

## **POLICY ON LABOUR RIGHTS**

### **1. INTRODUCTION**

This policy sets out the principles and standards on fundamental issues related to applicable current labour and human rights regulations. It also serves as a formal commitment by the Company to upholding and protecting human rights in accordance with local and international standards, including the latest Employment Act in Malaysia (and any amendments or revisions thereof), and broadly, the United Nations Guiding Principles on Business and Human Rights as well as the International Labour Organisation 11 Indicators of Forced Labour.

This policy covers employees at all levels of seniority, including and not limited to Board of Directors, Management, permanent staff, contractual workers, consultants, contractors, trainees or any third-party associates such as actual and potential customers, suppliers, distributors, business contacts, agents, advisors, representatives of private or governmental bodies.

Reszon adheres by these strict principles of fair labour and recruitment practices, including our resolute stand against child or underaged labour, forced labour, workplace discrimination and workplace harassment, right to collective bargaining, excessive working hours, minimum wages and equal pay. These principles are outlined below:

#### **1.1. CHILD OR UNDERAGED LABOUR**

- i. Exploitation of child labour is unacceptable under any circumstances;
- ii. No person under the minimum legal working age applicable to their country may be employed by Reszon

#### **1.2. FORCED LABOUR**

- i. Reszon does not tolerate any forced labour or labour which involves physical or mental abuse, including actual or threatened physical punishment, verbal or sexual harassment, or domination or restraining of workers by force, authority or threats.

#### **1.3. WORKPLACE DISCRIMINATION**

- i. Reszon will not discriminate in hiring, compensating, promoting, terminating and/or training based on race, religion, caste, national origin, age, gender, marital status, social status, sexual orientation, union membership or political affiliation;
- ii. For more details of the Company's stance on workplace discrimination, please refer to the Company's Policy on Workplace Discrimination kept at the Human Resource (HR) Department and published on the Company's website.

#### **1.4. WORKPLACE HARASSMENT**

- i. Reszon is committed to providing and maintaining a safe, healthy and harassment-free work environment for all employees and believes that every employee should be treated with respect and dignity.
- ii. For more details of the Company's stance on workplace harassment, please refer to the Company's Policy on Workplace Harassment kept at the Human Resource (HR) Department and published on the Company's website.

#### **1.5. EXCESSIVE WORKING HOUR**

- i. Reszon is committed to complying with the Employment Act 1955 of Malaysia in upholding decent and ethical working hours for all employees;
- ii. Working hours and overtime hours may be regulated to comply with the maximum 104 hours per month per employee under Malaysian laws, by means of new recruitment, job variation and/or job rotation where applicable.

#### **1.6. MINIMUM WAGE ORDER**

- i. Reszon observes and adheres to the latest Minimum Wage Order i.e., Basic Pay as gazetted by the Malaysian government. This is fairly implemented across the Company and applicable to all workers, without bias and discrimination;
- ii. Reszon is committed to paying at or exceeding the current Minimum Wage Order in order for the workers to be accorded a relatively decent standard of living. Employees are accorded their wages in a fair and orderly manner which may include approved overtime wages and/or other salary benefits such as fees and allowances.

#### **1.7. EQUAL PAY**

- i. Reszon is committed to observing the belief and culture of Equal Pay for Equal Work, within the context of Malaysian and local laws, with regards to equal remuneration for work of equal value. This is fairly implemented across the Company and applicable to all workers, without bias and discrimination

This Policy is the collective responsibility of:

- The Board of directors of the Company - overall responsibility for ensuring that human rights considerations are integral in the way in which existing operations and new opportunities are developed and managed;
- Managers and supervisors – who must provide visible leadership that promotes human rights as an equal priority in business issues. They also have a responsibility for identifying abuses that occur; and
- All employees – who are responsible for ensuring that their own actions do not impair the human rights of others. They are also encouraged to bring forward, in confidence, any concerns that they may have about human rights abuses directly to the Head of Human Resources (HR).