MEDICERAM SDN BHD

FREEDOM OF MOVEMENT POLICY

At Mediceram Sdn Bhd, we value the well-being and freedom of movement of all our employees, including foreign operators. This policy outlines the guidelines and expectations regarding freedom of movement for foreign operators outside the factory premises.

Policy:

1. **Freedom of movement**: Foreign operators are entitled to freedom of movement outside the factory premises during non-working hours. They are free to engage in personal activities, including shopping, recreation, and socializing, if it does not interfere with their work responsibilities.
2. **Working hours**: Foreign operators must adhere to their designated working hours as outlined in their employment contracts. Any requests for time off or modifications to the work schedule should be communicated and approved by their supervisors in advance.
3. **Safety and security**: While outside the factory premises, foreign operators are responsible for their own safety and security. They should exercise caution and always adhere to local laws and regulations. Mediceram Sdn Bhd will provide guidance and support to foreign operators to ensure their safety and well-being.
4. **Reporting requirements**: Foreign operators are required to inform their supervisors or designated HR personnel if they plan to travel outside the local area or country for an extended period. This is to ensure that adequate arrangements can be made for their work responsibilities and to maintain communication in case of emergencies.
5. **Compliance**: Foreign operators must comply with all relevant laws, regulations, and company policies while outside the factory premises. Any violations may result in disciplinary action, up to and including termination of employment.

Dr. Charles Chang
Managing Director