

# Human Rights Policy

## 1.0 Overview

Kejuruteraan Semangat Maju Sdn Bhd and its subsidiaries, affiliates, associated entities and any of their branches and offices (collectively or individually “**KSM**”) is committed to upholding and promoting human rights in all aspects of our operations and business practices. This policy outlines our dedication to ensuring a fair, safe, and inclusive workplace while adhering to international human rights standards, including the Universal Declaration of Human Rights, the International Labour Organization (ILO) conventions and local statutory laws within the company's areas of operation.

## 2.0 Objective

The purpose of this policy is to:

- (a) Establish a clear framework for protecting and respecting human rights within KSM, business partners and customers.
- (b) KSM is committed to respecting human rights and will demonstrate this through ongoing human rights due diligence.
- (c) Identify an effective method to prevent or eliminate risks associated with current labour practices in KSM.
- (d) Foster a work environment that upholds fairness, inclusivity, and ethical labour practices.

## 3.0 Scope

This policy applies to:

- (a) **Internal stakeholders:** All employees, subsidiaries, and operations.
- (b) **External stakeholders:** All contractors, business partners, and business activities conducted under the KSM name.
- (c) **Third-party entities:** All other parties associated with KSM.

## 4.0 Commitment

KSM is committed to achieving and demonstrating the highest standards in human rights which include, but not limited to:

### 4.1 Prohibition of Forced Labour

KSM strictly prohibits all forms of forced, bonded, or involuntary labour, including human trafficking. Employees have the right to freely choose their employment and are not required to surrender personal identification documents, deposits, or fees as a condition of employment. Any form of coercion, threats, or involuntary work arrangements is not tolerated.

### 4.2 Prohibition of Child Labour

KSM strictly adheres to all applicable child labour laws, including the Children and Young Persons (Employment) Act 1966. KSM does not engage in or employ child labour and only employs young workers over the legal working age. To ensure their well-being and continued education, young workers are protected from excessive working hours and hazardous tasks.

#### **4.3 Prohibition of Inhumane Labour Treatment**

All employees shall be treated with dignity and respect. KSM strictly prohibits any form of abuse, harassment, violence, or other inhumane treatment, including physical punishment, verbal abuse, psychological coercion, or intimidation in the workplace. KSM fosters a positive work environment where mutual respect is upheld at all times.

#### **4.4 Prohibition of Discriminatory Practices**

KSM is an equal opportunity employer and is committed to maintaining a workplace free from discrimination. Employment decisions, including hiring, promotions, compensation, training, and termination, are based solely on merit, skills, and qualifications. Discrimination based on race, gender, age, nationality, religion, disability, sexual orientation, or any other characteristic protected by law is strictly prohibited.

#### **4.5 Workplace Health, Safety, and Well-Being**

KSM is committed to providing a safe and healthy work environment for its team members, contractors and visitors, and to the production and sale of high-quality products that are safe to use. KSM cares about the safety of its team members and recognises that injuries result in needless suffering to individuals and their families.

#### **4.6 Fair Wages and Working Hours**

KSM ensures fair compensation in compliance with the Minimum Wages Order 2024 and Employment Act 1955 (Act 265) by providing clear employment contracts, itemized pay slips, and accurate overtime payments. Working hours, rest periods, and leave entitlements align with legal requirements to ensure a balanced work-life environment.

#### **4.7 Freedom of Association and Collective Bargaining**

KSM respects employees' rights to freedom of association, collective bargaining, and participation in workers' organizations. Employees may engage in open communication with management regarding workplace concerns without fear of retaliation.

#### **5.0 Reporting and Compliance**

Employees and stakeholders are encouraged to report any violations of this policy through our confidential grievance mechanism. The identity and the information provided will be kept strictly confidential to the extent permitted by law. Concerns can be reported by email to [whistleblowing@ksmgroup.co](mailto:whistleblowing@ksmgroup.co). Retaliation against individuals who report concerns in good faith is strictly prohibited. KSM is committed to investigating and addressing all reported issues promptly and effectively.

#### **6.0 Review of Policy**

This policy will undergo a formal review every three years to ensure alignment with evolving human rights standards and legal obligations. KSM Group remains dedicated to enhancing its human rights practices through ongoing evaluation and development. Additionally, awareness and refresher briefings will be conducted biennially to reinforce understanding and implementation across the organization.