1.0 PURPOSE

The objective of this policy is to ensure that the Company and all its employees adhere to Social Compliance Initiatives in line with the legal regulations and requirements.

2.0 SCOPE

This policy covers all employees of Team Printers Sdn. Bhd (TP).

3.0 APPENDIX

3.1 Posters for BSCI Code of Conduct & ETI Base Code

3.2 TP Occupational Safety and Health Policy

3.3 TP Environmental Policy

3.4 TP Anti Bribery & Anti-Corruption Policy (FORM PR-F161)

4.0 POLICY

4.1 Freely Chosen Employment & No Forced Labour

4.1.1 No forced (working under threat of penalty), bonded or indentured (forced to work to pay off debt) labour.

4.1.2 Involuntary prison labour; slavery or trafficking of persons shall not be used.

4.1.3 Employer does not hold the employee's original documents. All the foreign workers' passports are kept a safe area, locked cabinet which they can easily access.

4.1.4 Employment Contract shall be provided in the language understandable by the employee before engaging into employment.

4.1.5 The Employment Contract shall consist of description of their duties, information on working hours, rate of pay and other benefits.

4.1.6 In case the employee is illiterate, an experienced employee shall translate the content of the Employment Contract prior to obtaining the consent to engage into employment.

MASTER DOCUMENT

4.1.7 Either employer or employee may at any time give notice to the other party to express the intention to terminate such contract of service.

4.1.8 The length of such notice shall be the same for both employer and employee and shall be determined by the provision made in the Employment Contract.

4.1.9 Employment contract can be terminated immediately with compensation in lieu of notice.

4.2 No Underage Employees

4.2.1 Each individual's age is verified based on the information provided in his/her personal documents before engaging into employment.

4.2.2 In view of the fact that Team Printers operates in a manufacturing environment (under list of hazardous work, Fourth Schedule Subsection 2(1), A. Work Related to Machines, Installations and Other Equipment), no underage employees shall be employed. Furthermore, any individuals within the ages of 13 to 15 years old that are permitted to perform light work, must first obtain approval from the Malaysia Labour Office before their employment.

4.2.3 In the event of accidental hiring of child / young person, he/she shall be removed from site immediately with compensation in lieu of notice.

4.2.4 Further investigation will be conducted, and disciplinary actions will be taken against departments that are found violating these regulations.

MASTER DOCUMENT

4.3 Minimum Wage and Working Hours

4.3.1 Compensation paid to employees shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits.

4.3.2 Working hours and overtime shall be limited to what is acceptable by local laws and the information shall be communicated to all employees in written via memos or other channels of communications.

4.3.3 Disciplinary actions will be taken against departments that are found violating these regulations without valid reasons.

4.4 Anti-Discrimination (Humane Treatment)

4.4.1 Harassment and unlawful discrimination are not tolerated at any stage of employment: including race, color, religion, national origin, age, disability, disease, sexual orientation, gender identity, marital status (including pregnancy), family responsibilities, social background, and criminal record. All applicants of the company will have equal opportunity for employment and all employees of the company will also have the equal opportunity for promotion.

4.4.2 Harsh or inhumane treatment is not tolerated; including all types of harassment (sexual/physical/verbal), sexual abuse, corporal punishment, slavery, mental or physical coercion or verbal abuse of employees, nor is there to be the threat of any such treatment.

4.4.3 Employees shall strive to maintain healthy, safe and productive work environment by adhering to the highest standard of professional conduct. They should always in all respect and, conduct themselves with honesty, propriety and must not in any circumstances, commit any act that would bring damage to the Company, its employees, property, reputation or general interest.

4.4.4 Employees are expected to have respect and tolerance for culture and religion and maintain a work environment that is free from discrimination or harassment.

4.4.5 Employees shall avoid any conduct in the workplace that creates, encourages, or permits and offensive, intimidating, or inappropriate work environment including, but not limited to:

a. Threats or comments that contain discriminatory or harassment elements.
b. Unwelcome sexual advances.
c. Violent behaviour or actions.
d. Misuse or abusive of positions of authority.
e. Inappropriate dressing in violation of the dress code policy of the Company.

MASTER DOCUMENT

4.5 Integrity

A. Anti-Corruption & Bribery

4.5.1 The Company shall not tolerate any form of corruption and bribery. Please refer to Appendix 3.4 for TP Anti Bribery & Anti-Corruption Policy.

4.5.2 Employees at all levels are required to protect the company's reputation for integrity. Employees shall record and report all information accurately and with integrity.

4.5.3 Employees shall not offer, give, solicit, or accept bribes in order to achieve business or personal advantages for themselves or others or engage in any transaction that can be construed as having contravened the anti-corruption laws.

