



Social Policy

- 1.1 Company will not hire any person that are consider child. The term child is referring to person that under the age of 15 years old.
- 1.2 Company will not use involuntary, forces or trafficked labor. Facilities will maintain employment strictly on a voluntary basis. We will not use any forced, prison, indentured, bonded or trafficked labor.
- 1.3 Company will pay at least the minimum total compensation required by local law, including all mandated wages, allowances and benefits. Company will comply with all laws and regulations by local and international law regarding hour of work, minimum salary for employee, overtime, allowance and all ethics. All employee should not work more than 60 hours per week, including overtime. Deduction from wages as a disciplinary measure shall not be permitted.
- 1.4 All employee should respect their colleagues. Company is not allowing any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work. Company must not engage in any discrimination or harassment based on:
 1. Race
 2. Color
 3. Age
 4. Gender
 5. Sexual Orientation
 6. Gender Identity
 7. Ethnicity
 8. National
 9. Disability/Pregnancy
 10. Religion
 11. Union Membership

Company will employ, pay, promote, and terminate workers on the basis of their ability to do the job, rather than on the basis of personal characteristics or beliefs.

- 1.5 Company will provide a safe and healthy work environment to all employees (ISO 45000). Company will provide a safe, clean, healthy and productive workplace for our employees.
- 1.6 Company will comply with environmental (ISO 14000) rules, regulations and standards applicable to our operations and will observe environmentally conscious practice in all locations of our operation.
- 1.7 Company shall have a zero-tolerance policy to prohibit any forms of bribery, corruption, extortion and embezzlement. Management and employees are not to be promised, offered, given or accepted any gift from third party.
- 1.8 All employees should treat all information within the company as confidential. Information regarding labor, health and safety, environment practices, business activities, financial structure, structure, and performance is to be disclosed in accordance regulations. Management and employees also need to make sure customer and supplier information is to be safeguarded.



Teh Huan Seng, Director