MEDICERAM SDN BHD

VENDOR SOCIAL COMPLIANCE ASSESSMENT

Company Name	Corrugated Offset Packaging (M) Sdn. Bhd.
Company Address	Lot 140/141, Jalan Permata 1/4, Arab-Malaysian Industrial Park, Phase 3, 71800 Nilai, Negeri Sembilan Darul Khusus.
Telephone No.	06 - 799 1088
Fax No.	06 - 799 5378 / 06 - 799 5228
Date Established	Year 1993
Product(s)	Manufacturer of Paper Boxes

Please circle 'Yes' or 'No and answer the following questions:

SECTION 1: HUMAN RESOURCES			
1	Do you have a policy on child labour prohibition?	(Yes)	No
2	Do you have adequate proof of age documents for all employees that includes photo identification?	Yes	(No)
3	How old is the youngest worker in your company?	21	
4	Do you have procedures to ensure that all employees are working voluntarily?	(Yes)	No
5	Do you have a written policy that all personnel are treated equally without discrimination?	(Yes)	No
6	Do you have a policy to prohibit the act of threat/intimidation/physical force/sexual violence towards and between employees?	(Yes)	No
7	Are all employees allowed to have remedy/grievance time without fear of recrimination or dismissal?	(Yes)	No
8	Are all employees allowed to keep hold of their own passports as per the Passports Act 1966?	(Yes)	No
9	Do foreign workers have freely elected worker representatives?	(Yes)	No
10	Are the passports returned to the employees after they are collected for renewal purpose?	(Yes)	No
11	Are the employees provided with a clear contract in their native language?	(Yes)	No
12	Are all employees aware on resignation procedures before the end of their contracts?	(Yes)	No
13	Do all employees have freedom of movement?	(Yes)	No
14	In the case of using toilet, are the employees provided with "toilet passes" or they need to ask for permission from their superiors?	No	
15	Do the employees need to lodge deposits or name a guarantor for travelling purpose?	Yes	(No)
16	Are security guards hired only for normal security reasons?	(Yes)	No
17	What is the recruitment method/medium? (Social media, physical banner, etc.)	All	
18	Do you practise Zero-Fee Recruiting, where employer pays all the recruitment cost?	(Yes)	No
19	How are the employees with poor performance disciplined?	Counselling	
20	Is there a penalty system for the employees in this company?	Yes	(No)