

# ECO Medi Glove Sdn. Bhd. 200801013973 (815262-D)

Plant 1 : Lot 32586, No. 118, Jalan Logam 7, Kamunting Raya Industrial Estate, 34600 Taiping. Perak Darul Ridzuan. **MALAYSIA**

Plant 2 : Lot 23826, Jalan Tembaga Kuning, Kamunting Raya Industrial Estate, 34600 Taiping. Perak Darul Ridzuan. **MALAYSIA**

Plant 3 : PT 33500, Jalan Perusahaan 1, Kawasan Perusahaan Kamunting 34600 Taiping, Perak Darul Ridzuan, **MALAYSIA**

E-mail : [sales@ecomediglove.com.my](mailto:sales@ecomediglove.com.my)

Website : [www.ecomediglove.com.my](http://www.ecomediglove.com.my)

TEL +60-5-806 2316

FAX +60-5-895 7668

SST NO. : A11-1808-21015730

<b>Title: Labour Policy</b>		
Doc No: HR-06	Rev No: 03	Rev Date: 03/01/2023

Eco Medi Glove. Sdn. Bhd. is committed to uphold the human rights of workers, and to treat them with dignity and respect.

## 1. Freely Chosen Employment

- 1.1. Forced, bonded or indentured labour or involuntary prison labour is not permitted.
- 1.2. No restriction on worker's movement including workers' dormitories or living quarters.
- 1.3. Workers must be provided with employment contract in native language.
- 1.4. All work must be voluntary and worker are free to quit their job without penalty if reasonable notice is given as per worker's contract.
- 1.5. Employer, agents and sub-agents must not hold worker's passport/ permit / any original documents.
- 1.6. Workers shall not pay any fees for employment to employer, agents, sub-agents. If such fees are found paid by workers, such fees shall be repaid to worker within 90 days.

## 2. Young Worker / Child Labour Avoidance

- 2.1. No child labour (age < 15) shall be allowed to work.
- 2.2. Young worker (age <18) shall not perform work that is likely to jeopardize their health
- 2.3. An appropriate mechanism to verify the age of workers shall be implemented
- 2.4. No overtime, No night work and No hazardous work for young person.
- 2.5. Intern / student shall be at the same wage rate as other entry level workers.
- 2.6. If child labor is identified, assistance/remediation is provided.

## 3. Working Hours

- 3.1. Work week should not be more than 45 hrs./week (not including overtime).

# ECO Medi Glove Sdn. Bhd. 200801013973 (815262-D)

Plant 1 : Lot 32586, No. 118, Jalan Logam 7, Kamunting Raya Industrial Estate, 34600 Taiping. Perak Darul Ridzuan. **MALAYSIA**

Plant 2 : Lot 23826, Jalan Tembaga Kuning, Kamunting Raya Industrial Estate, 34600 Taiping. Perak Darul Ridzuan. **MALAYSIA**

Plant 3 : PT 33500, Jalan Perusahaan 1, Kawasan Perusahaan Kamunting 34600 Taiping, Perak Darul Ridzuan, **MALAYSIA**

E-mail : [sales@ecomediglove.com.my](mailto:sales@ecomediglove.com.my)

Website : [www.ecomediglove.com.my](http://www.ecomediglove.com.my)

TEL +60-5-806 2316

FAX +60-5-895 7668

SST NO. : A11-1808-21015730

<b>Title: Labour Policy</b>		
Doc No: HR-06	Rev No: 03	Rev Date: 03/01/2023

- 3.2. For employees work on shift, the average working hours per week over a period of 3 weeks shall not be more than 45 hours per week (not including overtime).
- 3.3. All overtime must be voluntary.
- 3.4. Workers shall be allowed at least 1 day off every seven days.

#### 4. Wages and Benefits

- 4.1. Compensation paid to workers shall comply with all applicable labour laws and regulations.
- 4.2. Deductions from wages as a disciplinary measure shall not be permitted.
- 4.3. Workers shall be provided with a timely and understandable wage statement.

#### 5. Humane Treatment

- 5.1. There is to no harsh and inhumane treatment, including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers nor; is there to be the threat of any such treatment.

#### 6. Non-Discrimination / Non-Harassment

- 6.1. No discrimination or harassment based on race, colour, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status in hiring and employment practices such as promotions, rewards, and access to training. In addition, workers or potential workers should not be subjected to medical tests that could be used in a discriminatory way.
- 6.2. Workers shall be provided with reasonable accommodation for religious practices.

# ECO Medi Glove Sdn. Bhd. 200801013973 (815262-D)

Plant 1 : Lot 32586, No. 118, Jalan Logam 7, Kamunting Raya Industrial Estate, 34600 Taiping. Perak Darul Ridzuan. **MALAYSIA**

Plant 2 : Lot 23826, Jalan Tembaga Kuning, Kamunting Raya Industrial Estate, 34600 Taiping. Perak Darul Ridzuan. **MALAYSIA**

Plant 3 : PT 33500, Jalan Perusahaan 1, Kawasan Perusahaan Kamunting 34600 Taiping, Perak Darul Ridzuan, **MALAYSIA**

E-mail : [sales@ecomediglove.com.my](mailto:sales@ecomediglove.com.my)

Website : [www.ecomediglove.com.my](http://www.ecomediglove.com.my)

TEL +60-5-806 2316

FAX +60-5-895 7668

SST NO. : A11-1808-21015730

<b>Title: Labour Policy</b>		
Doc No: HR-06	Rev No: 03	Rev Date: 03/01/2023

6.3. Workers must not be subjected to discriminatory medical tests such as pregnancy or virginity tests.

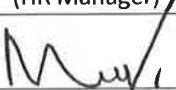


## 7. Freedom of Association

7.1. The workers have the right to join or not to join trade union, bargain collectively and engage in peaceful assembly.

7.2. Workers shall be able to openly communicate with management without fear of discrimination, reprisal, intimidation or harassment.

7.3. The Company shall not interfere and finance the trade union.

The English language version of this Policy shall prevail in case of any inconsistencies with translated versions.

	Prepared By:	Verified By:	Approved By:
Name/Position	Masuria Yacob (HR Manager)	SP Lim (Group General Manager)	WK Lee (Director)
Signature			
Date	03.01.2023		