

Fair Labour Practice

We have implemented the Fair Labour Practices such as:

1) Equal Opportunity

Our company does not to discriminate against any employee or applicant for employment based on race, colour, sex, ancestry, national origin, religion, age, disability, medical conditions, marital status, sexual orientation, or any legally defined reasons. All candidates should be assessed for all employment decisions based on job-related skills, knowledge, experience, ability to perform the job and attitude.

To ensure that equal opportunity is enforced, we will:

1. Recruit, hire, train and promote qualified persons in all job titles regardless of their protected group status;
2. Base employment decisions on the principle of Equal Employment Opportunity;
3. Ensure promotion decisions are in accordance with principles of the Equal Employment Opportunity by imposing only valid requirements for promotional opportunities; and
4. Ensure that all personnel actions such as compensations, benefits, laid-offs, return from laid-offs and company's sponsored trainings will be administered without regards to protected group status.

Staff who feel that not being treated with dignity and respect can bring the incident for their manager's attention and if necessary, to the Human Resource Director. The company forbids retaliation against anyone for reporting discrimination, registering or complain regarding discrimination or participating in and investigation concerning discrimination.

2) Respect

Our company treat all employees fairly and with respect regardless of employee job title.

All employees must observe the highest standards of conduct. Harassment (based on sex, race, age, handicap, national origin, religion or any other criteria) by any external or internal parties against any employee will not be tolerated.

Examples of harassment include (but are not limited to):

- Sexually suggestive language or gestures; unnecessary physical contact or touching;
- Using derogatory nicknames based on an individual's race, national origin, handicap, age or physical characteristics;
- Deliberate, frequent and unwelcome ethnic jokes, cartoons or remarks about a person's age, race, sex, etc.;
- Other conduct that creates an intimidating, offensive or hostile work environment, or otherwise interferes with a person's work performance when motivated by consideration of race, sex, religion, age, etc.

Incidents of harassment must be reported immediately to the Human Resource Director or another member of the senior management. The investigation of any complaint will be carried out as discreet and in a confidential manner as possible. Should the investigation and charges prove to be justified, disciplinary action will be taken accordingly.

3) Fair Opportunities for Training & Development

We believed on developing, motivating and maintaining a team that possesses those skills required for successful operation.

HR Department will prepare Annual Training Plan for all employees with the discussion with Department Head. However, employees are also encouraged to look out for trainings, seminars, and/or exhibitions that are relevant to your job duties with the Company. The company will do our best to support employees in the training. Attendance of such events during work hours must be approved in writing prior by direct manager.

4) Reward System

We believed on fairly reward system as part of the staff motivation with the following performance recognition practices:

(a) Performance Reviews/ Appraisals

We have designed the Performance Appraisal form with measurable standard for evaluating job performance, check regularly to prevent any discrimination or bias factor. We also set up an internal process to address to employees' feedback on the appraisal. During the performance appraisal process, employee will be given a chance to discuss with their direct superior on the training which they are interested, useful and relevant to their job scope.

Employee job performance, progress and career objectives will be formally reviewed with direct superior/managers. The duly signed Performance Appraisal will be kept in employee personnel file and will be used as part of the selection process for future promotions as well as Career Planning.

(b) Promotions

Employees are considered for promotions based on the followings:

- Skills and ability
- Attitude and interest
- Performance in present position
- Efficiency
- Attendance record
- Disciplinary records
- Previous experience and education related to the new position
- Safety record
- Length of service with the Company and time in present position

5) Comply with Labour Laws

We adhere to Employment Act and always keep the Company updated with the change of the Employment Act and response promptly. We also adopt the Tripartite Guidelines on Fair Employment Practices.