Mulia Industri Sdn Bhd

2nd December 2022

Title: No Fee Policy on Recruitment Agents or Third Parties

1. Objective: The objective of this policy is to establish guidelines to ensure that no fees are charged to applicants or candidates by recruitment agents or third parties engaged in the recruitment process on behalf of Mulia Industri Sdn Bhd.
2. Scope: This policy applies to all recruitment activities conducted by or on behalf of Mulia Industri Sdn Bhd, including but not limited to hiring through recruitment agencies, headhunters, or any third-party entities involved in the recruitment process.
3. Policy: Mulia Industri Sdn Bhd is committed to maintaining a fair and transparent recruitment process that upholds the principles of equal opportunity and ethical conduct. To this end, the following guidelines are established:

3.1. Prohibition of Fees: Under no circumstances shall applicants or candidates be required to pay any fees, directly or indirectly, to recruitment agents or third parties engaged in the recruitment process on behalf of Mulia Industri Sdn Bhd. This includes, but is not limited to, fees for application processing, placement, interviews, or any other recruitment-related services.

3.2. Direct Engagement: Mulia Industri Sdn Bhd encourages direct engagement with applicants and candidates throughout the recruitment process. Where third-party services are utilized, such as recruitment agencies or headhunters, such engagements must be conducted in compliance with this policy.

3.3. Transparency: Any engagement with recruitment agents or third parties on behalf of Mulia Industri Sdn Bhd must be transparent and in accordance with applicable laws and regulations. Applicants and candidates must be informed upfront, in writing, about any involvement of third parties in the recruitment process and that no fees will be charged to them for any services provided.

3.4. Compliance: It is the responsibility of all employees involved in the recruitment process to ensure compliance with this policy. Any instances of non-compliance should be reported to the appropriate authorities within the organization for investigation and resolution.

4. Enforcement: Violation of this policy may result in disciplinary action, up to and including termination of contracts or employment, depending on the severity of the violation and in accordance with the organization's disciplinary procedures.
5. Review and Revision: This policy shall be subject to periodic review to ensure its effectiveness and relevance. Any necessary revisions shall be made in consultation with relevant stakeholders and approved by the appropriate authorities within the organization.
6. Implementation: This policy shall be communicated to all employees involved in the recruitment process and made available through appropriate channels, such as the organization's intranet, employee handbooks, and other official communication platforms.

7. Contact: For any questions, clarifications, or concerns regarding this policy, individuals may contact the Human Resources Department or designated personnel responsible for policy administration.

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Name : Chow Li Mey
Position : Director
Mulia Industi Sdn Bhd