



## WORKPLACE VIOLATIONS & HARASSMENT POLICY

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ZEAQUEST is committed to maintaining a safe, respectful, and inclusive work environment. This policy outlines our zero-tolerance stance on workplace violations and harassment, ensuring a culture of dignity, accountability, and fairness across all operations.

This policy applies to all employees, contractors, vendors, and anyone conducting business with the company. It covers all work-related activities, whether onshore or offshore, including remote work sites, accommodations, off-site meetings, business trips, and company-sponsored events.

**Workplace Violations** include but are not limited to:

- Unethical conduct, fraud, bribery, or theft
- Safety violations that put employees at risk, substance abuse, or weapon possession
- Discrimination based on race, gender, religion, disability, or other protected characteristics
- Retaliation against whistleblowers
- Any breach of company policies or legal regulations

**Harassment** means any unwelcome conduct that creates an intimidating, hostile, or offensive work environment, this includes:

- **Sexual Harassment:** Unwanted sexual advances, inappropriate physical contact, suggestive remarks, or requests for sexual favors
- **Verbal Harassment:** Insults, slurs, threats, shouting or offensive jokes
- **Physical Harassment:** Intimidation, assault, physical obstruction, or unwanted contact
- **Cyber Harassment:** Abusive emails, messages, or online bullying within the workplace context

**Reporting Violations & Harassment:** If you experience or witness harassment or a workplace violation, report it as soon as possible via the following channels and your reports will be kept confidential to the extent possible:

- Direct Supervisor or Line Manager
- Human Resources (HR) Department
- Anonymous reporting hotline, email, or QR code

**Investigation & Resolution Process:** Upon receiving a report, the designated company representative will acknowledge receipt and initiate a prompt, thorough investigation. If misconduct is substantiated, appropriate corrective actions will be taken, which may include disciplinary measures or legal consequences in severe cases.

**Consequences of Violations:** ZEAQUEST enforces a **zero-tolerance** policy for workplace violations and harassment, ensuring all reports are taken seriously and addressed promptly. Disciplinary actions will be applied to any employee found violating this policy, subject to the severity level of the violation, which may include verbal or written warnings, suspension, termination of employment/contract, and legal action in severe cases.

**Prevention & Communication:** We are committed to raising awareness of this policy across all departments and operational levels. Ongoing communication and training ensure the policy is clearly understood, consistently implemented, and rigorously enforced across the organization.

A handwritten signature in black ink, appearing to read "Thasaphich Thavornsuk".

**Thasaphich Thavornsuk**  
Chief Executive Officer  
April 15, 2025



*Complaint & Feedback*

**ZEAQUEST**