



FOREVER SABAH BERHAD

(Co No. 1172311-D / 201601001385)

POLICIES AND GUIDELINES ON CHILD PROTECTION

Support for employee

FS recognises employee who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. FS will support such employee by providing an opportunity to talk through their anxieties and seek further support as appropriate. Please raise concerns directly with the management. Initially speak to any senior employee, and request that the concerns be conveyed to the management.

Allegations against employee

All allegations of abuse made against children, whether historical or contemporary, will **not** be tolerated and will be fully investigated by the Management.

All FS employee must follow and be familiar with the FS 'Employee Handbook' at all times. They should take care **not to place themselves** in a vulnerable position regarding their work in **both formal and informal** settings. Communication with employee, by whatever means including those that make use of modern technology, should take place within professional boundaries. Employee should be circumspect in their communications with children to avoid any possible misinterpretation of their motives or behaviour that could be misconstrued. Volunteers are expected to maintain standards of conduct comparable to those prescribed for employed members of employee.

It is possible that people outside the organisation may make an allegation against a member of employee, volunteer, or contractor, or information may come to light raising a concern about a member of employee, volunteer or contractor's suitability to work with them. If such an allegation is made, whoever receives the allegation, whether directly from the people outside the organisation or via a third party, will be expected to immediately inform the management, whether they personally believe that the allegations are valid or baseless. These types of allegations include (not exhaustive) those indicating that a member of employee or a volunteer has:

- i. Behaved in a way that has harmed a child, or may have harmed a child (either physically or psychologically);
- ii. Possibly committed a criminal offence against or related to a child; or

- iii. Behaved towards a child in a way that indicates he or she would pose a risk of harm to children.

When necessary, the allegation shall be referred directly to the relevant authorities and their advice followed.

The fact that a member of employee or volunteer offers to resign or has resigned should not prevent (if deemed by the investigator to be necessary to fully uncover the facts) the disciplinary procedure reaching a conclusion on allegations raised about his or her conduct prior to such offer to resign or resignation.