

## Respectful Workplace Policy

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### Statement

This document summarizes the “Respectful Workplace Policy (RWP)” of PT Bank Central Asia Tbk (BCA), which is derived from BCA’s Human Rights Policy. This policy is designed in alignment with the company’s business processes and commitment to fostering a respectful, safe, inclusive, and fair work environment—free from discrimination, violence, and harassment. It adheres to relevant national and international regulations and standards on human rights and labor practices.

### Introduction

PT Bank Central Asia Tbk, hereinafter referred to as “BCA”, recognizes the importance of respecting human rights in conducting a sustainable business. As part of its commitment to promoting good human rights practices in the workplace, BCA has established the Respectful Workplace Policy (RWP) to emphasize that any form of discrimination, harassment, violence, or other disrespectful behavior is strictly unacceptable.

### References

The references used in the drafting of this Respectful Workplace Policy include:

- Presidential Regulation No. 60 of 2023 on the National Strategy for Business and Human Rights
- BCA’s Collective Labor Agreement (CLA)
- BCA’s Corporate Code of Ethics
- BCA’s Human Rights Policy
- Board of Directors’ Decree on the establishment of the Task Force for the Prevention and Handling of Sexual Violence in the Workplace

### Scope of the Respectful Workplace Policy

The Respectful Workplace Policy (RWP) aims to ensure a safe, comfortable, and discrimination-free work environment, prohibiting all forms of harassment and violence—whether verbal, physical, written, or recorded. This policy reinforces that disrespectful behavior is unacceptable and will not be tolerated. Additionally, the RWP provides guidelines for identifying, reporting, investigating, and addressing violations, fostering a culture of mutual respect within BCA.

This policy applies to all BCA employees, including the Board of Directors and Board of Commissioners, as well as third parties engaged in business or employment relationships with BCA, such as business partners, suppliers, vendors, and contractors. The RWP is not limited to BCA’s physical workplace but extends to any situation involving or associated with BCA, whether directly or indirectly, in operational activities or business interactions.

### Prohibited Conduct

This policy strictly prohibits the following behaviors:

- Discrimination
- Violence and Harassment, including:
  - Sexual violence
  - Sexual harassment
  - Psychological violence
  - Physical violence
- Bullying
- Other Disrespectful Behavior

### **Implementation of the Respectful Workplace Policy (RWP)**

All BCA employees are required to comply with and implement this policy. The Board of Directors is responsible for overseeing the policy's implementation, ensuring that a respectful and inclusive workplace is maintained.

Managers in each business unit play a crucial role in fostering a safe and inclusive work environment by preventing and addressing inappropriate behavior, maintaining confidentiality of sensitive information, and ensuring that dispute resolution mechanisms are fair and objective.

The Human Capital Management (HCM) and Environment, Sustainability & Governance (ESG) units are responsible for implementing and promoting this policy, raising awareness on related issues, and strengthening governance systems to support its effective application. Additionally, BCA has established a Task Force for the Prevention and Handling of Sexual Violence to reinforce these efforts.

### **Reporting Violations**

If any prohibited behavior, as outlined in this policy, occurs, BCA employees may report violations through the following channels:

- Internal reporting within the business unit, addressed to the immediate supervisor or higher-level management.
- Whistleblowing System (WBS) available at [www.bca.co.id/en/tentang-bca/tata-  
kelola/Whistleblowing-System](http://www.bca.co.id/en/tentang-bca/tata-kelola/Whistleblowing-System) with clear supporting data/information.

All reports must include clear and detailed information and will be handled with strict confidentiality. Any violation of this policy will result in firm disciplinary action, in accordance with BCA's Collective Labor Agreement.

### **Closing**

Further information regarding consumer Data and Privacy Protection can be obtained through the Environment Sustainability Governance (ESG) Group.