LABOR AND HUMAN RIGHT POLICY

CHIAT HIN ENVELOPE MANUFACTURER SDN BHD has ultimate responsibility for complying, achieving and maintaining the highest ethical standard. Therefore we are committed to below labor and human rights:

1. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

1.1. Chiat Hin Envelope Manufacturer Sdn Bhd must respect employees' rights to form, join or not join a labour union, or other organization of their choice, and to bargain collectively in support of their mutual interests without fear of punitive actions such as intimidation, harassment or termination of employment.

2. FORCED LABOUR

2.1. Chiat Hin Envelope Manufacturer Sdn Bhd does not tolerate any form of forced labour including bonded labour, indentured labour and slave labour, or human trafficking. Workers must be allowed to move around freely and leave their place of work when their working hours end.

3. CHILD LABOUR AND YOUNG LABOUR

3.1. Workers who have not completed his fifteenth year of age (Child Labour) shall not interfere with schooling nor, be harmful to their health, safety, moral or development, includes prohibition on the followings:

- to work between the hours of 8 o'clock in the evening and 7 o'clock in the morning;
- to work for more than three consecutive hours without a period of rest of at least thirty minutes;
- to work for more than six hours in a day or, if the child is attending school, for a period which together with the time he spends attending school, exceeds seven hours; or
- to commence work on any day without having had a period of not less than fourteen consecutive hours free from work.

3.2. Workers who, not being a child, has not completed his eighteenth year of age (Young Labour) shall not perform work that is likely to jeopardize their health, safety or morals, includes prohibition on the followings:

- to work between the hours of 8 o'clock in the evening and 6 o'clock in the morning;
- to work for more than four consecutive hours without a period of rest of at least thirty minutes;
- to work for more than seven hours in any one day or, if the young person is attending school, for a period which together with the time he spends attending school, exceeds eight hours;
- to commence work on any day without having had a period of not less than twelve consecutive hours free from work.

4. NON-DISCRIMINATION

4.1. Chiat Hin Envelope Manufacturer Sdn Bhd does not tolerate any form of discrimination against our employees based on race, colour, gender, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, age, disability, or other distinguishing characteristics.

4.2. Any employment-related decisions, from hiring to termination and retirement, must be based solely on lawful, non-discriminatory criteria.

5. HARASSMENT

5.1. Chiat Hin Envelope Manufacturer Sdn Bhd must protect workers from any acts of physical, verbal, sexual or psychological harassment, bullying, abuse or threats in the workplace by either their fellow employees or managers.

6. WORKING HOURS, BENEFITS AND WAGES

6.1. Chiat Hin Envelope Manufacturer Sdn Bhd must adhere to the stricter of applicable laws or industry standards, relating to minimum wages, working hours, overtime and benefits.

6.2. Employees must not be required to work more than 72 hours a week, including overtime, on a regular basis (or more than the limits on regular hours and overtime allowed by local laws and regulations).

6.3. Wages for overtime must be paid in legal tender on a regular basis. Wage deductions as a disciplinary measure must not be permitted unless provided for by national law. Employees must be entitled to at least one day off in seven, and must be given reasonable breaks while working and sufficient rest periods between shifts.

6.4. Chiat Hin Envelope Manufacturer Sdn Bhd must be committed to continuously developing employee skills and capabilities, and to providing opportunities for career advancement.

7. LEAVE

7.1. Chiat Hin Envelope Manufacturer Sdn Bhd must ensure that all employees have the right to sick leave and annual holiday, as well as parental leave for employees who have to care for a new-born or newly adopted child as provided by national legislation. Employees take such leave must not, as a result, face dismissal or threat of dismissal.

Approved By:



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TEH AIK PIN
Director

DASAR
BURUH DAN HAK ASASI MANUSIA

Chiat Hin Envelope Manufacturer Sdn Bhd bertanggungjawab untuk mematuhi, mencapai dan mengekalkan standard etika tertinggi. Oleh itu, kami komited kepada dasar buruh dan hak asasi manusia seperti di bawah:

1. KEBEBASAN BERPERSATUAN DAN PERUNDINGAN KOLEKTIF

1.1. Chiat Hin Envelope Manufacturer Sdn Bhd mestilah menghormati hak pekerja untuk membentuk, menyertai atau tidak menyertai kesatuan buruh, atau organisasi lain pilihan mereka, dan berunding secara kolektif untuk menyokong kepentingan bersama tanpa rasa takut terhadap tindakan punitif seperti ugutan, gangguan atau penamatan pekerjaan.

