JNW PACKAGING SDN BHD

PASSPORT ACCESS POLICY FOR FOREIGN WORKERS

JNW Packaging Sdn Bhd is committed to maintaining a high level of ethical standards in the workplace. We believe that employment should be freely chosen and there shall be no forced labour. All the foreign workers are free to access their passport at all times.

PURPOSE

- The purpose of this policy is to ensure our foreign workers have free access to their passport at all times.

PASSPORT STORAGE

- Every foreign worker will be provided with an individual locker to secure their own passport with full and direct access without any restriction at all times.
- Passport Lockers are located inside the factory premise and also hostel.
- Workers at their own will can choose to keep their passport in the locker provided to them or to carry their own passport at all times.

SAFETY

- The Passport Lockers area is secured with fully functioning CCTV for safety purposes.

RESPONSIBILITY OF FOREIGN WORKER

- Each foreign worker is responsible for his passport condition and must make sure it is stored safely.
- The foreign worker must ensure to provide his passport in good time to HR Department for any document processing tasks.

Approved by,



Executive Director

Rev : 0