

Sustainable Labour Practices Policy

OSKH-GHR-POL-004-1

21 August 2024

OSK

OSK Holdings Berhad [199001015406 (207075-U)]	21 August 2024
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Revision History Log

Ver. No	Section	Section Name	Page	Details of Amendments	Effective Date	e-Circular No.
1	All	All	All	Document published	21-Aug-24	OSKH/GHR/CIR/014

Glossary

Term	Description
“Board”	Board of Directors of OSK Holdings Berhad
“Counterparty”	Refers to any individual or organisation performing work or services for or on behalf of the Group.
“Directors”	Executive Directors and Non-Executive Directors (includes independent and non-independent directors)
“Employees”	Permanent, temporary, contract and part time employees of OSK Holdings, its subsidiaries and related corporation
“GHR”	Group Human Resources
“HOD”	Head of Department / Division
“ILO”	International Labour Organization
“Policy”	Refers to this Sustainable Labour Practices Policy
“the Group”	OSK Holdings Berhad and its subsidiaries, collectively

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A. OVERVIEW

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|--|---|
| 1. Introduction | 1. The Group is committed to respecting, protecting and upholding fundamental human rights and labour standards of all individuals involved in its business operations, which may not apply to every reader of this policy. |
| 2. Objectives | 1. This Policy sets forth the principles and expectations regarding fair labour practices, ethical behaviour as well as the protection of labour rights within the Group. |
| 3. Intended Audience and Stakeholders | <p>1. This Policy is applicable to the Group's Directors and Employees, as well as interns, who are accountable for the adherence, implementation and monitoring of the Policy.</p> <p>2. The Group shall endeavour to ensure that Counterparty(ies) involved in business dealings with the Group are informed, and where practical, adhere to this Policy.</p> |
| 4. Referencing Documents | <p>1. The development of this Policy is guided by the:</p> <p>1.1. Employment Act 1955</p> <p>1.2. Children and Young Persons (Employment) Act 1966</p> <p>1.3. United Nations Universal Declaration of Human Rights</p> <p>1.4. United Nations Guiding Principles on Business and Human Rights</p> <p>1.5. International Labour Organisation (ILO) Convention on Labour Standards</p> <p>2. This Policy shall also be read in conjunction with:</p> <p>2.1. OSKH Code of Conduct and Business Ethics Policy</p> <p>2.2. OSKH Whistleblowing Policy</p> |
| 4. Reviews and Notices | <p>1. The content of this Policy shall be reviewed as and when there are changes to regulatory requirements and / or the direction and strategies of the Group.</p> <p>2. To ensure understanding and compliance, this version of the Policy is also available in Malay and published on the Group's corporate website.</p> <p>3. The Group shall endeavour to align with internationally recognised standards / principles, subject to the laws and regulations of the countries in which the Group operates.</p> |

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B. PRINCIPLES

1. Principles

1. Promoting Diversity and Equal Opportunity

- 1.1. The Group values workplace diversity and inclusion. This extends to providing equal access to career development opportunities relevant to Employees' experience and skillset.
- 1.2. The Group does not tolerate any form of discrimination based on gender, age, race, religion or disability.

2. Safeguarding Safety and Health

- 2.1. The Group is committed to providing a safe and healthy workplace environment as well as taking effective measures to prevent potential risk of accident and injury to Employees.

3. Fostering Workplace Security

- 3.1. The Group does not tolerate any form of harassment, violence or abuse that affect the physical, emotional and psychological wellbeing of Employees.

4. Protecting the Rights of Children

- 4.1. The Group opposes any forms of child labour in all our business operations. The minimum age for employment shall be guided by the Children and Young Persons (Employment) Act.

5. Protecting the Wellbeing of Community

- 5.1. The Group is committed to ensuring the wellbeing of the communities in which the Group operates, through investing in community development initiatives and engaging in reasonable efforts to reduce the negative impact on the community.
- 5.2. This extends to offering equal employment opportunities to diverse groups, including individuals from varied socio-economic backgrounds, ensuring inclusivity for those who may not have formal education or qualifications.

6. Eliminating All Forms of Exploitation

- 6.1. The Group is against all forms of forced labour or bonded labour, modern slavery, human trafficking and sexual exploitation.

7. Respecting Freedom of Association

- 7.1. The Group respects and acknowledges the importance of allowing employees the right to freedom of association and collective bargaining. The Group is also dedicated to ensuring that these rights are exercised in an inclusive environment free from discrimination, retaliation, or harassment, in compliance with applicable laws and regulations.

8. Nurturing Conducive Work Environment

- 8.1. The Group advocates for a workplace environment that is healthy and conducive to Employees' wellbeing.

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9. Respecting the Rights of Indigenous People

- 9.1. The Group recognises that indigenous people are equal to all other individual and have the right to self-determination.
- 9.2. With respect to the process of Free, Prior and Informed Consent (FPIC), the Group acknowledges the indigenous people have the right to be free from any discrimination in the exercise of their rights, particularly concerning their indigenous origin or identity.
- 9.3. In this regard, the Group shall endeavour to adhere to the standards, principles and/or policies relating to the rights of indigenous peoples in the countries in which the Group operates.

2. Roles and Responsibilities

1. This section further breaks down the roles and responsibilities of Employees within the Group:
 - 1.1. **Employees:** All Employees of the Group are to treat everyone with dignity, courtesy and respect.
 - 1.2. **Managers and/or HODs:** Managers and/or HODs are responsible for modelling appropriate standards of behaviour to educate and promote awareness of this Policy among Employees. Any reported breach of the Policy or inappropriate behaviour will be addressed promptly in accordance with the Group's [Grievances Escalation Guidelines](#) or the Group's [Whistleblowing Policy](#).
 - 1.3. **GHR:** GHR is responsible to ensure awareness of this Policy as well as oversee the adequacy and effectiveness of this Policy. Any grievances reported will be handled fairly to ensure all relevant parties are heard.

Individual	Areas of Responsibilities
Employee	<ol style="list-style-type: none"> 1. Read, understand and comply with this Policy. 2. Treat everyone with dignity, courtesy and respect.
Manager and/or HOD	<ol style="list-style-type: none"> 1. Model appropriate standards of behaviour. 2. Educate and promote awareness of this Policy to employees. 3. Intervene quickly and fairly when they are aware of inappropriate behaviour/breach of this Policy
GHR	<ol style="list-style-type: none"> 1. Oversee adequacy and effectiveness of this Policy. 2. Ensure awareness of this Policy to Employees to affirm good understanding. 3. Handle complaints fairly to resolve issues, making sure relevant parties are heard. 4. Take disciplinary action where there is a breach of this Policy.

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3. Reporting Mechanism

1. Employees can report any issue related to harassment, inappropriate behaviour or suspected violation of this Policy without fear of discrimination or retaliation.
2. The Group is committed to investigate and address the concerns of Employees fairly and will take appropriate mitigating actions in response to any violation.
3. Any violation can be reported:
 - 3.1. in accordance with the [Grievances Escalation Guidelines](#) available on the Group's intranet; or
 - 3.2. to the Whistleblowing Coordinator at whistleblowing@oskgroup.com; or
 - 3.3. to the Chairman of the Audit Committee at acchairman@oskgroup.com

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