2. BURUH PAKSA

2.1. Chiat Hin Envelope Manufacturer Sdn Bhd tidak bertolak ansur dengan sebarang bentuk kerja paksa termasuk buruh terikat, buruh inden dan buruh hamba, atau pemerdagangan manusia. Pekerja mesti dibenarkan bergerak dengan bebas dan meninggalkan tempat kerja mereka apabila waktu bekerja mereka tamat.

3. BURUH KANAK-KANAK DAN BURUH MUDA

3.1. Chiat Hin Envelope Manufacturer Sdn Bhd tidak akan mengganggu persekolahan mahupun, memudaratkan kesihatan, keselamatan, moral atau perkembangan mereka iaitu pekerja yang belum mencapai umur lima belas tahun (Buruh Kanak-Kanak), termasuk larangan mengenai perkara berikut:

- Antara jam 8 malam sehingga 7 pagi
- Bekerja lebih daripada 3 jam tanpa waktu rehat selama 30 minit
- Bekerja lebih daripada 6 jam sehari atau jika masih bersekolah, tempoh tersebut termasuklah waktu sekolah adalah melebihi 7 jam
- Bekerja dalam sehari tanpa ada 14 jam yang tidak melakukan kerja

3.2. Pekerja yang, bukan kanak-kanak, belum genap umur lapan belas tahun (Buruh Muda) tidak boleh melakukan kerja yang mungkin menjejaskan kesihatan, keselamatan atau moral mereka, termasuk larangan mengenai perkara berikut:

- Antara jam 8 malam sehingga 6 pagi
- Bekerja melebihi 4 jam tanpa waktu rehat selama 30 minit
- Bekerja melebihi daripada 7 jam sehari atau jika masih bersekolah, tempoh tersebut termasuklah waktu sekolah adalah melebihi 8 jam
- Bekerja dalam sehari tanpa ada 12 jam yang tidak melakukan kerja.

4. TANPA DISKRIMINASI

4.1. Chiat Hin Envelope Manufacturer Sdn Bhd tidak bertolak ansur dengan sebarang bentuk diskriminasi terhadap pekerja YANG berdasarkan bangsa, warna kulit, jantina, bahasa, agama, pendapat politik atau lain-lain pendapat, kasta, asal kebangsaan atau sosial, harta, kelahiran, gabungan kesatuan, orientasi seksual, umur, kecacatan, atau ciri-ciri lain yang membezakan.

4.2. Sebarang keputusan berkaitan pekerjaan, daripada pengambilan pekerja sehingga penamatan dan persaraan, mestilah berdasarkan kepada kriteria yang sah dan tidak diskriminasi.

5. GANGGUAN

5.1. Chiat Hin Envelope Manufacturer Sdn Bhd mesti melindungi pekerja daripada sebarang tindakan gangguan fizikal, lisan, seksual atau psikologi, buli, penderaan atau ancaman di tempat kerja oleh sama ada rakan sekerja atau pengurus mereka.

6. WAKTU BEKERJA, FAEDAH DAN GAJI

6.1. Chiat Hin Envelope Manufacturer Sdn Bhd mesti mematuhi undang-undang atau piawaian industri yang lebih ketat, berkaitan dengan gaji minimum, waktu bekerja, lebih masa dan faedahnya.

6.2. Pekerja tidak boleh minta bekerja lebih daripada 72 jam seminggu, termasuk lebih masa, secara tetap (atau melebihi had pada waktu biasa dan lebih masa yang dibenarkan oleh undang-undang dan peraturan tempatan).

6.3. Upah untuk kerja lebih masa mesti dibayar secara sah dan tetap. Potongan gaji sebagai tindakan tatatertib tidak boleh dibenarkan melainkan diperuntukkan oleh undang-undang negara. Pekerja mesti berhak mendapat sekurang-kurangnya satu hari cuti dalam tujuh, dan mesti diberi rehat yang munasabah semasa bekerja dan tempoh rehat yang mencukupi antara syif.

6.4. Chiat Hin Envelope Manufacturer Sdn Bhd mestilah komited untuk terus membangunkan kemahiran dan keupayaan pekerja, dan untuk menyediakan peluang untuk kemajuan kerjayanya.

7. CUTI

7.1 Chiat Hin Envelope Manufacturer Sdn Bhd hendaklah memastikan bahawa semua pekerja mempunyai hak untuk cutu sakit dan cuti tahunan, serta cuti ibu bapa untuk pekerja yang perlu menjaga anak yang baru lahir atau anak angkat seperti yang diperuntukkan oleh undang-undang negara. Pekerja yang mengambil cuti sedemikian tidak boleh, akibatnya menghadapi pemecatan atau ancaman pemecatan.

Disahkan oleh:



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TEH AIK PIN
Director