



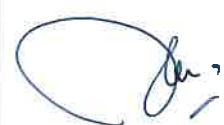




**MERDEKA
BATTERY**
MATERIALS

PT MERDEKA BATTERY MATERIALS Tbk

POLICY CONDUCTIVE AND POSITIVE WORK ENVIRONMENT MBM-POL-IR-08-00

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01 December 2023	01 December 2023	01 December 2023	01 December 2023	01 December 2023

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PT MERDEKA BATTERY MATERIALS Tbk

Document number

MBM-POL-IR-08-00



**CONDUCTIVE AND
POSITIVE WORK
ENVIRONMENT**

Effective date

01 December 2023

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00

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DOCUMENT CHANGE STATUS

Revision Number	Division/Department	Reason of Change	Revision By	Revision Date

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1. GENERAL

Policy regarding a Conducive and Positive Work Environment is developed, implemented, and managed for the benefit of PT Merdeka Battery Materials Tbk and its subsidiaries in creating a conducive and positive work environment without harassment in any form, abuse of authority, and drug abuse.

Suppose, in the course of implementation, non-conformities are found that are not covered in this document and are considered essential for one reason or another. In that case, the non-conformities will be further reviewed, and if they are to continue to be applied, they will be made into an addendum to this policy.

And suppose there is a difference in interpretation between this policy's Indonesian and English versions. In that case, the Indonesian version is the prevailing version. It will be used, and in the event of a request for discretion on implementing this policy, it must obtain prior approval from the President Director.

2. PURPOSE

The purpose of this policy is as a guideline in creating a conducive and positive work environment so that it can support everyone to work optimally to achieve professional goals.

3. SCOPE

This policy applies to all Employee at PT Merdeka Battery Materials Tbk and its subsidiaries.

4. RESPONSIBILITY

4.1 Top Management


The Top Management must approve and sign all quality management system documents including Company Policies, Procedures, Work Instructions, Forms, and other documents.

4.2 Management Representative

The HR department must cooperate with other departments to prepare and revise all documents including Company Policies, Procedures, Work Instructions, Forms, and other documents.

4.3 Head of Department or Department Manager

The Department Head or Department Manager must review the relevant documented information, and ensure that subordinate staff is aware of any changes or updates to the document.

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5. POLICY

5.1 Definition


1. The Company is PT Merdeka Battery Materials Tbk or its subsidiaries.
2. Employee is a person who works at PT Merdeka Battery Materials Tbk or its subsidiaries.
3. A positive work environment is a work environment that provides a sense of security without any form of harassment, abuse of authority, or drug abuse.

5.2 General Standards

1. The Company is committed to creating a positive work environment that provides a sense of security so everyone can work optimally.
2. The Company and Employee are jointly obliged to contribute to creating a conducive and positive work environment.
3. The Company will not tolerate anyone who commits harassment, abuse of authority, and drug abuse.
4. Harassment, abuse of authority, and drug abuse are categorized as violations of the law and can be subject to punishment.

5.3 Harassment

1. Harassment in the Workplace
 - a. The harassment in question includes all actions that are not liked or unpleasant, offensive, harassing, or demeaning to other people that create an unpleasant atmosphere based on race, ethnicity, language, financial ability, religion, gender, disability, age, or any form of discrimination and made verbally or visually comments or displays, whether intentional or not;
 - b. Examples of what constitutes harassment include the following:
 - i. Verbal communication and insulting gestures such as obscene calls, ridicule, provocative images, bullying/bullying;
 - ii. Use of derogatory language;
 - iii. Threats that are harmful, annoying, or otherwise prohibited by Human Rights.
2. Sexual Harassment
 - a. Sexual harassment includes any unwelcome behavior, comments, gestures, or physical contact of a sexual nature, either once or in a series of incidents that may cause embarrassment or humiliation;
 - b. Examples of what constitutes sexual harassment include the following:
 - i. Jokes, satire, or other comments about a person's body, appearance, or physical or sexual characteristics;

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- ii. Unwelcome questions about a person's sexual activity or sexual orientation;
- iii. Sexual or vulgar jokes either verbally, in writing, in gestures, or in pictures.
- iv. Offering or reducing benefits to others as a result of providing or refusing sexual services;
- v. Any unwanted physical touch;
- vi. Shows something degrading or sexually offensive;
- vii. Showing or sharing something pornographic in the work environment.

3. Physical and Emotional Harassment

- a. Physical and emotional harassment includes offensive, cruel, intimidating, insulting, or degrading behavior including contact or threats of physical violence;
- b. Bullying is categorized as harassment in general. If there is physical contact or threats of violence it will be considered an act of violence;

5.4 Abuse of Authority

- 1. Everyone must properly use the authority given to him.
- 2. Behaviors categorized as abuse of authority include:
 - a. Abusing their power and position for personal gain or the sake of certain parties;
 - b. Interfere with a colleague's ability to work effectively, such as blocking access to information or news sources;
 - c. Put pressure either overtly or covertly on staff to twist facts to support a particular plan.

5.5 Drug Abuse

- 1. Basically, drug abuse can endanger the users themselves and may also have an impact on the work environment.
- 2. Everyone is prohibited from consuming, producing, distributing, selling, possessing, transferring, giving, promoting, or distributing any illegal drugs.
- 3. The use of drugs in certain groups due to an illness must be reported to the Company.