLACE HARASSMENT & DISCRIMINATION POLICY

Last Updated: 1 October 2024

1. Introduction

OUE Real Estate Investment Trust (“OUE REIT”), managed by OUE REIT Management Pte. Ltd. (the “Manager”) is committed to maintaining a work environment where every employee feels included, respected, valued, and safe. Our success depends strongly on fostering a culture that values equity and mutual respect. This policy is to protect our employees from discrimination and harassment, ensuring that all employees have equal opportunities to thrive and contribute to our collective success.

2. Harassment

Workplace harassment refers to unwelcome behaviour that creates a humiliating or demeaning, intimidating, or offensive environment which may pose a risk to the victim's safety and health. Workplace harassment may be verbal, physical, visual, or virtual, and can take various forms.

a) Verbal Harassment

Verbal harassment uses language or sounds that cause another person to feel uncomfortable, unsafe or upset. It is a way to control and maintain power over another individual.

Examples:

Harsh and persistent remarks, offensive jokes, name-calling and derogatory comments.

b) Physical Harassment

Physical harassment is a type of workplace misconduct that involves unwanted physical contact or behaviour that is intimidating, hostile, or offensive. It can range from blatant acts of violence to more subtle actions intended to control, demean, or intimidate an individual.

Examples:

Inappropriate touching, offensive gestures and violent behaviour.

c) Sexual Harassment

Sexual harassment involves verbal or physical actions with unwanted or unreciprocated sexual or romantic implications.

Examples:

Sexual advances, sexually suggestive comments, and unwelcome flirtation or propositions.

d) Psychological Harassment

Psychological harassment, also known as emotional or mental harassment, consists of repeated and intentional behaviour that aims to intimidate, humiliate, or undermine an individual's sense of dignity or self-worth. Unlike physical harassment, psychological harassment often involves subtle and covert actions, making it harder to detect but equally damaging to the targeted individual.

Examples:

Bullying, exclusion, manipulation and unreasonable demands.

e) Virtual Harassment

Virtual harassment, also known as cyber harassment or cyberbullying, involves the use of digital communication tools such as email, social media, messaging app, etc to cause harm to an individual. This form of harassment can be particularly pervasive, as it often extends beyond the physical workplace and can occur at any time, impacting an individual's personal and professional life.

Examples:

Using email to send aggressive messages, spreading rumours by digital means and making comments on a colleague's social media account.

3. Discrimination

Discrimination occurs when there is an unfavourable treatment or decision based on an employee's race, colour, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, or any other characteristic protected by law. Discriminatory practices include, but are not limited to, biased hiring practices, promotions, compensation decisions, job assignments, and any other actions that affect an employee's work life.

4. Reporting Procedure

Employees who experience or witness any form of discrimination or harassment are encouraged to report the incident as soon as possible. Employees are to inform their Direct Manager, Head of Department (HOD) and HR team.

The Manager encourages employees to report all concerns, it is essential that reports are made in good faith. Deliberately making false or malicious complaints will be treated as a serious offense and may result in disciplinary action.

The Manager strictly prohibits retaliation against employees who report discrimination or harassment or who participate in the investigation. Retaliation includes any adverse action that could deter someone from reporting, such as demotion, exclusion from projects, or unjustified negative performance reviews. Retaliation will result in disciplinary action, up to and including termination.

If the harassment involves an external customer / stakeholder, the Manager shall support the employee on all necessary investigation by the police.

5. Investigation Process

Upon receiving a complaint, the Manager will promptly initiate a thorough and impartial investigation. The investigation will be conducted impartially, with the goal of determining whether the policy has been violated. Both the complainant, the alleged victim and the alleged offender will have the opportunity to provide their accounts of the incident. Detailed records of the investigation, including interviews, findings, and actions taken, will be maintained.

The CEO, HOD, direct manager and HR team, will be involved in reviewing all findings / evidence and making a decision on the incident. The Manager will ensure that all evidence collected is evaluated objectively and confidentially to protect all parties involved.

6. Decision & Outcome

Outcome of the investigation will be shared with the complainant(s), the alleged victim(s) and the alleged offender(s) to ensure transparency.

Action on each case will be decided on a case-by-case basis depending on the investigation findings and results. Any form of disciplinary action decided will be documented in an official written document, communication will be done, and detailed information provided to the employee(s) involved. Should the employee find the outcome disputable, the employee has to raise a query within 7 days from receiving the official written notice.