



CHOO BEE METAL INDUSTRIES BERHAD

HUMAN RIGHTS POLICY

1. Purpose

Choo Bee Metal Industries Bhd (“CBM”) and its subsidiaries (“the Group”) believes that everyone has the right to be treated with fairness, respect and dignity at the workplace where their knowledge, skills, and abilities are the critical factors in their success. It is our aim to avoid contributing to adverse human rights impacts and mitigate any such impacts when they occur.

The purpose of this policy is to define the standards to which the Group is committed to and the employees shall be aware that any form of violence, forced labour, child labour, discrimination, including harassment, bullying and retaliation are unacceptable.

2. Scope

This policy is applicable to all employees, including probationary, casual and contract employees, as well as interns and Directors of the Group.

Our commitment to human rights is also extended to the surrounding communities where we operate, and business partners and other suppliers involved in the value chain to fulfil their responsibility with respect to human rights.

Business partners shall include, but are not limited to customers, government and local communities. Suppliers shall include but are not limited to consultants, contractors, distributors, manufacturers, primary producers, sub-contractors and wholesalers.

3. Standards

3.1 Diversity

The Group values diversity and value human rights in the workplace. As such, we do not tolerate discrimination, harassment or ridicule based on personal characteristics such as race, nationality, sex, age, social status,, religion or disability. We treat all employees fairly regardless of their position.

3.2 Child Labour/ Force Labour

In compliance with the Children and Young Persons (Employment) Act 1966 (Act 350), we do not employ children in our business operations. The minimum age for employment is guided by the Children and Young Persons (Employment) Act accordingly.

The Group does not condone and prohibits being a party to any work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily, which includes all forms of slavery, debt bondage or human trafficking.

3.3 Safety and Health

The Group is committed to ensure the continuous improvement of the Safety and Health Management System to protect the safety and health of our employees, contractors, visitors, suppliers, road users and the general public.

3.4 Sexual Harassment

The Group views sexual harassment as a serious violation of the Company’s rules and regulations and work values. Any employee found guilty of such misconduct will be subject to disciplinary action which may include dismissal.

3.5 Working hours, Wages and Benefits

The Group shall comply with national laws and regulations on Employment Act 2022 with applicable laws and industry standards related to working hours and holiday entitlements. The Company shall also comply to pay all applicable wage law including limitation of working hours per week, minimum wage, overtime hours and legally mandated benefits.

3.6 Women's Rights & Empowerment

The Company recognises the importance of women's rights and empowerment for all women employed throughout its operations. Therefore, they have equal access to career development opportunities appropriate to their experience and abilities. . The Group also provides maternity entitlement where termination is prohibited (once they are found pregnant during employment) in accordance with the Employment Act 2022.

3.7 Conducive Work Environment

The Group shall strive to provide a work environment and work conditions that promote productivity, workplace harmony, work-life balance and employee wellbeing.

4. Roles and Responsibilities

- 4.1 All employees of the Group are to treat everyone with dignity, courtesy and to respect their human rights.
- 4.2 The Supervisor / Manager / Head of Department are responsible for modelling appropriate standards of behaviour to further educate and promote awareness of this policy to the employees. Any breach of this policy / inappropriate behaviour reported will be taken into account and resolved in a timely manner. The Supervisor / Manager / HOD will also ensure employees who raise an issue or make a complaint are not victimised.
- 4.3 The Human Resource Department will oversee the adequacy and effectiveness of this policy. To ensure all employees are well versed with this policy, awareness or training will be conducted. Any complaints received / reported will be handled fairly to ensure all relevant parties are heard. The Human Resource will take the necessary action should there be a breach of this policy.

5. Reporting Procedure

Any employee who feels that he or she has been discriminated against or harassed shall report the matter to his superior or report any suspected violation of this policy through the appropriate whistleblowing channel without fear of discrimination or retaliation.

The Group will investigate, address and respond to the concerns of employees and will take appropriate corrective action in response to any violation.

Approved by:

SIMON SOON

Chief Executive Officer

Date: 1 September 2023