

Date Created	18May2022
Version No.	00
Date Revised	

## **FORCED LABOUR POLICY**

### **1.0 Purpose**

- 1.1 To provide clear instructions to stakeholders to better prevent the recruitment of forced labour.
- 1.2 Forced labour includes work or service extracted from a person under the menace of any penalty (or where the person has not offered themselves voluntarily), slavery and abduction, misuse of public and prison works, forced recruitment, debt bondage, domestic workers under forced labour situations, and internal or international human trafficking for labour or sex purposes, which includes slavery or practices similar to slavery.

### **2.0 Scope**

- 2.1 This policy covers action to safeguard against forced labour.
- 2.2 This policy applies to all employees of the Company, especially HR personnel and Hiring Managers, and anyone doing business for or with the company and others acting on the company's behalf.

### **3.0 Responsibility and Authority**

- 3.1 The Forced Labour policy is owned and maintained by the Human Resources function. Human Resources is responsible for the creation, administration, updating and communication of the policy.
- 3.2 This policy will be subject to review on an annual basis.

### **4.0 Reference**

- 4.1 ETI Base Code.

#### **ETH Holdings Sdn Bhd**

No 23, Persiaran Sultan Alauddin KU/17,  
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## **5.0 Attachment / Page(s)**

5.1 Nil.

## **6.0 Procedures**

- 6.1 The Company has taken steps to ensure that all work is carried out voluntarily and as per job descriptions.
- 6.2 The Company only uses legitimate and reputable recruitment and employment agencies. The Company will vet through and check their practices and policies and where necessary past records of successful hiring will be required from the agencies.
- 6.3 If workers' documents are kept in a secure place, workers are ensured free access to them upon seeking permission from their immediate superiors or leaders.
- 6.4 The Company ensures that workers are free to leave the worksite outside scheduled work hours, subject to appropriate security, logistical or other restrictions.
- 6.5 The Company ensures that workers are free to communicate with external individuals including family members etc.
- 6.6 The Company ensures that all overtime work carried out in excess of normal working hours are participated in voluntarily.
- 6.7 Any non-cash benefits (e.g. meals, housing, and transportation) are valued appropriately and do not impose substantial debts on workers.
- 6.8 Where the Company adopts the practice of deducting worker's salaries for necessities e.g. accommodation and/or transportation, the deductions will not bring workers' salaries below local minimum wage levels.
- 6.9 The Company does not deduct salaries for work necessities including personal protective equipment or for disciplinary actions.
- 6.10 The Company does not employ and/or use prison labour in its workforce.

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- 6.11 The Company complies with local regulations on probationary periods for all its workers.
- 6.12 The Company does not practice and condone any work that is compelled by threats, including the threat of dismissal amongst the workers.
- 6.13 The Company ensures workers are free to terminate their employment at any time given reasonable notice to the company (as per their terms of employment) and will not penalize workers for leaving employment by withholding bonuses earned etc.

## 7.0 **Record**

7.1 Nil.

End.

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