

HIRING AND WAGES POLICY

1. Purpose

This policy outlines the company's commitment to fair, lawful, and sustainable hiring and compensation practices. It ensures alignment with Malaysia's labor laws, particularly the Employment Act 1955, while promoting decent work, diversity, and economic inclusion as part of our sustainability objectives.

2. Scope

This policy applies to all employees—permanent, contract, temporary, and interns—across all business units of the company operating in Malaysia.

3. Policy Statement

We are committed to:

- Hiring practices that are equitable and inclusive.
- Providing fair wages and lawful benefits.
- Ensuring decent working conditions and job security.
- Promoting sustainability and employee well-being.

4. Hiring Principles

4.1. Non-Discrimination

All recruitment shall be conducted fairly, without discrimination based on gender, age, ethnicity, religion, disability, marital status, or nationality.

4.2. Local and Responsible Hiring

Where feasible, priority will be given to hiring Malaysian citizens or local residents to support community development and reduce environmental impact.

4.3. Legal Employment

Foreign workers shall be employed only with valid work permits and in accordance with applicable immigration and labor laws.

5. Wages and Compensation

5.1. Minimum Wages

Employees shall be paid no less than the current **Minimum Wages Order** as enforced by the Government of Malaysia.

5.2. Payment Timeliness and Transparency

Wages shall be paid:

- No later than the **7th day after the wage period ends**.
- In legal tender or via bank transfer as per Section 25A of the Employment Act.

5.3. Overtime and Allowances

Employees shall receive overtime, rest day, and public holiday pay as per Sections 60A–60D of the Act.

5.4. Pay Equity

Employees will be compensated based on the value of work, regardless of gender or other personal attributes.

6. Benefits and Work Conditions

6.1. Statutory Benefits

Employees are entitled to:

- **Annual Leave, Sick Leave, Hospitalisation Leave**
- **11 Paid Public Holidays**
- **EPF, SOCSO, and EIS** contributions

6.2. Working Hours

- Maximum working hours shall not exceed **45 hours per week**, in line with 2023 amendments.
- Overtime shall be voluntary and paid accordingly.

6.3. Workplace Safety and Well-being

The company shall maintain a safe, respectful, and inclusive work environment.

7. Employment Contracts

- All employees shall receive a written contract detailing job role, pay, working hours, and benefits.
- Contracts will be in compliance with Section 10 of the Employment Act.
- Probationary periods shall be fair and clearly stated.

8. Grievance and Non-Retaliation

- Employees may lodge complaints related to unfair pay, harassment, or contract violations through the HR grievance mechanism.

- Whistleblowers are protected under the company's **Non-Retaliation Policy**.

9. Sustainability Alignment

This policy supports:

- **UN Sustainable Development Goal (SDG) 8 – Decent Work and Economic Growth**
- The company's broader ESG (Environmental, Social, Governance) commitments.

10. Review and Compliance

- HR shall review this policy annually to ensure compliance with Employment Act updates and sustainability standards.
- Violations may result in corrective action or disciplinary measures.

11. Related Policies/References

- Employment Act 1955 (Malaysia)
- Minimum Wages Order (latest)
- Company Code of Conduct
- ESG and Sustainability Policy