



VITROX CORPORATION BERHAD

Registration No.: 200401011463 (649966-K)

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Human Rights Policy *Polisi Hak Asasi Manusia*

ViTrox's purpose is to contribute to the advancement of society and the well-being of humankind through compassionate innovation. We strive to be a force for good and achieve sustainability by upholding human rights principles. In pursuit of our purpose, we are committed to complying with international standards, local laws and regulations applicable to the protection of human rights and the interests of our people and value chain partners.

ViTrox berhasrat untuk memberi sumbangan demi kemajuan masyarakat dan kesejahteraan manusia melalui inovasi yang berasaskan kasih sayang. Kami berusaha untuk sentiasa melakukan kebaikan dan mencapai kelestarian dengan menegakkan prinsip-prinsip hak asasi manusia. Untuk mencapai hasrat ini, kami bertekad untuk mematuhi piawaian antarabangsa, undang-undang dan peraturan tempatan bagi melindungi hak asasi manusia serta faedah pekerja dan rakan perniagaan kami.

Guiding Principles (Prinsip Panduan)

- 1. Prohibit forced labour, child labour and human trafficking**
Melarang buruh paksa, buruh kanak-kanak dan pemerdagangan manusia
- 2. Provide equal remuneration for work of equal value**
Menyediakan saraan yang setara dengan memberi nilai seimbang
- 3. Support the rights of employees to freedom of associations and unions, as well as collective bargaining**
Menyokong hak pekerja dalam kebebasan berpersatuan dan berkesatuan, serta perundingan kolektif
- 4. Comply with all applicable wage laws and regulations, and legal limits to working hours**
Mematuhi undang-undang dan peraturan gaji dan jangka waktu bekerja yang berkenaan
- 5. Adopt a zero-tolerance policy for discrimination on all bases**
Mengamalkan dasar toleransi sifar terhadap sebarang diskriminasi
- 6. Provide a safe and secure workplace free of both sexual and non-sexual harassment**
Menyediakan tempat kerja yang selamat dan bebas daripada gangguan seksual dan bukan seksual
- 7. Avoid conflicts of interest of employees in circumstances which could improperly influence the performance of duties or in which employees use their position for personal gain**
Mengelakkan konflik kepentingan pekerja yang akan mempengaruhi pelaksanaan tugas dengan tidak wajar atau menimbulkan situasi di mana pekerja mengeksploitasi jawatannya demi kepentingan peribadi
- 8. Protect the confidentiality of information and manage the use of personal data of employees, customers and suppliers carefully by implementing measures and systems**
Melindungi maklumat sulit dan mengurus data peribadi pekerja, pelanggan dan pembekal dengan waspada semasa pelaksanaan langkah dan sistem
- 9. Organise training for employees on human rights, including anti-discrimination and anti-harassment in the workplace**
Menganjurkan sesi latihan kepada pekerja tentang hak asasi manusia yang merangkumi topik anti diskriminasi dan anti gangguan di tempat kerja



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10. Communicate our human rights expectations to our employees and business partners regularly through employee training and Supplier Code of Conduct

Memberi kesedaran kepada pekerja dan rakan perniagaan kami mengenai jangkaan hak asasi manusia secara rutin melalui sesi latihan pekerja dan Tatakelakuan Pembekal

11. Define escalation process for reporting incidents

Menentukan proses peningkatan untuk laporan kejadian

12. Take corrective or disciplinary action in case of discriminatory behaviour or harassment

Mengambil tindakan yang betul atau disiplin sekiranya berlakunya kelakuan diskriminasi atau gangguan

13. Cultivate a communication-friendly environment and adopt an "open-door" policy

Mewujudkan persekitaran yang berhubung mesra dan mengamalkan dasar "pintu terbuka"

14. Establish diverse open dialogue channels available for stakeholders including customers, employees, shareholders, suppliers and the community to report concerns or suspected violations to the Company, including ways to report anonymously

Mewujudkan pelbagai saluran dialog terbuka kepada pihak-pihak berkepentingan termasuk pelanggan, pekerja, pemegang saham, pembekal dan masyarakat untuk melaporkan kebimbangan atau kecurigaan yang menjurus ke pelanggaran kepada Syarikat, termasuk cara pelaporan tanpa nama

15. Monitor and evaluate relevant risks, practices and impacts regularly to respond to evolving situations and stakeholders' needs

Memantau dan membuat penilaian risiko, amalan dan kesan berkenaan dengan kadar yang tetap terhadap perkembangan semasa dan keperluan pihak-pihak berkepentingan

16. Ensure that the manner we conduct business respects economic, social, cultural, civic and political rights as well as the right to development

Memastikan cara kami berurusan adalah menghormati hak ekonomi, sosial, budaya, sivik dan politik serta hak atas pembangunan

17. Support the well-being of body, mind and soul of employees, and the harmony between work and life

Mewujudkan kesejahteraan dan kesihatan tubuh badan, minda dan jiwa pekerja, dan keharmonian antara kerja dan kehidupan

Date: 26 July 2022