8.3 ASP shall ensure workers that apply or obtained personal loans are subjected for repayment scheme maximum of 10 percent of the worker's monthly gross base wage, (no interest permitted), for no more than 6 monthly instalments. Any application for educational loan, the repayment scheme should not exceed 10% of one year of gross base wages. Any education loan cannot be longer than 1 year per loan.

8.4 ASP strictly follows the Malaysian Anti-Trafficking in Persons and Anti-Smuggling of Migrants Act 2007(Act 670) and Regulations.

8.5 Respective workers must notify ASP or client 3 months in advance before the expiry of their passport and the client can help to arrange for passport renewal and transfer work permit to the new passport. Workers shall handover the passport to the clients authorized personnel for work permit renewal and other administrative purposes. Workers must inform client in the event of loss or damaged of passport within the duration of 24 hours. Workers shall obtain the documented slip or temporary paper detailing the renewal process of the passport from client upon surrender the old passport.

8.6 ASP and client shall provide foreign labour with individual safe secure and lockable storage at dormitory and company for safe-keeping important documents and other valuable items. No restriction or curfew imposed on workers to access their personal storage where documents are kept.

8.7 ASP shall maintain sufficient hiring and employment records to demonstrate and verify compliance with RBA code of conduct provision.

8.8 ASP shall not require workers to live in company's owned or controlled dormitory / provided house as a condition of continued employment or to receive the same terms of employment and working conditions as other workers in the same position.

8.9 No slavery or trafficking of persons shall be used in the company. This includes transporting, harboring, recruiting, transferring or receiving vulnerable persons by means of threat, force, coercion, abduction or fraud for the purpose of exploitation.

9.0 EMPLOYMENT CONTRACT

9.1 During local workers recruitment, they shall be informed prior to employment of the key employment terms and conditions either verbally or in writing via contract in their native language. The terms of "**resign without penalty**" shall be clearly documented in their employment contract.

9.2 During migrant workers recruitment, they shall be informed prior to employment and leaving their home country of the key employment terms and conditions either verbally or in writing via contract in their native language. The terms of "resign without penalty" shall be clearly documented in their employment contract. The contract shall be in line with ILO conventions on Migrant Workers.