4.5.4 Disciplinary actions will be taken against the employee who is found to have breach the Company policy.

4.5.5 The company shall strive to maintain the highest standards of ethical conduct and corporate responsibility through the application of the following principles:

a) Compliance with national and local laws and regulations
b) Reputable business practices must be applied
c) Conflicts of interest must be declared, and appropriate arrangements made to ensure that those with a material interest are not involved in the decision-making process
d) Improper payments of any kind are prohibited
e) Ethical issues must be dealt with in an efficient and transparent manner

MASTER DOCUMENT

4.6 Privacy and Information Security

4.6.1 The Company shall comply with privacy and information security law and regulatory requirements when collecting, using, processing, or storing personal information.

4.6.2 No employees are permitted whether during or after termination of their employment with the Company, to discuss or divulge confidential

information pertaining to the company's businesses and its customers' details directly and indirectly to anybody, especially to competitors.

4.6.3 Employees should not discuss whether among themselves or with others, within the workplace or outside the Company's premises, confidential information regarding the Company, its business partners, its customers or clients, its employees, or any other confidential information except in the course of carrying out the Company's business.

4.6.4 Employees are not permitted to publish or distribute in any written or printed form, articles, books, periodicals, leaflets, brochures etc containing information relating to the Company without prior written approval of the Company.

4.6.5 Disciplinary actions will be taken against the employee who is found to have breach the Company policy.

MASTER DOCUMENT

4.7 Workplace Health and Safety

4.7.1 The Company shall minimize adverse effects on the community, environment, and natural resources while safeguarding the health and safety of the public and all employees.

4.7.2 To ensure its Employees are in a safe environment, protected from hazards of the job. Where necessary, employees are provided safety equipment as appropriate to the work being performed.

4.7.3 The Company provides ready access to clean toilet facilities, potable water and hygienic food preparation, storage and eating facilities for its employees.

4.7.4 The dormitories provided are maintained clean and safe with adequate ventilation.

4.7.5 Procedures and systems are in place to manage, track and report occupational injury and illness. Emergency response procedures are also in place to address unforeseen situation.

4.7.6 TP Occupational Safety and Health Policy as provided in Appendix 3.2 shall communicate the Company's commitment statement.

4.7.7 TP Environmental Policy as provided in Appendix 3.3 shall communicate the Company's commitment statement.

4.7.8 The Company shall obtain, maintain, and keep all environment permits, licenses, approvals and registrations. Also, to follow the operational and reporting requirements of such permits and licenses and applicable local and national laws and standards.

4.8 Disciplinary Actions

4.8.1 Any employee who commits misconduct or a breach of rules established by the Company, shall be subject to disciplinary action.

4.8.2 Misconduct in employment can be broadly dealt with under three (3) headings namely:

a. Misconduct relating to integrity and duty, such as carelessness, misappropriation, insubordination, breach of confidential Company information, etc;

b. Misconduct relating to discipline, such as fighting, fraud, theft, assault, quarrel, gambling, damage to Company property, drug abuse, etc; and

c. Misconduct relating to morality, such as committing an indecent act, sexual advancement, pornography, keeping or distributing indecent or pornographic literature at the workplace, etc.

MASTER DOCUMENT

4.8.3 The proceedings of an inquiry shall be duly recorded by the panel for submission to the Head of Human Resources (HR) or to the appropriate higher authority for decision.

4.8.4 The Company may suspend an employee on half pay for a period of not exceeding two (2) weeks pending an inquiry.

4.8.5 All disciplinary actions taken by the Company shall comply with the Company's established procedures and current legislation. Where there is any conflict between the two, current legislation shall prevail.

4.8.6 Head of Departments may issue written warnings on the advice of the HR department. All written warnings shall be recorded in the employee personal file. In the event where three (3) warning letters have

been issued within a period of twelve (12) months, the employee shall be subject to an inquiry to determine further disciplinary action.

4.8.7 Depending on the seriousness of the offence committed and after due inquiry, the employee may be subject to any of the following punishments:

a. Dismissal without notice
b. Demotion
c. Suspension from work without pay
d. Written warning
e. Impose any other punishment as the Company deems just and fit

4.8.8 The Company reserves the right to dismiss an employee after due inquiry for misconduct.

MASTER DOCUMENT

4.9 Feedback / Suggestion Box

4.9.1 All employees are welcomed to provide any feedbacks or suggestions via letter or verbally to Human Resources (HR) team.

