



METRO RAIL ENGINEERING SERVICES PTE. LTD.

RETALIATION POLICY

The Management and Staff of 'METRO RAIL ENGINEERING SERVICES PTE. LTD.', are committed to provide services that a safe work environment is a right for everyone at your workplace, which is why a Retaliation Policy is an important document.

- Our Company Policy states that no one must retaliate against those who report a potential or actual breach. This guidance document outlines what that means in more detail.
- The phrase “those who report a potential or actual breach” includes those that seek guidance on business integrity policy to determine whether someone should or should not report a breach, or report suspected, potential and actual breaches of our Company policy, support investigations through agreeing to be interviewed or providing documents that support the facts of a particular matter being investigated.
- We expect the highest standards of ethical conduct from all our employees and are committed to upholding our reputation for doing business with integrity and with respect for all those with whom we interact. We believe that operating in an open and transparent manner is critical for maintaining our integrity. Thus no one should experience retaliation due to “speaking up” in any way or for cooperating with an investigation.
- Thus, there are never any circumstances where retaliation is appropriate, acceptable, or tolerated.
- Any attempted or actual retaliatory action by any employee will considered to be a breach of the Code of Business Principles and thus the employee or employees involved in such activities will be subject to sanctions as outlined in the Business Integrity Sanctions Standard.
- In addition, if you become aware that retaliation is occurring, with respect to a Code of Business Principles matter, in which you have not been involved but of which you are aware, then you are also duty bound under the Living the Code Policy to report the matter.

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- (1) The policy shall be understood, implemented and maintained at all levels of the organization;
 - (2) The policy shall be communicated to all employees in languages understood by them to make them aware of their obligations;
 - (3) The policy shall be reviewed at least once a year to ensure it remains relevant and appropriate to the organization.