

GRIEVANCE POLICY

Asia Propel Sdn Bhd (AP) is committed to promoting a harmonious working environment. Any concern, complaint or dissatisfaction related to employment conditions, workplace behaviour, discrimination or unfair treatment should be addressed promptly under this policy.

1. SCOPE

This policy applies to all employees, job applicants, management personnel and third-party contractors working at or on behalf of AP.

2. GRIEVANCE PROCEDURE

a) Informal Resolution

- Employees are encouraged to first attempt resolving issues through direct communication or departmental mediation.

b) Formal Resolution

- If unresolved, the grievance may be submitted to the supervisor, senior management or HR either verbally or in writing.
- A grievance form may be obtained and filed at the HR office.
- In cases involving misconduct by supervisors (e.g., harassment or violence), employees must report directly to HR or senior management.

3. EMPLOYEE RIGHTS

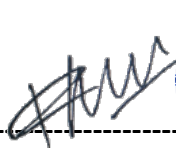
a) All parties involved have the right to:

- Be informed of allegations
- Respond fairly
- Appeal decisions
- Be free from retaliation or discrimination

4. DISCIPLINARY ACTIONS

a) Based on investigation outcomes, actions may include:

- Written apology, warning or transfer
- Demotion or dismissal for severe misconduct
- Compensation for damages where applicable



MOHD FAUZI MUSTAFFA
(MANAGING DIRECTOR)

DATE : 19TH July, 2025