Public Packages (NT) Sdn. Bhd. (PPNT) HR Policy

Public Packages (NT) Sdn. Bhd. (PPNT) adopted the following Code of Conduct, which establishes standards to ensure that working conditions in the organization are safe, that workers are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically.

As a result, PPNT's management is committed to practice the code of conduct in their dealings with workers.

PPNT is committed to upholding the **human rights** of workers and treating them with dignity and respect as understood by the international community. This applies to all worker including temporary, foreign migrant, contract, direct employee, and any other type of worker.

1. **Freely Chosen Employment**: All workers (including interns and any type of worker) shall have the right to enter into and terminate employment freely. There shall not be any use of forced, bonded, or involuntary labor. Forced, bonded (including debt bondage), indentured, involuntary prison, slavery, or trafficked labor shall not be used. This includes transporting, harboring, recruiting, transferring, or receiving someone by means of threat, coercion, abduction, or fraud for labor services. There shall be no unreasonable restrictions on workers' freedom of movement in company-provided facilities.
    a. All workers shall be free to leave work and terminate their employment with a notice period.
    b. Employers and agents shall not hold, destroy, conceal, confiscate, or deny access by employees to their identity or immigration documents, such as government-issued identification, passports, or work permits, unless such holdings are required by law.

2. **Child labor** or young workers shall not be used in the company. The term "child" refers to any person under the age of 15 or under the minimum age of 18 for employment in Malaysian law. Young workers under the age of 18 shall not perform hazardous work that is likely to jeopardize their health and safety.

3. **Working hours** should not exceed 60 hours per week, including overtime, except in emergencies or unusual situations. Work weeks do not exceed the maximum allowed by labor law (45 hours of normal working hours). Workers shall be allowed to have at least one day off every seven days.

4. **Wages and benefits** Compensation paid to workers shall comply with applicable wage laws.

5. **Human Treatment**: There is to be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, or verbal abuse of workers, nor is there to be any such treatment. Disciplinary policies and procedures in support of these shall be clearly defined and communicated to workers.

6. **Discrimination** shall not engage in PPNT based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information, or marital status in hiring and employment practices such as wages, promotion, rewards, and access to training.

7. **Freedom of association** in conformance with applicable local law. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation, or harassment. Ensure that employee participation in peaceful assembly does not result in any retaliation, discrimination, or adverse employment consequences.

8. **Religious accommodation** policies are designed to ensure that employees are able to practice their religious beliefs in the workplace without facing discrimination or adverse consequences.

	Name	Signature	Position	Date
Approved by	Dave Ha Kiah Hau		General Manager	02.02.2024