

WORKFORCE POLICY

Luxchem Corporation Berhad

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1. INTRODUCTION

Luxchem Corporation Berhad and its subsidiaries (“The Group”) supports and respects the internationally recognised Human Rights as established in the International Labour Organisation’s Declaration on Fundamental Principles and Rights at Work¹.

This Policy reflects the Group’s commitment in conducting its business in manners that respect the rights and dignity of all the employees, complying with all applicable regulations and laws known. The Group strives to work towards ensuring that basic rights to employees are upheld across the businesses within the Group and across the value chain.

2. SCOPE

This Policy is applicable to all levels of employees in the Group and Business Partners. The Group’s Business Partners are guided by Code of Ethics & Conduct for Business Partners² when performing business on the Group’s behalf.

3. APPLICABILITY

This Policy applies to all levels and all types of employees of the Group. This Policy shall be applicable to countries in which the Group has business operations.

4. POLICY

Child Labour

The Group does not tolerate hiring of child labour in its business and operations. There shall be no employment of a person under the age of 18 years old under any circumstances.

Forced or Involuntary Labour

All employment with the Group is voluntary. The Group does not tolerate any form of forced or involuntary labour in any of our operations.

¹ Refer link: <https://www.ilo.org/declaration/lang--en/index.htm>

² Downloadable from www.luxchem.com.my

No Discrimination

The Group strives to embrace equal opportunities in all of its workplaces. Everyone should be treated with respect and dignity regardless of their background.

Freedom of Association

The Group respects our employees' right to join or form a trade union.

Fair Labour Practices

The Group ensures that labour practices in all its workplaces are fair and reasonable.

Workplace Safety and Health

The Group is committed to provide a safe and healthy workplace by complying with applicable safety and health guidelines, regulations and laws.

Workplace Security

The Group is committed to upholding a workplace for all employees that is free from any acts of physical coercion, violence or threats of violence, verbal, sexual or psychological harassment, bullying, intimidation, abuse or other harsh or inhumane treatment.

Wages, Working Hours and Benefits

The Group ensures full compliance towards all applicable laws with respect to wages (including minimum wages), work hours, overtime and benefits. The Group compensates employees competitively and provides statutory and employment benefits close to or comparable to the market and industry standards.

5. ADDRESSING THE GAP IN HUMAN RIGHTS AND LABOUR STANDARDS

The Group recognises that we must take steps to identify and address any human rights and labour gaps that we may have in our business activities or our business relationships. The Group also understands that human rights and labour standards are an ongoing process so we will continue to identify, investigate, evaluate, review and rectify any human right and labour standard gaps in our businesses and operations as well as changing requirements in this aspect.

Any violation of this Policy will be dealt with seriously by the Group and will lead to disciplinary action, dismissal or in the case of Business Partners where applicable, cessation of business relationship. The Group may also resort to reporting to the authorities as may be necessitated by the relevant laws and regulations.

6. POLICY REVIEW

The Group shall review and amend this policy annually to ensure that the policy is relevant and meets the aspiration of the Group to be a socially responsible business entity upholding and supporting the human rights and labour standards.

This Policy is reviewed and approved as Version 2 by the Board of Directors of Luxchem Corporation Berhad on 27/07/2023. The Version 2 shall supersede all contents of Version 1.

Version 1 - 08/2018

Version 2 - 07/2023

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