





JAKS GROUP OF COMPANIES

HUMAN RIGHT POLICY

	HR DEPARTMENT	
HUMAN RIGHT POLICY	CONTENT	
HEAD OFFICE SECTION POLICIES	Ref. No: HRD/POLICIES/23	Revised on 20 Jun 2023

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1. **INTRODUCTION**

JAKS Resources Berhad and its subsidiaries (“the Group”) is committed to protecting the rights of its employees and treating them with dignity and respect; and in compliance with the relevant legal requirements and regulations. The Group also endeavours to operate in an ethical and responsible manner, and to prevent human rights violations in its business operations

1.1 **OBJECTIVE**

The purpose of this policy is to define the standards to which 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.

1.2 **SCOPE**

This policy is applicable to all employees, including full-time, part-time, temporary, 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 agents, lobbyists and other intermediaries, joint venture and consortia partners, governments, customers, clients and local communities.

Suppliers shall include but are not limited to consultants, contractors, distributors and sub-contractors.

1.3 **APPLICABILITY**

This Policy shall be read together with the Group’s Code of Business Ethics and Whistleblower Policy. This policy shall be reviewed and amended whenever necessary to ensure its continued adequacy and relevance.

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2. STANDARDS

2.1 FORCED, BONDED AND CHILD LABOUR

We do not condone forced, bonded and child labour within our business and operations.

2.2 DIVERSITY AND INCLUSION

We believe in equitable recruitment practices based on our business and operational requirements.

2.3 ANTI-DISCRIMINATION

We seek to protect our personnel from all forms of discrimination (including those made against gender, race, ethnicity and physical ability) across our business and operations.

2.4 HARASSMENT AND BULLYING

We do not tolerate any forms of harassment and bullying. We reserve the right to protect our personnel from acts of harassment and bullying carried out by other personnel, customers and all parties dealing with us.

We consider harassment as any unwanted conduct sexual or non-sexual in nature. Types of harassment include physical, verbal and non-verbal harassment, i.e:


- i) Physical harassment, e.g touching an individual without consent, violent attacks such as hitting, pushing, destruction of individual's property, etc.
- ii) Verbal harassment, e.g inappropriate, offensive or suggestive remarks, comments, jokes, sounds, etc.
- iii) Non-verbal/ gestural harassment, e.g. leering or ogling with suggestive overtones, etc.

We define bullying as any act that may lead to fear, intimidation, emotional, physical, or psychological harm. This may also include cyberbullying.

2.5 GRIEVANCE MECHANISM

We strongly encourage reporting of cases of improper conduct (committed or about to be committed) without fear of retaliation or reprisal.

We believe in providing appropriate grievance mechanisms for our personnel, customers and parties we engage to work with to voice out human rights concern.

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2.6 WAGES, BENEFITS, WORKING HOURS, REST PERIODS AND LEAVE

We believe in providing equitable wages and benefits to our personnel, in accordance with applicable laws and regulations. This includes appropriate length of working hours, rest period and leaves.

2.7 SAFETY AND HEALTH

We believe takes effective steps to prevent potential risks of accidents and injury to employees as outlined in the Safety, Health and Environment (SHE) policy.

2.8 COMMUNITY & BUSINESS PRINCIPLES

We believes in maintaining strong relationships with communities where we operate through proactive engagement and reasonable efforts to minimise the negative impact on the community both on the business and social fronts.

2.9 ANTI-BRIBERY AND CORRUPTION

We adopt zero-tolerance on all forms of bribery and corruption. We shall continue to uphold our anti-bribery and corruption principles throughout our business operations.

**Please refer to JAKS's Anti-Bribery and Corruption (ABAC) Guide and organisational Anti-Corruption Plan made available on the Company's website.*

2.10 PERSONAL DATA PRIVACY


We maintain effective control and classification over personal data privacy to preserve confidentiality and integrity of data throughout its lifecycle. We aim to ensure all data, digital and physical are secured and protected against internal and external threats.

2.11 CONDUCIVE WORK ENVIRONMENT

We shall strive to provide a work environment and work conditions that promote productivity, workplace harmony, work-life balance and employee well-being.

3 ROLE AND RESPONSIBILITIES

- 3.1 All employee of the Group are to treat everyone with dignity, courtesy and to respect their human rights.
- 3.2 The Supervisor / Manager/ Head Department are responsible to walk the talk by 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 victimized.

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3.3 The Human Resource will oversee the adequacy and effectiveness of this policy. To ensure all employees are well versed with this policy, awareness / 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.

4 REPORTING PROCEDURE

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

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

Grievance procedure and whistle blowing mechanism are readily available to all of our employees including internal and external stakeholder.