## 1.0 PURPOSE

1.1 To ensure employees understand their rights for freedom of association and collective bargaining and to freely engage in peaceful assembly nearby ASP as means of addressing concerns to management.

1.2 To provide systematic guideline on how employees are educated in understanding their rights in freedom of association and engage in peaceful assembly at ASP.

## 2.0 SCOPE

2.1 This applies to all employees of ASP and other operation that operate in ASP, appointed agents, contractors, suppliers.

## 3.0 REFERENCE

3.1 Grievance Procedure
3.2 Responsible Business Alliance Manual.
3.3 Malaysian Employment Act 1955.
3.4 Employment contract

## 4.0 DEFINITION

4.1 FOA – Freedom of Association.
4.2 FOAs – Freedom of Assembly.
4.3 RBA – Responsible Business Alliance.
4.4 CBA - Collective Bargaining Agreement.
4.5 ASP – ASP Medical Clinic Sdn Bhd.
4.6 Workers Representative – Someone who speaks officially for an employee or group of employees and represent them to employer.

## 5.0 RESPONSIBILITY

5.1 Admin Department

## 6.0 PROCEDURE

6.1 New hire employees are trained and understand their rights on FOA during new hire orientation. A copy of training material will be given to each employee.

6.2 Existing employees are given annual refresher training on FOA and FOAs.

6.3 FOA and FOAs guidelines are displayed on communication board (notice board).

6.4 Employees must be free to join organizations of their own choice. ASP will recognize and respect the right of employees to FOA. Employees shall not be subject to intimidation or harassment in the peaceful exercise of their legal right to join or refrain from joining an organization.

6.5 ASP shall comply with all local laws, regulations and procedures

concerning FOA. Facility management shall not attempt to influence or interfere in any other way, to the detriment of worker's organizations, with government registration decisions, procedures and requirements regarding the formation of workers' organizations.

6.6 ASP management shall not interfere with the right to FOA by favoring one workers' organization over another. Employees shall be allowed to interact with each other in the workplace and to speak freely. Employer will not interfere and will not finance directly, indirectly or through benefit in kind any employee, organization or trade union.

6.7 ASP shall not in any way use violence against, threaten, intimidate, harass or abuse workers seeking to form or join workers' organizations or workers participating or intending to participate in union activities.

6.8 ASP respect workers right to form or enrol in trade union or to refrain from doing so.

6.9 ASP shall not in any way threaten the use of or use the presence of police or military, to prevent, disrupt or break up any activities that constitute a peaceful exercise of the right to FOA, including union meetings.

6.10 ASP shall comply with all relevant provisions where local laws provide special protection to workers or worker representatives engaged in a particular union activity (such as union formation) or to worker representatives with a particular status (such as union founding members or current union office holders). Company shall not offer or use severance pay in any form or under any other name as a means of contravening the right to FOA.

6.11 ASP will ensure that trade union employees are paid the same as other employees in similar position and will not dominate or interfere with the formation or administration of any trade union or contribute support on human resources. Facility shall ensure Trade union meeting minutes and financial records for 12 months are in place for review to determine source of funding and materials.

## 7.0 PROCEDURE

7.1 Written grievance procedures that allow first an attempt to settle grievances directly between the employees and the immediate supervisor but that, where this is inappropriate or has failed, it is possible for the employees to have the grievance considered at one or more steps, depending on the nature of the grievance and the structure and size of the enterprise. ASP shall ensure that the grievance procedures and applicable rules are known or communicated to employees.

7.2 ASP respects the right of workers to peaceful assembly as well as respect the right of workers to refrain from doing so. The

management shall not interfere with, restrain, or coerce workers in the exercise of their right to peaceful assembly. The management will ensure there shall be a reasonable time, place, and manner controls regarding assembly for purposes of maintaining a healthy, safe, and productive work environment.

7.3 If the employees strongly view if there is need for assembly to demonstrate their concerns to the management, they are expected to provide proposed location for this purpose shall be recommended by employees and is shall be idly held outside of company premise.

7.4 Employees are required to obtain prior approval from local authorities, i.e., Police, labour department and industrial relations department before carried out the assembly.

7.5 Upon obtain approval from relevant authorities for the need to carry out the assembly, employees must ensure the assembly is conducted without any interruption of movement people inside and outside the premise and all the activities must be carried out during non-work hours or approved break hours.

7.6 Employees at site free to form and join trade union at their own choosing and to bargain collectively in the company.