

Human Resources and Labour Standards Policy



1.0 INTRODUCTION

- 1.1 This Human Resources and Labour Standards Policy (“Policy”) applies to CJ Century Logistics Holdings Berhad (“CJ Century”) and all its subsidiaries.
- 1.2 CJ Century recognises its role in establishing ethical company policies that aims to make a positive contribution to advance human rights, in addition to meeting the minimum requirements to respect human rights. To this end, we have devised this Policy taking the basis from the following globally proclaimed standards, as relevant to our operations:
 - 1.2.1 International Labour Organisation’s Declaration on Fundamental Principles and Rights at Work
 - 1.2.2 The Ten Principles of the United Nations Global Compact
 - 1.2.3 Employment Act 1955 [Act 265] of Malaysia
- 1.3 This Policy is reviewed constantly to keep it current and effective; all changes are communicated to employees via email or memoranda.

2.0 COMMITMENT STATEMENT

CJ Century is committed to adopt a 'best practice' position to prevent violation of human rights and endeavours to ensure its business activities are guided by fundamental principles set out in the internationally recognised standards, subject to domestic measures and legislation.

This Policy covers all aspects of management of human resources across the organisation and business operations. We respect the rights of our employees, stakeholders and communities through our commitments which include, but are not limited to:

2.1 **Enhancing Occupational Safety & Health**

CJ Century strives to foster a safe and healthy workplace environment that complies with international good practices as well as national safety and health regulations, so as our employees can fully perform their work duties at ease. In cooperation with employees, we take effective steps to prevent potential accidents and injury by minimising the causes of hazards inherent in the work.

2.2 **Offering Equal Opportunities**

Fostering a welcoming organisational culture and a discrimination-free workplace, CJ Century respects cultural and individual differences. We avoid prejudice and do not tolerate discrimination based on characteristics such as age, gender, race, ethnic background, sexual orientation, gender identity, national origin or religious beliefs. This applies to interactions with employees and applicants for employment, and any other interactions with stakeholders namely customers and suppliers, where employees represent CJ Century.

2.3 **Providing Fair Remuneration**

CJ Century has a firm stance regarding paying fair and at least the minimum wages in a timely manner, in addition to provision of equitable supports and legally mandated benefits its employees. Upholding principle of “equal pay for work of equal value”, all employees are provided remuneration packages relative to local industry and labour market, complying with all applicable laws related to employee compensation.

2.4 **Opposing Acts of Harassment and Discrimination in All Forms**

CJ Century strives to provide a conducive working environment that is free from physical, psychological, or verbal abuse, the threat of abuse and sexual or other harassments. We take all reasonable measures to prevent such incidents and deal promptly and fairly with any reports of harassment in a confidential and discreet manner.

2.5 **Undertaking Righteous / Legitimate Disciplinary Practices**

CJ Century shall treat all employees with dignity and respect - no harsh or inhumane treatment is permitted. We shall not engage in or tolerate the use of corporal punishment, mental or physical coercion, verbal abuse, or intimidation against personnel.

2.6 **Abolition of Child Labour**

CJ Century explicitly articulates our zero-tolerance policy for child labour and is committed not to recruit people below 18-year-old across its operations. Taking the international standards as the basis, CJ Century commits to ensure compliance with its Child Labour Policy in the conduct of business, in addition to strict adherence to the applicable national laws and regulations.

2.7 **Elimination of Forced and Compulsory Labour**

CJ Century takes an active stand against the use of forced or compulsory labour. All employees shall have the right to enter into employment voluntarily and have freedom to leave upon reasonable notice, without the threat of a penalty. All terms and conditions of service are clearly specified in employment contracts for which the employees should provide informed consent.

2.8 **Respecting Freedom of Association**

The freedom of association is respected, and CJ Century will comply with in this regard. We respect the right for workers to establish and join organisations of their own choosing in full freedom.

2.9 **Work Hours**

CJ Century ensures working hours, breaks, holidays and leave periods are established in compliance with local laws and agreements. In any case, a work week should not exceed 60 hours a week, including overtime, except in emergency or unusual situations. Workers shall be allowed at least one day off per seven-day week.

3.0 IMPLEMENTATION

- 3.1 The management of CJ Century recognises that managing the commitment set out in this Policy is a continuous process, and a systematic review and monitoring process is necessary to ensure its objectives are being met. All employees share the responsibility of building a culture of human rights and equality in the workplace.
- 3.2 For successful compliance of this Policy, CJ Century is responsible to enforce the internal control systems and procedures as well as ensure continuous efforts to communicate, educate and engage all our employees and associated persons namely suppliers, contractors, business partners and associates (collectively referred to as “Suppliers”).
- 3.3 Any employee who breaches this Policy will face disciplinary action, which could result in dismissal for misconduct. We will also seek to communicate this Policy as appropriate to Suppliers and reinforce as appropriate thereafter. We reserve the right to end our business relationship with any Suppliers who is connected to any form of violation of this Policy.
- 3.4 All employees are encouraged to report any case of non-compliance with this Policy. CJ Century recognises the importance of confidentiality and could grant anonymity to the complainants. We do not tolerate retaliation by any employee against any person who in good faith reports possible violations. All concerns related to the Policy shall be freely raised, appropriately handled, and followed up by the Human Resources and Administration team in accordance with the procedures in CJ Century’s Grievances & Disciplinary Manual and the Whistleblowing Policy & Procedures.