4.9.2 The feedback / suggestion box is located at the entrance to the production floor.

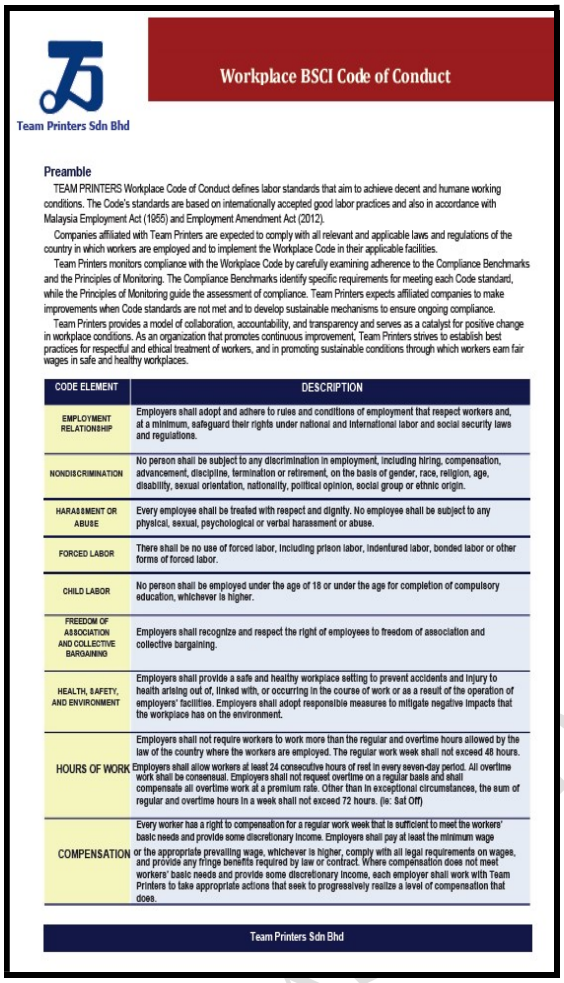


4.9.3 The feedbacks or suggestions by employees to management will be discussed during Human Resources (HR) monthly meeting with management.

4.9.4 Human Resources (HR) team will then work with management to provide the best solutions to employees' feedbacks or suggestions. All these will be recorded for monitoring and reference purpose by Human Resources (HR) team.

4.9.5 All feedbacks or suggestions provided will be kept as private and confidential.

Appendix 3.1: Posters for BSCI Code of Conduct & ETI Base Code



Team Printers Sdn Bhd

Workplace BSCI Code of Conduct

Preamble

TEAM PRINTERS Workplace Code of Conduct defines labor standards that aim to achieve decent and humane working conditions. The Code's standards are based on internationally accepted good labor practices and also in accordance with Malaysia Employment Act (1955) and Employment Amendment Act (2012).

Companies affiliated with Team Printers are expected to comply with all relevant and applicable laws and regulations of the country in which workers are employed and to implement the Workplace Code in their applicable facilities.

Team Printers monitors compliance with the Workplace Code by carefully examining adherence to the Compliance Benchmarks and the Principles of Monitoring. The Compliance Benchmarks identify specific requirements for meeting each Code standard, while the Principles of Monitoring guide the assessment of compliance. Team Printers expects affiliated companies to make improvements when Code standards are not met and to develop sustainable mechanisms to ensure ongoing compliance.

Team Printers provides a model of collaboration, accountability, and transparency and serves as a catalyst for positive change in workplace conditions. As an organization that promotes continuous improvement, Team Printers strives to establish best practices for respectful and ethical treatment of workers, and in promoting sustainable conditions through which workers earn fair wages in safe and healthy workplaces.

CODE ELEMENT	DESCRIPTION
EMPLOYMENT RELATIONSHIP	Employers shall adopt and adhere to rules and conditions of employment that respect workers and, at a minimum, safeguard their rights under national and international labor and social security laws and regulations.
NONDISCRIMINATION	No person shall be subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin.
HARASSMENT OR ABUSE	Every employee shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.
FORCED LABOR	There shall be no use of forced labor, including prison labor, indentured labor, bonded labor or other forms of forced labor.
CHILD LABOR	No person shall be employed under the age of 18 or under the age for completion of compulsory education, whichever is higher.
FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING	Employers shall recognize and respect the right of employees to freedom of association and collective bargaining.
HEALTH, SAFETY, AND ENVIRONMENT	Employers shall provide a safe and healthy workplace setting to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employers' facilities. Employers shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment.
HOURS OF WORK	Employers shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours. Employers shall allow workers at least 24 consecutive hours of rest in every seven-day period. All overtime work shall be consensual. Employers shall not request overtime on a regular basis and shall compensate all overtime work at a premium rate. Other than in exceptional circumstances, the sum of regular and overtime hours in a week shall not exceed 72 hours. (ie: Sat Off)
COMPENSATION	Every worker has a right to compensation for a regular work week that is sufficient to meet the workers' basic needs and provide some discretionary income. Employers shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by law or contract. Where compensation does not meet workers' basic needs and provide some discretionary income, each employer shall work with Team Printers to take appropriate actions that seek to progressively realize a level of compensation that does.

