SIN HUAT PRESS (MELAKA) SDN. BHD. (366789U)

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TITLE: **HUMAN RIGHTS**		EFFECTIVE DATE: 11-03-2021

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DOCUMENT APPROVAL

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1.0 Purpose

The purpose is to inform employees, business partners and customers of Sin Huat Press (Melaka) Sdn. Bhd. and its group of company commitment to human rights.

2.0 Scope

This policy applies to all employees of Sin Huat Press (Melaka) Sdn. Bhd. and its group of company, anyone doing business for or with Sin Huat Press (Melaka) Sdn. Bhd. and its group of company and others acting on Sin Huat Press (Melaka) Sdn. Bhd. and its group of company' behalf.

3.0 Definition

Human rights are basic rights inherent to all human beings, regardless of nationality, place of residence, sex, sexual orientation, national or ethnic origin, color, religion, language, or any other status.

4.0 Responsibility

The Human Rights policy is owned and maintained by Sin Huat Press (Melaka) Sdn. Bhd. and its group of company Quality Assurance function. Quality Assurance is responsible for the creation, administration, updating and communication of the policy.

5.0 Reference

Nil

6.0 Appendix

Appendix A : Human Rights and Labour Policy

7.0 Procedure

Sin Huat Press (Melaka) Sdn. Bhd. and its group of company conduct business in a manner that respects the rights and dignity of all people, complying with all applicable laws and regulations. Our policies reflect our commitment to respecting the protection of internationally recognized Human Rights. *(refer App A)*

7.1 All employment with Sin Huat Press (Melaka) Sdn. Bhd. and its group of company is voluntary. We do not use child or forced labour in any of our operations or facilities. We do not tolerate any form of unacceptable treatment of workers, but not limited to the exploitation of children, physical punishment or abuse, or involuntary servitude. We fully respect all applicable laws establishing a minimum age for employment.

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7.2 Sin Huat Press (Melaka) Sdn. Bhd. and its group of company abide by all laws and regulations regarding pay practices and the classification of employment according to job level and status.

7.3 We respect our employees' right to choose to join or not join a trade union, or to have recognized employee representation in accordance with local law.

7.4 Diversity is embraced at Sin Huat Press (Melaka) Sdn. Bhd. and its group of company. We recognize that a diverse mix of backgrounds, skills and experiences drives new ideas, products, and services and provides us with a sustained competitive advantage

7.5 We believe everyone should be treated with respect regardless of their background. We are committed to the elimination of discrimination based on gender, race, class, economic status, ethnic background, sexual orientation, age, political beliefs, veteran status, marital status or any other protected class.

7.6 It is a requirement for all suppliers, vendors, contractors, consultants and agents to adhere to Sin Huat Press (Melaka) Sdn. Bhd. and its group of company' labour standards and policies.

In addition to this, Sin Huat Press (Melaka) Sdn. Bhd. and its group of company is committed to the following principles:

- Sin Huat Press (Melaka) Sdn. Bhd. and its group of company respect all human rights.
- Sin Huat Press (Melaka) Sdn. Bhd. and its group of company conducting on-going human rights due diligence to assess and mitigate potential human rights infringements.
- Sin Huat Press (Melaka) Sdn. Bhd. and its group of company expect those with whom it does business to respect all human rights.

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