

Policy & Procedural Manual



Policy Title : Human Rights Policy

Policy Number : 104-01

Effective Date : 22 March 2024

Approved by : Board of Directors

HUMAN RIGHTS POLICY

1. Introduction

- 1.1 This Human Rights Policy outlines a standard to ensure that all employees are treated with respect and dignity. TMK Chemical Bhd and its subsidiaries (the “**Group**”) are committed to respect and support the protection of human rights of our employees and stakeholders during the conduct of our business. We endeavour to operate in an ethical and responsible manner, comply with the relevant rules and regulations and prevent human rights violations in our business operations.

2. Objective

- 2.1 This Human Rights Policy (the “**Policy**”) provides the guiding principles for employees and vendors to ensure that they adhere to the basic human rights and values during their engagement with the Group. This policy is written in accordance with the principles as laid out in the International Bill of Human Rights as well as the UN Guiding Principles on Business and Human Rights.

3. Principles

3.1 Diversity and Inclusion

- 3.1.1 We advocate for diversity and an inclusive culture in our workplace based on mutual trust and respect. We do not tolerate any form of harassment and unlawful discrimination, abuse or intimidation based on any personal characteristic such as race, gender, national or social origin, ethnicity, religion, age, disability, sexual orientation, disease, marital status (including pregnancy), political opinion or any other status protected by applicable law.
- 3.1.2 The basis for any recruitment, hiring, placement, development, training, compensation and advancement at the Group is qualifications, performance, skills and experience.
- 3.1.3 Harsh or inhumane treatment is not tolerated including all type of harassment (sexual / physical / verbal), sexual abuse, corporal punishment, slavery, mental or physical coercion or verbal abuse of employees. There must also not be any threat of any such treatment.
- 3.1.4 Employees shall strive to maintain a healthy, safe and productive work environment by adhering to the highest standard of professional conduct. They should, in all respects and at all times, conduct themselves with honesty and propriety, and must not in any circumstances, commit any act that would bring damage to the Group, its employees, property, reputation, or general interest.

3.2 Child Labour

3.2.1 We are committed to not hiring any individual who is below the age of 18 years old as employee in our business operations.

3.3 Forced Labour

3.3.1 We are committed to not using any person who has not offered himself / herself voluntarily for the work or service. We prohibit the use of all forms of forced (working under threat of penalty) labour including prison labour, bonded labour, indentured (forced to pay off debt) labour, military labour, slavery, human trafficking, and sexual exploitation of persons.

3.4 Minimum Wages, Working Hours, and Benefits

3.4.1 We compensate employees in full compliance with all applicable wage laws including those relating to minimum wages, overtime hours and legally mandated benefits. Working hours shall be limited to what is acceptable by local laws.

3.5 Dealing with Management, Freedom of Association, and Collective Bargaining

3.5.1 We believe that employees' rights are best protected by allowing each employee to deal directly with management on issues of importance to that employee. We also respect the rights of employees to associate or not associate with third-party organisations, join or not join labour unions, seek representation, bargain or not bargain collectively in accordance with local laws.

3.6 Communication and Managing Grievances

3.6.1 We place importance on creating open and honest communications among all employees through company-based grievance mechanisms. We engage in constant communication with our employees and stakeholders, and resolve complaints and grievances brought up by them through an open, transparent, and consultative process.

3.6.2 We commit to remedy the affected parties should the issues raised are proven to affect the rights of our employees. We continue to build the awareness and knowledge of our employees on human rights including labour rights and encourage them to speak up, without retribution, about any concerns they may have including through our grievance channels.

3.7 Safety and Health

3.7.1 We are committed to provide a healthy, safe, and productive workplace for our employees and stakeholders by minimizing the health, safety, and environmental risks, and comply with applicable safety and health laws and regulations as well as internal requirements.

3.7.2 The Group has adopted a Safety and Health Policy and Environmental Policy that governs our health, safety, and environment practices to achieve these objectives.

3.8 Community Rights

3.8.1 We respect the rights of the surrounding community in the locations that we operate. We endeavour to identify any potential impacts that may arise from our operations and take appropriate steps to mitigate them.

4. Reporting of Violations of the Policy

4.1 Any employee or stakeholder who knows of, or suspects, a violation of this Policy, is encouraged to whistle blow or report the concerns through the whistle blowing mechanism as stated in our Whistle Blowing Policy. Should the needs arise, the anonymity of the individuals who report the concerns will be guaranteed.

5. Applicability

5.1 The Policy is applicable to all employees, suppliers, subcontractors, and service providers of the Group.

6. Compliance and Review of the Policy

6.1 The Talent Management Department is assigned to oversee the implementation of this Policy and will report the compliance status to the Managing Director once a year. The Managing Director will review the adequacy of the Policy regularly and amend it should the needs arise.