



DRUG & ALCOHOL POLICY

RB SPECTRA SDN BHD is committed to protecting the health, safety, and welfare of employees, their families, and customers. As substance abuse poses serious risks, we have established clear policies and supportive programs for its prevention, detection and treatment.

OUR GOAL

RBSSB is committed to a safe workplace by eliminating health and safety hazards from alcohol and drug abuse, protecting employee wellbeing, public safety, and business continuity.

OUR SCOPE

This policy applies to all employees and contractors whose conduct, on or off premises, impacts work performance, public trust, or RBSSB's reputation.

POLICY STATEMENT

- i. All employees shall be free from influence of alcohol or any controlled substances during the discharge of their duties. RBSSB will not tolerate or condone substance abuse.
- ii. Employees will be terminated if found to be in possession or intoxicated with alcohol / illicit drugs, or if the untoward incident is determined to be caused by such employees where drug or alcohol is deemed to be the contributing factor.
- iii. RBSSB may search employees suspected of drug or alcohol abuse, including their belongings and vehicles, and non-cooperation or policy violation may result in termination.
- iv. RBSSB may conduct post-incident, random, or spontaneous drug and alcohol tests for employees in safety-sensitive roles, as part of performance evaluation.
- v. RBSSB shall provide a comprehensive drug and alcohol testing program based on its policy or as enforced by its respective clients. All testing shall be done by approved and certified laboratories under a recognized certification program.

RB SPECTRA SDN BHD expects the full support of this policy by all employees.

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Mohammed Irfan bin Salleh
Managing Director
Date: 12th January 2025



SEXUAL HARASSMENT POLICY

RB SPECTRA SDN BHD strives in providing a work environment free from sexual harassment. Sexual harassment undermines the integrity of the workplace and will not be tolerated under any circumstances. We have established clear policies to promote dignity, respect and equality in the workplace by clearly defining unacceptable behaviour, outlining the procedures for reporting and investigating complaints, and establishing the consequences for violations.

POLICY STATEMENT

- i. It is prohibited for any employee to engage in conduct deemed to be sexual harassment or encouraging such conduct by others.
- ii. Any form of retaliation against an employee or third party who complains about sexual harassment or participates in an investigation regarding such complaints is strictly prohibited.
- iii. All employees must refrain from such conduct and are required to report any incidents or experienced misconduct to management.
- iv. All employees are expected to contribute to a work culture that promotes dignity, equity, and mutual respect. Anyone found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination of employment.
- v. During any internal investigation, employees must fully cooperate with the management.
- vi. Employees must treat all colleagues with professionalism and respect.
- vii. RBSSB maintain zero tolerance for any form of sexual harassment in the workplace.

RB SPECTRA SDN BHD is firmly committed to providing a workplace that is respectful, inclusive and free from any form of sexual harassment.

A handwritten signature in black ink, appearing to read "Mohammed Irfan bin Salleh", is written over a dotted horizontal line.

Mohammed Irfan bin Salleh
Managing Director
Date: 12th January 2025