**VIVAR PRINTING SDN.BHD.**
**Human Resource Department**

# Hiring Policy and Foreign Workers Recruitment Guideline & Procedures



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| Version control | | |
|---|---|---|
| **Version** | **Version date** | **Document history** |
| 0.0 | 07/12/2018 | 1st Formatted live document |
| 1.0 | 27/12/2019 | 2nd Formatted live document |
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## Objectives

Vivar Printing Sdn Bhd believes that hiring qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to Vivar Printing. In hiring the most qualified candidates for positions, the following process should be followed. Vivar Printing is committed to providing equal opportunities in employment and freedom of association for all our workers.

The policy provide a transparency on the process of hiring foreign workers. It is to ensure all our recruitment activities in accordance with recruitment policy and government policy.

## 1.0 Hiring Process and Procedures

### 1.1 Personnel Requisitions

Personnel requisitions must be completed to fill Vivar Printing positions. Requisitions must be initiated by the department supervisor/manager, approved by the Managing Director and then forwarded to the human resource (HR) department.

Personnel requisitions should indicate the following:

- Position title.
- Position hours/shifts.
- Exempt or nonexempt status of the position.
- Reason for the opening.
- Essential job functions and qualifications (or a current job description may be attached).
- Any special recruitment advertising instructions.

### 1.2 Intake Meetings

HR will arrange a meeting with the manager to conduct an intake meeting prior to posting a job opening to learn more about the position, the requirements and the profile of the ideal candidate. The recruiting strategy will be set during this meeting and expectations established with all the key Board of Directors (BOD).

## 1.3 Job Postings

HR will create job postings that briefly describe the job opening and communicate Vivar Printing brand. All job openings will be posted externally with sources appropriate for the position being filled. Jobs will remain posted until the position is filled.

The HR department will be responsible for tracking all applicants and retaining applications and resumes as required.

## 1.4 Internal Applicants

Current employees with a satisfactory employment status may apply for internal job openings. The consents of the employee's manager and the HR department may be necessary for employees with less than one year of service with Vivar Printing Sdn.Bhd.

All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the HR department.

## 1.5 Interview Process

The HR department will screen applications and resumes prior to scheduling interviews. Initial interviews are generally conducted by the HR department and candidate evaluation forms will be completed after each interview and retained with the application.

The HR department will notify applicants who are not selected for positions at Vivar Printing.

## 1.6 Reference Checks

HR will conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers. A minimum of three professional references are required from each candidate.

## 1.7 Job Offers

After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks and testing. Background checks will vary depending on the position and may include criminal history, credit history, driving record, drug testing or any other relevant information for the job.

Internal applicants must complete required background checks or tests not previously completed.

Once the HR department receives satisfactory results from all required background checks and tests, candidates will be provided with a final job offer. If a candidate fails to accept an offer of employment within 7 calendar days, the offer may be rescinded by the company.

All workers will receive equal treatment based on their relevant merits and competency regardless of gender, race, caste, nationality, religion, age, physical condition, sexual orientation, marital status, union membership/affiliation/activity, employment status or political affiliation. Any form of discrimination based on factors aforementioned is prohibited, and any union membership/activity will not lead to disciplinary measures or punitive actions.

Vivar respect freedom of association and collective bargaining as part of our commitment to support the fair and equitable treatment of our workers. Vivar will not refuse any genuine opportunity to collectively bargain with workers who want to do so.

The workers, without distinction, have the right to join or form trade unions of their own choosing without prior authorization, and to bargain collectively. Vivar will refrain from any activity that is likely to discourage workers from exercising their union rights.

## 2.0 Foreign Workers Recruitment Guideline & Procedure

This recruitment guideline and procedure applies to Vivar Printing Sdn.Bhd. All parties should ensure compliance of this recruitment guideline and procedure. This guideline and procedure of recruiting foreign workers includes foreign workers requisition, recruitment or legalisation processes, and roles of Human Resource Department (HRD).

Recruitment process is in accordance with our company major employment policy cover equal employment opportunity, right of management, right of employee, no forced labor, bonded labor, prison labor, no child labor, slavery or trafficking a person shall not be use and freedom of association.

Recruitment agency shall not traffic in persons or use any forms of involuntary, slave, forced, bonded, indentured or prison labor. This includes the transportation, harboring, transfer, or receipt of person by means of abuse of vulnerability, deception, restriction of movement, physical or sexual violence, retention of identity documents, debt bondage, abusive working and living conditions, excessive overtime, threat, force coercion, abduction, fraud, penalties, fines, illegal deductions, withholding of wages or payments to any person having control over another person for the purpose of exploitation.

## 2.1 Zero Recruitment Fee Policy

Vivar Printing practice a “Zero Recruitment Policy” and “Employer Pay Principles” policy in recruiting foreign workers.

The following recruitment and service related costs are not to be paid by foreign worker:

a. One Way Air Ticket To Malaysia + Airport Tax

b. Worker Passport Application + Recommendation fee for passport + ID

c. Bio Medical/ FWCMS

d. Insurance

e. Visa Proceeding Fees
f. Labour Department (Job Order, sip, spr, pap, card/prep cost)
g. Food, Lodging & transportation (transport arrangement for worker from agent office to do ISC, passport, medical, FWCMS, and pre-departure)
h. Medical Fees
i. Indonesia Agency Fees (Including sub-agent)
j. Malaysia Agency Fees
k. ISC (Immigration Clearance System)
l. Uniform, bag, and miscellaneous cost)

## 2.2 Pre – Departure Briefing

Pre-Departure briefing will be conducted by our company representative and agency. Training included details of employment contract, zero recruitment fees, labor laws and emergency contact.

## 2.3 Orientation and Induction Training

HR and Operation Management personnel will conduct the orientation and induction training. The training will cover introduction of company policies, rules & regulation, employment contract, wages, grievance procedures, freedom of association, non- discrimination and handling of passport. The worker will also bring to their accommodation, workplace.

## 2.4 Passport Handling

The company will not hold any worker's passport for safekeeping, the workers are free to decide how and where they want their passport to be kept.

## 2.5 Grievance Mechanism

The foreign workers are provided channel to voice out their grievances. Any workers can submit their grievances via employee representative committee, or follow grievance procedure to feedback to their superior, HOD, HR or MD.(refer VSCP-013 Grievance Procedure).

## 2.6 Early Termination

If the worker has provided notice and fulfilled the full resignation notice per employment contract, there shall be no additional fees charges to the worker. If the worker has not provided notice or fulfilled the full resignation period per the employment contract, 1 month salary in lieu of such notice required.