TITLE : RECRUITMENT PROCEDURE

1.0 PURPOSE

1.1 Complies with all local laws regarding hiring practices

1.2 Ensure that appropriate funding levels are identified and approved for each position.

1.3 Attracts, identifies, and hires the most qualified applicant for the job.

1.4 Ensure that confidentiality is maintained in the recruitment process.

1.5 No hiring under age of 18 workers.

2.0 SCOPE

2.1 This policy applies to all employees in Shinko Ceramics (M) Sdn Bhd and any external parties appointed by Shinko Ceramics (M) Sdn Bhd to assist in recruitment process.

3.0 DEFINITION

3.1 The process of identifying and hiring the best-qualified candidate (from within or outside of an organization) for a job vacancy, in a most timely and cost effective manner.

4.0 ABBREVIATION

4.1 **HRD** Human Resource Department

5.0 REFERENCE

5.1 Employment Act 1955

6.0 RESPONSIBILITY

6.1 All employees involved at any stage of the recruitment and selection process should be aware and shall conform to this policy.

6.2 A manager who appoints any agency or consultant to assist in recruitment process shall be responsible to forward a copy of this policy to the said agency or consultant prior to the said agency or consultant's involvement in recruitment process.

7.0 PROCEDURE DETAIL

7.1 Content of Recruitment Procedure

7.1.1 The aim of the Recruitment and Selection Policy is to ensure that the company selects the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/ job applicant is unfairly treated on any grounds.

7.1.2 Shinko recognises its employees as fundamental element to its success.

7.1.3 Employment activities shall be treated as a key public relation exercise because the way it is managed will affect the image and ability of Shinko to attract and recruit high calibre individuals.

7.1.4 Shinko is committed to a workforce free of harassment and unlawful discrimination.

7.1.5 Shinko does not discriminate anyone base on race, colour, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status in hiring and employment practices such as promotions, rewards, and access to training.

7.1.6 Shinko will hire individuals' base on their qualifications, abilities and potential abilities.

7.1.7 Workers or potential workers will not be subjected to medical tests that could be used in a discriminatory way.

7.2 Confidentiality:

7.2.1 To protect the privacy of applicant and to preserve the integrity of the recruitment process, employees involved in the recruitment process shall maintain confidentiality throughout and after completion of the recruitment process.

7.2.2 Employees involved in the recruitment process shall not disclose confidential information of applicants (such as salary and matters discovered and discussed during the recruitment process) to others except those involved in the recruitment and selection process.

7.2.3 Employees involved in the recruitment process shall ensure documentations related to applicants are kept confidential throughout and after the recruitment process including documentations kept in archives.

7.2.4 Employees who violate this requirement for confidentiality will be subject to corrective and disciplinary actions.

7.3 Freely Chosen Employment

7.3.1 There is no coercion on the employee to work and employee abuse is prohibited. Employees are free to work or even leave / terminate the employment contract. Any original important documents is not necessary submitted to the company but with reason and purpose.

7.4 Workers Minimum Age

7.4.1 HRD is responsible to recruit candidate between the range of age as that allowed by the government and avoid any child employment.

7.4.2 HRD / Labour Agent subject to recruit the potential workers according to the minimum age as per stated under the Malaysian Minumim Wages Act.

7.4.3 During the recruitment session, HRD / Labour Agent required to verify the information in the potential worker's identity card.

7.4.4 If necessary, HRD can use the third party service to verify the age of potential workers.

7.4.5 Any potential workers below the minimum age as subject to Malaysian Employment Act would not be hired.

7.4.6 If any **"Young Person"** hired by Shinko, they must be following the working hours as permitted by the Malaysian Employment Act.

7.5 Payment of Deposit

7.5.1 If workers had paid a deposit, it must be shown with a proper receipt or breakdown.

7.6 Monitoring and Review of Procedure

7.6.1 In order to monitor compliance with and the effectiveness of this policy, a member of the Human Resources department may be invited to or elect to be present at any stage of the recruitment process.

7.6.2 Regular reports on trends and statistics relating to recruitment and appointments will be provided to the Head of Human Resource Department as appropriate.

7.7 Complaints of Recruitment Procedure

7.7.1 If any employee/job applicant considers that he or she has been unfairly treated in relation to the recruitment and selection policy, he/she can make a complaint, which will be dealt with in accordance with the agreed procedures.

8.0 APPLICABLE FORMS

8.1 HRD-PO3-F9 - Manpower Requisition Form

9.0 APPLICABLE TABLE

9.1 Nil

10.0 APPENDIX

10.1 Nil

APPENDIX 1

Staff Requisition and Transfer