Team Printers Sdn Bhd



Appendix 3.2: TP Occupational Safety and Health Policy



TEAM PRINTERS SDN BHD

SAFETY AND HEALTH POLICY.

It is the policy of **TEAM PRINTERS SDN. BHD.** to provide their employees, contractors, temporary workers and visitors with a safe and healthy environment while at work. Our commitment is to prevent job related injuries or illnesses.

In achieving these objectives, the COMPANY will :-

- Conduct all operations in a responsible manner ;
- Comply with all applicable safety and health laws and regulation ;
- Safety is our main responsbility to reach our goal of zero accident and environmental incident ;
- Provide the necessary resources, information and instruction, adequate training and supervision to enable employees and contractors perform their work safely and competently
- Develop and enforce safe working practices to provide training to employees in this regards ;
- Hold each Manager/Supervisor/Employee accountable for achievement of these objective.

Every employee regardless of position has to reciprocate by :-

- Cooperating with the Company in meeting it's objectives on industrial safety ;
- Being commited to these objective ;
- Complying with all rules and regulations in relation to safety and health in the company ;
- Ensuring proper use of all safety equipment provided ;
- Proactively reduce occupational injury and illness risks, promote employees health and well being, and prevent damage to property and impact to the environment ;
- Reporting to the safety Committee any hazards and situations which may leed to accidents.

Calvin Teoh
Managing Director.
DATE : 01.06.2022

DASAR KESELAMATAN DAN KESIHATAN

TEAM PRINTERS SDN. BHD. bersedia melalui dasar-dasarnya untuk menyediakan satu persekitaran kerja yang selamat dan sihat kepada pekerja, pekerja sementara, kontraktor dan pelawat. Komitment kami juga adalah untuk mengelakan penyakit, kemalangan dan kecederan semasa berkerja.

Untuk mencapai tujuan ini, Syarikat akan :-

- Menjalankan tugas secara bertanggungjawap ;
- Mematuhi peraturan undang-undang kesihatan dan keselamatan ;
- Bertangungjawab untuk mencapai tahad kemalangan sifar dan pencemaran alam sekitar ;
- Menyediakan sumber, maklumat dan arahan, latihan yang mencukupi dan pengawasan untuk membolehkan pekerja dan kontraktor melaksanakan kerja mereka dengan selamat dan cekap ;
- Membangun dan menguatkuasakan amalan-amalan kerja yang selamat dan menyediakan latihan kepada pekerja dalam hal ini
- Semua Pengurus/Pengawas/Pekerja bertanggungjawap untuk mencapai matlamat ini ;

Semua pekerja tanpa mengira kedudukan mesti :-

- Memberi kerjasama yang sepenuhnya untuk memcapai dasar keselamatan dan kesihatan syarikat tercapai ;
- Menberi Komitmen untuk mencapai objektif ini ;
- Mematuhi semua peraturan dan undang-undang berkaitan dengan keselamatan dan kesihatan dalam syarikat ini ;
- Memastikan semua peralatan keselamatan yang disediakan diguna dengan cara yang betul dan selamat ;
- Mensasarkan secara proaktif untuk mengurangkan risoko kemalangan dan penyakit, dengan menggalakan perkerja menjaga kesihatan dan mencegah kerosakan kepada harta benda yang membeni kesan kepada alam sekitar ;
- Melapurkan kepada jawatan kuasa keselamatan syarikat jika terdapat bahaya dan keadaan yang boleh menimbulkan kemalangan.

March 2021 (Revision 4)

MA

Appendix 3.3: TP Environmental Policy



Environmental Policy

As a leading manufacturer of inner box and instruction manual, Team Printers is committed to optimize natural resources application for the highest economic prosperity through continual improvement on our Environmental Management System.
To fulfil this commitment, we shall:

- Comply with compliance obligation to which applicable to our nature of business;
- Promote conservation awareness of resources among our employees and through ongoing education programs;
- Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect environment when such materials must be used, stored and disposed of.

Approved By:

Managing Director
Date :

Team Printers Sdn Bhd

MA

Appendix 3.4: TP Anti Bribery & Anti-Corruption Policy

FORM NO: PR-F161
Rev (0)

TEAM PRINTERS SDN BHD

ANTI-BRIBERY AND ANTI-CORRUPTION POLICY