



KYM HOLDINGS BHD.
Human Rights Policy

KYM Holdings Bhd. Human Rights Policy	Document No.:	
	Issue No.:	01
	Rev. No.:	00
	Date:	11 June 2024

1. OBJECTIVE

- 1.1 KYM Holdings Bhd, together with all its subsidiary companies (hereinafter referred to as “KYM 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.
- 1.2 KYM 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

- 2.1 This policy is applicable to all employees, including full-time, part-time, temporary, probationary, casual and contract employees of the KYM 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.
- 2.2 This Policy shall be read together with the Group’s Employees Code of Conduct, Environment, Health and Safety guidelines, Child Labour & Young Workers Policy, Foreign Labour Recruitment Guidelines and Whistleblower Policy. This policy shall be reviewed and amended whenever necessary to ensure its continued adequacy and relevance.

3. PRINCIPLES

We are guided and governed by our commitment to:-

3.1 Equal Opportunity

KYM Group values and recognizes the benefits of diversity in people, ideas and cultures. Accordingly, KYM Group is committed to providing equal employment opportunities and a working environment free from unlawful discrimination for all employees. KYM Group shall not tolerate any form of discrimination, harassment or ridicule based on personal characteristic such as gender, age, race, color, national origin or sexual orientation.

3.2. Fair Employment Conditions

The Group operates in full compliance with applicable wage, work hours, overtime and benefits laws, and strives to keep overtime work on a strictly critical or necessary basis. We remunerate our employees equitably based on qualifications, skills, and experience relevant to the work performance expectations, and we provide recognition based on performance and contribution to the Company’s success.

3.3. Working Environment

KYM Group is committed to maintaining a workplace safe from occupational hazards and promoting good and conducive working environment for increased efficiency and productivity.

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All executives/employees are required to support and observe the safety measures, rules and regulations and safety signs in the Company premises and to comply with the health and safety regulations stipulated in the Occupation Safety & Health Act, 1994 and the Company's Safety Rules and Regulations.

3.4 Sexual Harassment

KYM Group prohibits sexual harassment to any employee by a supervisor, employee, customer or visitor including harassment on the basis of sex, sexual orientation, gender or gender identity to ensure that all employees are free from harassment.

Sexual harassment means sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature when: -

- i. Submission or rejection of such advances, requests or conduct is made explicitly or implicitly a term or a condition of employment or a basis of employment decision.
- ii. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, humiliating or sexually offensive work environment.

3.5 Child Labour

The Group shall refrain from hiring and deploying of child labour in all our business operations. The minimum age for employment shall be guided by the Children Labour and Young Persons (Employment) Act.

3.6 Modern Slavery / Forced Labour

Any forced, bonded, indentured, involuntary prison labour, slavery or human trafficking are strictly prohibited in recruitment. KYM Group takes responsibility to ensure human rights are respected and upheld throughout our value chain very seriously. KYM Group expects its business partners and associates to have and uphold similar standards and abide by country-governing laws in countries wherein they operate.

3.7 Community Rights

We recognise and respect the legal and customary rights of local communities and indigenous people, as well as the need to protect the basic human rights of marginalised groups, including refugees and differently abled people.

3.8 Freedom of Association & Collective Bargaining

KYM Group recognizes and respects the right of employees to form and join associations, bargain collectively, and has recognised employee representation, as permitted by local law, free from fear of retaliation, harassment, intimidation or adverse employment consequences.

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3.9. Privacy/Data Protection

We respect the confidential personal data of our employees and treat all personal data with integrity.

4. COMPLIANCE

The Group expects all employees, suppliers and business associates to respect human rights and be alert to any evidence of human rights infringements in KYM Group operations or in the operations of our suppliers and business partners.

Compliance with this Policy by the Group, its Employees, suppliers, and business associates is mandatory. Any violation of this Policy will be dealt with seriously by the Group and will lead to, but not limited to, review of contracts, employment, or appointment, disciplinary actions, dismissal, cessation of business relationship, and reporting to the authorities, consistent with relevant laws and regulations.

5. RESPONSIBILITY AND REPORTING PROCEDURES

The responsibility to respect human rights resides in all of our employees. The oversight of this Policy is led by the Board of Directors through the Group Chief Executive Officer and the Sustainability Committee. The implementation and administration of this Policy is the responsibility of the management within each Business Unit and corporate department.

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.