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

NO FEES RECRUITMENT POLICY

1. Policy Statement

Sin Huat Press is committed to fair and ethical recruitment practices. We strictly prohibit the charging of recruitment fees to job applicants by recruitment agencies, third parties, or any individuals involved in the hiring process.

2. Scope

This policy applies to all job applicants, whether local or foreign, and covers all recruitment activities conducted directly by Sin Huat Press or through authorized recruitment agencies.

3. Prohibited Fees

No job applicant shall be required to pay any fees, including but not limited to:

- Application fees
- Recruitment or placement fees
- Processing or administrative fees
- Training fees related to employment
- Any other charges related to securing a job at Sin Huat Press

4. Responsibilities

- Sin Huat Press will ensure that all recruitment agencies and third-party recruiters comply with this policy.
- All hiring personnel must ensure transparency in the recruitment process and prevent any unauthorized fees from being charged to applicants.
- Any agency or recruiter found violating this policy will face termination of their contract with Sin Huat Press.

5. Reporting Violations

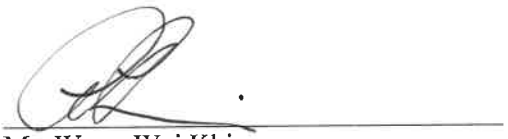
If any job applicant is asked to pay a fee at any stage of the recruitment process, they are encouraged to report the matter immediately to Sin Huat Press at [insert contact details]. Reports will be treated confidentially, and appropriate action will be taken.

6. Policy Enforcement

Sin Huat Press reserves the right to investigate any suspected violations of this policy and take necessary corrective actions, including legal measures, to protect job applicants from unfair recruitment practices.

This policy is effective immediately and must be adhered to by all relevant parties. Thank you.

Approved By:



Mr. Wong Wai Khin
General Manager
6th April 2023