1. OBJECTIVE

This policy will provide clarity and transparency on the processes of hiring or legalizing foreign workers. It is also to ensure any forced, bonded, indentured, involuntary prison labour, or slavery are strictly prohibited in recruitment.

2. GENERAL REQUIREMENTS

The company will ensure all recruited foreign workers in the company premises:
a. Aged 18 years old and above,
b. Provide documentary evidence such as Passport Identification

3. ZERO RECRUITMENT FEES AND COST

The company implements Zero Recruitment Fees for new hiring. Foreign migrant workers shall not be required to pay employers' or agents' recruitment fees or other related fees for their employment.
The company shall maintain adequate controls to ensure that workers have not been charged recruitment or placement fees during their recruitment process.
No monetary or non-monetary deposit is collected from any foreign worker as part of the hiring process.

3.1 RECRUITMENT FEES

The costs and fees associated with recruitment, travel and processing of migrant workers' employment shall be covered by the company. Refer as below:

1. Agency service fees, sub-agent fees, recruitment or placement fees in both sending and receiving countries.
2. Airfare or fare for other modes of international transportation from sending to receiving countries
3. The cost associated with passport
4. Visa processing fees
5. Work permits fees including renewal
6. Government Levy unless legally allowable for deduction
7. Pre-departure training or orientation, skills tests, medical examination, or other requirements for employment by sending or receiving countries including security deposits if required
8. Transportation in receiving country to and from airport to supplier facility or provided accommodation.
9. Government-approved insurance, taxes, or other related fees that law requires the employer to bear
10. Any other fees imposed by sending or receiving country government for recruitment.
11. Pre-departure accommodation cost after employment at the source country and upon arrival at receiving country

4. RECRUITING PROCESS AND PROCEDURES

In hiring foreign workers, the following process will be followed by the company:

4.1 CONFIRMATION TO HIRE FOREIGN WORKERS

The People Department together with the Operation Manager will verify and forecast the manpower planning for the Operations Department based on the company's business requirements.
The People Department is then required to seek approval from the Management. Once the approval is given, People Department will proceed with the recruitment of foreign workers through recruitment agencies.

4.2 RECRUITMENT AGENCIES

The selection of recruitment agencies is based on many factors including, but not limited to, reputation, cost, and reliability. The recruitment agency shall be legally registered in its home country and has a long-standing reputation. The recruitment agency should also sign an agreement to adhere to our policies before we engage their services. Subject to their terms of engagement,

the recruitment agencies may be required to provide services including but not limited to, providing accommodation, picking up the foreign workers, and assist to obtain work permits for the foreign workers.

4.3 SCREENING
The foreign workers' biodata will be submitted by the recruitment agency to the personnel of the People Department for screening purposes and to communicate on the list of approved foreign workers to the recruitment agency.

4.4 MEDICAL CHECK UP
The recruitment agency must ensure that the approved foreign workers undergo medical checkup in accordance with the authorities' requirements.

4.5 EMPLOYMENT CONTRACT
The workers will be briefed thoroughly on corporate profile, job functions and contract details as part of the employment process before the workers are asked to sign the employment contract by the agent. The agent has also made available all the employment contracts in the worker's native language.

5. EMPLOYMENT
5.1 ARRIVAL OF FOREIGN WORKERS
Where applicable, the assigned person from People Department has to pick up the foreign workers from the airport within 24 hours of their arrival.

5.2 ACCOMODATION
Where applicable, the company will provide accommodation and bus transportation for the foreign workers to travel to work.

6. INDUCTION TRAINING
For all the newly recruited foreign workers, induction training will be conducted by the People Department personnel as well as personnel in charge of with the assistance of an interpreter.

7. HEALTH SCREENING
The assigned personnel from People Department will proceed to register foreign workers at FOMEMA and have the workers to do their health screening within one month of arrival or legalization in Malaysia at panel clinics with all costs borne by the company.

7.1 MEDICALLY FIT WORKERS
For workers who are certified as they are fit to work, the assigned personnel from People Department will submit the passport to Malaysia Immigration to obtain permits.

7.2 UNFIT WORKERS
Workers who are certified to be medically unfit to work will be repatriated back to their home country. The transportation cost will be borne by the Company.

8. PASSPORT HANDLING
The company provides a locker with CCTV monitoring due to security reasons for the workers to keep their passport which workers have 24-hour access. The company also provide compartment lockers for workers at the hostel for the storage of their passports and other personal identity documents with full and direct access without any restriction at all time. Workers are allowed to hold their own passport at all times.

9. OPENING OF SAVINGS ACCOUNT
The assigned personnel from People Department will open saving accounts for salary purposes.

10. DOCUMENT FILING
The assigned personnel from HR Department will keep the biodata of the foreign workers in their personnel file.

11. CONTRACT RENEWAL

Upon completion of their contract period, the workers are free to choose whether to renew their contract or be repatriated back to their home country. In the event of workers choose to go back to their home country, the transportation cost will be borne by the company.

12. EARLY RESIGNATION BEFORE CONTRACT EXPIRY
In the event of a worker's early resignation due to:

12.1 PERSONAL REASON
If the worker opts for early termination of the contract, there will be no threat of punishment. If there should be any law allowing a penalty, it will be communicated in advance to the worker.

12.1 MEDICAL GROUND
In the event the medical doctor certifies the worker to be medically unfit during the employment period, the worker will be repatriated and transportation costs will be borne by the company.

13. FAIR DISCLIPLINARY AND TERMINATION PROCEDURE
In the event the worker commits any offense or fails to comply with any of the company's rules and regulations, disciplinary action will be taken in accordance with the type and severity of the offence. The company may, on the ground of misconduct consistent with the fulfillment of the express or implied condition of service, after due inquiry;
a) Issue warning letter; or
b) Dismiss the employee without any notice. An employee who is being dismissed, shall not be entitled to any termination benefits and balance of annual leave or;
c) Downgrade an employee with reduction of salary; or
d) Impose any lesser punishment, as the company deems just and fit and where a punishment of suspension without wages is imposed, it shall not exceed a period of two weeks.

14. RESPONSIBILITY
The People Department is overall responsible for the implementation of this policy.

Completed by: 14/3/2024

Company signature:

AGENSI PERKERJAAN MAN SDN.BHD.
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