

# **POLICY ON THE PREVENTION OF SEXUAL VIOLENCE**

**PT Astra Graphia Tbk**



## **POLICY ON THE PREVENTION OF SEXUAL VIOLENCE PT Astra Graphia Tbk (the "Company")**

### **A. Introduction**

As the Company's commitment to ensure a safe, inclusive, and respectful work environment for all employees, the Company deems it necessary to establish a policy to prevent sexual violence in the Company.

### **B. Legal Basis**

1. The 1945 Constitution of the Republic of Indonesia.
2. Law Number 7 of 1984 concerning the Ratification of the Convention on the Elimination of All Forms of Discrimination Against Women.
3. Law Number 39 of 1999 concerning Human Rights.
4. Law Number 13 of 2003 concerning Manpower.
5. Law Number 12 of 2022 concerning the Sexual Violence Crime Law.

### **C. Definitions**

1. "**Sexual Violence**" is defined as any act that meets the elements of action outlined in point D of this Policy on the Scope of Sexual Violence.
2. "**Victim**" is a person who suffers from physical, mental, economic, and/or social loss caused by an act of sexual violence who is an employee of the Company.
3. "**Alleged Harasser**" is a individual or groups who have been accused of sexual violence, who are employees of the Company.
4. "**Witnesses**" are employees of the Company who can provide information for the benefit of investigators, prosecution, and the judiciary regarding sexual violence that he has seen himself and himself, including people who can provide information related to sexual violence, even though he has not heard it himself, does not he saw for himself, and he didn't see it for himself as long as the person's description related to sexual violence.

### **D. Scope of Sexual Violence**

Sexual Violence includes:

- a. Non-physical sexual harassment;
- b. Physical sexual harassment;
- c. Sexual torture;
- d. Sexual exploitation;
- e. Sexual slavery;
- f. Electronic-based violence;
- g. Rape;
- h. Obscene acts;
- i. Violation of decency against the will of the victim;
- j. Other actions that are expressly stated as acts of violence as regulated in the provisions of the applicable laws and regulations.

## **E. Basic Principles of Reporting Sexual Violence**

Submission of reports on Sexual Violence committed by Victims or Witnesses must provide information, supporting evidence that can be accounted for, or clear allegations between the reported occurrence of Sexual Violence and meet the following elements:

1. What : What sexual violence was experienced by the victim or known by the witness?
2. Where : Where did the sexual violence take place or was it committed?
3. When : When was the sexual violence act committed?
4. Who : Who was involved in the act of sexual violence?
5. How : How was the act of sexual violence carried out?

## **F. Special Team for Handling Reports of Sexual Violence (Tim Khusus Penganganan Pelaporan Tindak Kekerasan Seksual)**

1. The Board of Directors appoints a Special Team for Handling Reports (Tim Khusus Penanganan Pelaporan) (hereinafter referred to as "TKPP") which has the task of receiving and following up on reports of Victims and/or Witnesses of Sexual Violence.
2. The members of TKPP consist of:
  - a. Chief of Human Capital Management and Services, as Chairman;
  - b. Chief of Corporate Secretary and Legal as Member; and
  - c. Head of Human Capital Operation and Services, as Member.
3. In carrying out its duties, TKPP always prioritizes the principles of confidentiality, presumption of innocence, professionalism, honesty, independence, objectivity, and other principles that do not conflict with the Company's policies and the applicable laws and regulations.
4. TKPP is fully responsible to the Board of Directors of the Company.
5. The following regulations govern the authority for handling violation reports:
  - a. Allegations of Sexual Violence by Employees fall under the jurisdiction of TKPP and the Board of Directors;
  - b. Allegations of Sexual Violence by the Board of Directors fall under the jurisdiction of the Board of Commissioners, which will be governed by a separate policy.

## **G. Sexual Violence Reporting Procedures**

1. Victims and/or Witnesses may submit reports of alleged Sexual Violence to the Handling Team through the communication facilities provided below:
  - a. Email : [tkpp@astragraphia.co.id](mailto:tkpp@astragraphia.co.id)
  - b. Letter : PT Astra Graphia Tbk  
Jl. Kramat Raya No. 43 Jakarta 10450  
U.p.: Chief of Human Capital Management and Services
2. Victims and/or witnesses may file reports of alleged sexual violence by providing a complete reporting identity as well as an email address/phone number that can be contacted.
3. Reports received via email will be acknowledged and followed up on by notifying the Victim and/or Witness via email/phone number that the report has been received.

## **H. Victim and/or Witness Protection**

The Company takes any necessary actions to protect the Victim and/or Witness starting from complaint process, handling, and post-handling.

The Company establishes the following protection policies:

- a. In carrying out the follow-up process for each complaint and handling, the Company prioritizes confidentiality, the principle of presumption of innocence, and professionalism.
- b. The identity of the Victim and/or Witness is guaranteed to be kept confidential by the Company.
- c. The Company takes any necessary actions to provide protection to Victims and/or Witnesses from all forms of threats, intimidation, law, or unpleasant actions from any party.
- d. This protection also applies to employees who carry out investigations as well as parties who provide information related to complaints of Sexual Violence.
- e. Provide assistance to the Victim.
- f. Parties who violate the confidentiality principle will be subject to sanctions in accordance with applicable regulations in the Company.

If in the investigation it is proven that the Witness is involved in an act that violates the law or the rules or acts listed in part D of this policy, the Whistleblower may still be prosecuted according to the applicable law in the territory of the Republic of Indonesia.

## **I. Punishment for Alleged Harasser**

Alleged Harrasser will be subject to sanctions in accordance with applicable policies in the Company, without prejudice to the right of the Company to report Sexual Violence to the authorized party in accordance with the provisions of the laws and regulations in force in the territory of the Republic of Indonesia.

## **J. Socialization**

Policy on The Prevention of Sexual Violence is socialized to all levels of the Company's Management and Employees. Socialization to employees will be carried out through various media including the Company's website and training to new employee.

## **K. Closing**

This policy will be reviewed periodically to be adapted to developments and changes to the prevailing laws and regulations in the territory of the Republic of Indonesia.