



# **MALAYAN FLOUR MILLS BERHAD**

Registration No. 196101000210 (4260-M)

## **HUMAN RIGHTS AND LABOUR STANDARD POLICY**

**First Edition (2024)**

# CONTENTS

	<b>PAGE</b>
1.0 Objective	2
2.0 Scope	2
3.0 Commitment	2
4.0 Reporting Violations	4
5.0 Review of the Policy	4

## **1.0 Objective**

- 1.1 Malayan Flour Mills Berhad and its subsidiaries (collectively referred to as "MFM Group" or "the Group" and individually referred to as the "Company") respect and support the Universal Declaration of Human Rights, the United Nations Guiding Principles on Business and Human Rights, International Labour Organization's Declaration on Fundamental Principles and Rights at Work and the rights of all employees, our business associates as well as all our stakeholders.
- 1.2 We use these frameworks to guide the development and implementation of this policy.

## **2.0 Scope**

- 2.1 This Policy shall apply to the Board of Directors, officers, employees, as well as all business associates, including, but not limited to, distributors, brokers, agents, intermediaries, consultants, representatives, contractors, sub-contractors, vendors, suppliers, joint venture partners, and any other business partners or representatives who perform services for or on behalf of MFM Group anywhere in the world.
- 2.2 Employees include full-time, part-time, contract and temporary employees.

## **3.0 Commitment**

- 3.1 MFM Group is committed to conduct its business in a manner that respects the rights and dignity of all people, complying with all applicable regulations and laws. We strive to work towards ensuring that basic rights inherent to all human beings are upheld across the businesses within the Group, across the value chain and within the communities in which the Group operates.
- 3.2 As a responsible global corporate citizen, we shall endeavour to meet standards and practices that are consistent with international recognised principles, subject to the laws and regulations of the countries and territories in which we operate. We do not tolerate unethical labour practices such as child labour, forced or compulsory labour and restriction of freedom of movement. Any violation to the commitment shall be subject to the consequence or disciplinary action.
- 3.3 We respect the rights of our employees, stakeholders and communities through our commitments which include, but are not limited to:

### **3.3.1 Diversity and Equal Opportunities**

We promote diversity and inclusion and will not condone discrimination. MFM Group believes everyone should be treated with respect and dignity regardless of their backgrounds. The Company is committed to the elimination of discrimination in respect of employment and occupation.

### **3.3.2 Eliminating any form of Harassment or Abuses**

We promote a workplace that is free from all forms of harassment and abuse. We take all reasonable measures to prevent such incidents and ensure that any reported incidents are promptly and fairly addressed.

### **3.3.3 Workplace Security, Safety and Health**

We are committed to providing a safe and conducive workplace environment for all our employees. Every employee must comply with occupational health, safety and environmental laws in their work locations and the Group's policies and procedure on health and safety.

The Company is committed to upholding a workplace for all employees that is free from any acts of physical coercion, violence or threats of violence, verbal, sexual or psychological harassment, bullying, intimidation, abuse or other harsh or inhumane treatment by either their managers or fellow employees.

### **3.3.4 Forced or Involuntary Labour**

The Company does not tolerate any form of forced or involuntary labour in any of our operations. We shall take appropriate measures to prevent the use of such labour in connection with their activities. These include, but not limited to bonded labour, slave labour, indentured labour, prison labour or human trafficking.

### **3.3.5 Protecting the Rights of Children**

We will adhere to the minimum age provisions of applicable laws and regulations, being consistent with the United Nations Convention on the Rights of the Child and the relevant standards under the International Labour Organization. We are committed to ensuring that no children are employed directly by MFM Group or our contractors.

### **3.3.6 Wages, Working Hours and Benefits**

We shall ensure full compliance towards all applicable laws and with respect to wage, work hours, overtime, and benefits law. The Company complies with local minimum wages and compensates employees competitively relative to the market and industry standards. The Company ensures that all employees have the right to sick leave and annual holiday as well as all leave types provided by the legislation in the countries where we operate in.

### **3.3.7 Respecting Freedom of Association and Collective Bargaining**

We respect the rights of employees to join and form association of their own choice and bargain collectively as part of our commitment to support the fair and equitable treatment of our employees.

### **3.3.8 Housing and Amenities**

Where housing and amenities are provided by the Company, MFM Group shall provide workers with a living environment that is conducive with well-maintained amenities.

- 3.4 We shall engage and educate all levels of the employees within the MFM Group through awareness, training and communication initiatives to enable them to understand their responsibility in respect of human rights and to empower them to positively influence and encourage our business associates.

## **4.0 Reporting Violations**

- 4.1 Within MFM Group, there are firmly established whistle blowing channels which are available to all our employees and external parties. Anyone who reports or discloses improper conduct will be accorded with protection of confidentiality of identity, be protected against any adverse and detrimental actions for disclosing any improper conduct committed.
- 4.2 To report any suspicion or known violation of this policy, all employees and external parties are required to submit MFM Group's Whistle Blowing Report Form in accordance with our Standard Operating Procedures & Policies (SOPP) on Whistle Blowing. It is the Company's policy that employees will suffer no retaliation for reporting potential compliance concerns.

## **5.0 Review of the Policy**

- 5.1 The Company shall regularly review this policy to ensure its effectiveness. Any necessary changes will be recommended to the Board for approval in compliance with the requirements of MFM Group, Bursa Malaysia Securities Berhad, and/or any other regulatory requirements.