CHEMICAL COMPANY OF MALAYSIA BERHAD

TITLE OF DOCUMENT				
ZERO RECRUITMENT FEE POLICY				
DOCUMENT NO.	BKBCG/HR/Policy/ZeroRecruitmentFee		TOTAL PAGES	3
REVISION NO.	-		REVISION DATE	-
DESCRIPTION	ZERO RECRUITMENT FEE POLICY		EFFECTIVE DATE	1 July 2024
	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	MAZNAH BINTI MAHADZIR	SNR MANAGER, HR & ADMIN		11 June 2024
VERIFIED BY:	WAN AZMIRRUDIN BIN WAN FADZIR	GROUP HR MANAGER		11/6/24
APPROVED BY:	TAN CHEE HENG	EXECUTIVE DIRECTOR		24/6/24

SCOPE OF POLICY

This Policy Statement applies to Chemical Company of Malaysia Berhad and its subsidiaries ("CCM").

CCM endeavors its contractors, consultants, suppliers, vendors and all other third-party companies such as sub-agent(s), which have direct and indirect dealings with CCM, to comply with this policy when they perform their foreign worker's recruitment practices.

1.0 OBJECTIVES

This document serves as a framework to manifest CCM's commitment and responsibility in its foreign worker(s) recruitment to ensure that recruitment and related fees are not imposed on its recruited foreign worker(s) at any stage during the recruitment process, whether by CCM, CCM's contractor(s), CCM's agent(s) or their sub-agent(s) at the destination and origin countries.

2.0 ZERO RECRUITMENT FEE POLICY

CCM shall practice a "Zero Recruitment Fee Policy" in recruiting its foreign workers. CCM will bear the recruitment and related fees, from the point of offer by CCM and acceptance by the worker to the point of return ; hereafter known as the fees. Such fees are as set out in ANNEX 1. CCM reserves the right to make the necessary addition, removals or amendments to the fees set out in ANNEX 1.

The fees set out in ANNEX 1 shall not be deducted from wages and no form of penalty shall be imposed on workers employed by CCM, unless provided under the laws. CCM does not commission and/or authorize any parties such as contractors, consultants, suppliers, vendors and all other third-party companies such as sub-agents(ies), which have direct and indirect dealings with CCM, to collect any recruitment and related fees from potential candidates as a prerequisite to obtain employment, including access to interviews.

3.0 POLICY ENFORCEMENT

As stated in section 2.0 above, the recruited foreign worker(s) will not be liable for any recruitment and related fees, including any fees incurred by them at any stage of the recruitment process.

To ensure effectiveness of this Policy, CCM shall put in place the appropriate controls with recruitment agency(ies), including executing thorough due diligence prior to selection of the recruitment agency(ies). Upon appointment of the recruitment agency(ies), CCM will carry out conformance audits at an appropriate periodical interval to ensure that its policy

is adhered to. All recruitment and related fees that is to be incurred shall be spelled out and agreed upon between CCM and appointed recruitment agency(ies).To support the recruitment agency(ies)'s compliance, CCM is committed to provide the appropriate support such as training and education.

CCM will hold the foreign worker recruitment agency(ies) contractually responsible to ensure that recruitment and related fees shall not be incurred or charged to workers, or for their reimbursement thereof, and ensure their sub-agency(ies) comply with the same. Contravention of this Policy by the foreign worker recruitment agency(ies) will lead CCM to take the necessary and appropriate actions, which may lead to terminating existing contracts or partnerships.

CCM shall also endeavour workers are informed of their rights, through communication with CCM during or throughout the recruitment process. Communication includes briefings in groups, one-on-one explanations, as well as through promotional materials such as videos, posters, in their local language(s).

Where workers may have incurred any recruitment and related fees, or illegitimate costs before departure at the country of origin, they can report directly to CCM or through the grievance channels provided, where an investigation process will be initiated.

4.0 HUMAN RESOURCES DEPARTMENT RESPONSIBILITY

The Human Resources and Administration D epartment will endeavours that compliance with this policy is adhered to by all parties involved in the recruitment of foreign workers for the Company.

ANNEX 1

a) Visa (for travelling into Malaysia)

b) Visit Pass (for temporary employment) (Permit Lawatan Kerja Sementara (PLKS),includes work permit, processing fee, levy)

c) Foreign Workers Centralised Management Systems (medical report & biometricsscanning)

d) Pre-departure insurance

e) Medical check-ups (at source country)

f) Transportation (source country – home to agent office at a fixed cost)

g) Transportation (source country – from agent office onwards)

h) Airport handling and accommodation (upon selection to departure)

i) Flight ticket

j) Pre-departure briefing

k) Passport fees (worker passport)

l) Agent fees

m) Administration and documentation fee to agent

n) Other statutory components that are applicable for certain nationalities

o) Security bond

p) Medical examination upon arrival (FOMEMA)

q) Insurance in Malaysia (SOCSO)

r) Transportation (receiving country – from airport arrival to operating sites)