

HUMAN RIGHTS POLICY

1. Policy Statement

Zerin Properties Group (“the Company”) is committed to upholding and promoting human rights in all areas of our operations. We believe in creating a safe, fair, and inclusive work environment that respects the dignity and rights of all individuals.

This Policy is guided by:

- The Federal Constitution of Malaysia
- Employment Act 1955 (Act 265)
- Children and Young Persons (Employment) Act 1966
- Occupational Safety and Health Act 1994
- Personal Data Protection Act 2010
- Anti-Trafficking in Persons and Anti-Smuggling of Migrants Act 2007
- Industrial Relations Act 1967
- United Nations Universal Declaration of Human Rights (UDHR)
- International Labour Organization (ILO) Core Conventions
- UN Guiding Principles on Business and Human Rights (UNGPR)

2. Scope

This Policy applies to:

- All employees (permanent, contract, probationary, part-time, and interns)
- Contractors, consultants, service providers, vendors, and any third party acting on behalf of the Company
- All departments, business units, and project sites under the Company’s operations

3. Principles of the Policy

3.1 Non-Discrimination & Equal Opportunity

The Company ensures fair and equal treatment for all, regardless of:

- Race, religion, gender, age, disability, marital status, political affiliation, sexual orientation, or nationality.

We are committed to:

- Merit-based recruitment, retention, and promotion

- Addressing all complaints of harassment or bullying as per our Code of Conduct and Whistleblower Policy

3.2 Freedom of Association & Collective Bargaining

We recognize the right of employees to:

- Form and join legally registered trade unions
- Engage in collective bargaining, in accordance with the Industrial Relations Act 1967 and ILO Conventions 87 and 98

No employee shall face discrimination or retaliation for lawful union activities.

3.3 Safe & Healthy Work Environment

The Company:

- Complies with the Occupational Safety and Health Act 1994
- Promotes a culture of safety and mental well-being
- Prohibits all forms of violence, harassment, and intimidation

Employees are responsible for reporting unsafe conditions or practices.

3.4 Prohibition of Forced & Child Labour

The Company:

- Prohibits forced, bonded, or trafficked labour under the Anti-Trafficking Act and ILO Convention No. 29
- Prohibits employment of children below 15 years
- Allows employment of young persons (15–18 years) only under legal conditions and proper supervision

3.5 Fair Wages & Working Conditions

We ensure:

- Compliance with minimum wage laws and timely salary payments
- Proper documentation of employment terms, working hours, rest days, and overtime under the Employment Act 1955
- Issuance of itemised payslips monthly

3.6 Right to Privacy & Data Protection

The Company:

- Respects the confidentiality of employee personal data
- Collects and uses personal data only for legitimate business purposes
- Complies with the Personal Data Protection Act 2010 (PDPA)

4. Grievance Mechanism & Whistleblower Protection

Employees are encouraged to report concerns related to:

- Human rights violations, harassment, or unethical conduct

Key features:

- Reports can be made anonymously through our Whistleblower Channel
- All complaints will be handled confidentially
- Retaliation against whistleblowers is strictly prohibited and subject to disciplinary action