



KYM HOLDINGS BHD.

Child Labour & Young Worker Policy

KYM Holdings Bhd. Child Labour & Young Worker Policy	Document No.:	
	Issue No.:	01
	Rev. No.:	00
	Date:	20 November 2023

1. OBJECTIVE

The objective of this Policy is to ensure a child and young person who is below the age of 18 (eighteen) are not hired for work purpose in compliance with the Children Labour and Young Persons (Employment) Act, 1966.

2. DEFINITION

Child	means any person who has not completed his fifteenth (15) year of age;
Human Resource (HR)	The relevant department in KYM Group that is responsible for human resources which include the provision of manpower supply;
KYM or the Company	KYM Holdings Bhd;
KYM Group or the Group	KYM and its subsidiaries, collectively;
Labour Broker(s)	Service provider(s) engaged by KYM or its subsidiaries to provide human resources and/or manpower supply for the paper packaging businesses; and
Young Person	means any person who, not being a child, has not completed his eighteenth (18) year of age.

3. POLICY STATEMENT

In the conduct of its business, the Group:-

- will not employ a child and young person that falls into the definition as stipulated in the Children Labour and Young Persons (Employment) Act, 1966 at its workplace facilities;
- will comply with all other applicable child labour laws, including those related to wages, hours worked, overtime and working conditions;

KYM Group expects its business partners, suppliers and associates to have and uphold similar standards and abide by country-governing laws in countries wherein they operate. Should violation of these principles become known to the Group and not be remediated, we will take serious action, including discontinuation of the business relationship.

4. SELECTION AND HIRING PROCEDURES

- (i) Human Resource (HR) personnel will screen out underage workers before the interview.
- (ii) HR personnel will verify the legal documents provided by the worker such as Identity Card or Birth Certificate or Passport to affirm the age.
- (iii) Ensure restriction of engaging child and young workers by the appointed Labour Broker or recruitment agency. The Labour Broker needs to confirm the worker's age by verifying their proof-of-age documents.
- (iv) Copies of proof-of-age documents will be kept by HR personnel in the worker's personnel file.

KYM Holdings Bhd. Child Labour & Young Worker Policy	Document No.:	
	Issue No.:	01
	Rev. No.:	00
	Date:	20 November 2023

HR personnel to ensure that the Labour Broker or recruitment agency that KYM Group appointed has the necessary licenses according to Malaysian Law.

With regards to workers employed and paid by third party contractors, security companies, sub-contractor, service providers or agencies (collectively referred to as “Contractors”) that are dealing with any company in KYM Group, the HR personnel is required to verify the proof-of-age legal documents provided by said Contractors to affirm the age of the workers supplied by the Contractors and to approve the staff list that are assigned to work at KYM Group’s premises.

4. REMEDIATION PROCEDURES

In the event Child Labour or Young Person is found working for KYM Group, it is vital to act quickly and compliance with the remediation procedures:

- 4.1 Respective department must notify the local HR Department.
- 4.2 You must remove the child from all work immediately and ensure the child is in a safe place.
- 4.3 HR personnel will notify coordinate with the child and send him/her home to family members/guardian.
- 4.4 The HR personnel will conduct a counselling session with the child and contact the family/guardian and return the child to the family/guardian.


In the event Young Person is found engaged in hazardous works, the relevant department must remove the Young Person from the hazard. Prior approval of the Managing Director of the Company or CEO (where applicable) must be obtained in the event the company intends to retain the said Young Person. The local HR Department must establish separate hiring procedures and protective measures for Young Person in compliance with the Children and Young Persons (Employment) Act 1966.

It is the responsibility of local management and HR Department of KYM Group to implement and ensure compliance with this policy at all the operations and facilities,

5. DUTY TO INFORM AND NOTIFY THE MANAGEMENT

All employees in KYM Group have a continuous responsibility for identifying and reporting the child labour situation to the Management. If an employee is aware of the existence of child labour situation but chooses to remain silent, this is consider as committing a misconduct. In such a situation, the Group reserves the right to take disciplinary action against the employee.

Approved by:



.....
DARREN LEE
 Group Chief Executive Officer

Date: 20 November 2023