

FINESSE MOULDING (M) SDN BHD	DOC. NO.	HRD/SP/004
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1. INTRODUCTION AND OBJECTIVE

Finesse Moulding (M) Sdn Bhd ("Finesse") is aware of its responsibility in respecting human rights. This policy describes Finesse's commitments to comply with, and respect human rights under Malaysia's laws. Finesse shall not tolerate any form of servitude or slavery, forced, bonded, indentured, trafficked, or non-voluntary labour.

2. PROCEDURE

2.1.Underage/ Child Labour

- a. Child labour is not to be used in any stage of manufacturing. The term "child" refers to any person employed under the age of 18.
- b. Our company does not engage in or condone the unlawful employment or exploitation of children in the workplace. In accordance with the conventions of the International Labour Organization (ILO) and national laws, Company will restrict employment to those ages 18 or older, or the local minimum employment age, whichever is higher.

2.2.Forced Labour

- a. Company explicitly prohibits the use of forced labour, i.e., any work or service that a worker performs involuntarily, under threat of penalty.
- b. Company will not tolerate the use of unlawful child labour or forced labour in the manufacture of products it sells and will not accept products or services from suppliers, subcontractors or business partners that employ or utilize child labour or forced labour in any manner.
- c. Every employee is treated with respect and dignity, no employee shall be subjected to any physical, sexual, psychological or verbal harassment or abuse in the work place.

2.3.Discrimination

- a. Company is committed to a workforce free of harassment and unlawful discrimination and does not tolerate unlawful discrimination based on race, color, age, gender, gender identity, sexual orientation, ethnicity, disability, religion, political affiliation, union membership or marital status in hiring and employment practices such as promotions, rewards, and access to training.
- b. In addition, workers or potential workers are not to be subjected to medical/ pregnancy tests for the purposes of unlawfully discriminating against such an individual.

2.4.Freedom of Association

- a. Open communication and direct engagement between workers and management are the most effective ways to resolve workplace issues. Company respects the rights of workers to associate freely and seek representation in accordance with local laws. Workers shall be able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

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2.5.Equal Employment Opportunity

- a. All workers are given equal opportunities, based on the suitability for the job, when recruiting and promoting employees. Sexual, physical or mental harassment of employees shall not be tolerated.

2.6.Compensation

- a. All workers will be paid and compensated fairly on work undertaken and consistent with the local laws requirement, wages rates for overtime shall be higher than worker's regular work shift in accordance to the local laws or whichever is higher.

2.7.Working Hours

- a. All workers maintain reasonable working hours in compliance with the local laws. And all overtime shall not be more than 104 hours per month. Workers will be given at least one day off during a seven day period.