JNW PACKAGING SDN BHD

NO RECRUITMENT FEES POLICY

JNW Packaging Sdn. Bhd. practices "No Fees Policy" for the recruitment of foreign workers. Foreign workers shall not be required to pay employers' agents or sub-agents' recruitment fees or other related fees for their employment. This includes fees associated with the recruitment, processing, placement, transportation, and ongoing management of workers in both sending and receiving countries.

Employer will pay the fees directly, or that the costs of recruitment are included in the fees that the company pays to the agent. Employee will be free from paying recruitment fees or related costs as it will be covered by the employer. Indirect fee charging (such as through deductions from wages and benefits) is prohibited.

The foreign migrant workers are not required to pay for the fees as below:

i. Recruitment and placement cost
ii. Agency fee
iii. Medical examination (FOMEMA/COVID-19 or where applicable)
iv. Transportation and accommodation
v. Pre-departure fees and cost
vi. Processing fee
vii. Passport (new/renewal) or any related documents announced by the government
viii. Air ticket
ix. Issuance/renewal of permit
x. Levy
xi. Visa (including renewals and any other official processing fee related to obtaining a visa)
xii. No other item of value may be given in lieu of fees

Company is responsible for monitoring their possible recruitment agencies to make sure that they follow these guidelines and do not charge any recruitment related fees from the workers. If such fees are found to be charged to the workers, company will require the recruitment agency to repay the workers. If such an action has not been undertaken by the recruitment agency, JNW Packaging Sdn. Bhd. will take necessary actions to rectify the issue.

MR. JOSHUA TAN
EXECUTIVE DIRECTOR
REV: 00
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