

CHILD & FORCED LABOUR POLICY

POLICY BRIEF & SCOPE

- i. This policy applies to all TGIB Group of companies based in Peninsular Malaysia.
- ii. **As define in The Children and Young Persons (Employment) (Amendment) Act 2010.**
The terms 'child' means any person who has not completed his/her 15 years of age. The term 'young persons' means any person who not being a child, has not completed his/her 18 years of age.
- iii. TGIB does not employ any person below the 18 years of age at its workplace facilities and the age is substantiated by the person's Malaysian national registration identity card.
- iv. TGIB explicitly prohibits the use of forced or compulsory labour in its premises. No employee is made to work against his/her will or work as bonded/forced labour, or subject to corporal punishment or coercion of any type related to work.
- v. Freely chosen employment - Ensure that employees work of their own free will and are free to leave the Company upon reasonable notice under the terms of their labour contract. There shall be no unreasonable restrictions on freedom of movement in the company.
- vi. No employee of TGIB may hire child or forced labour on behalf of TGIB.
- vii. Child labour, as defined by the International Labour Organization (ILO) Convention is "work by children under the age of 12; work by children under the age of 15 that prevents school attendance; and work by children under of age of 18 that is hazardous to the physical or mental health of the child.

IMPLEMENTATION

- i. This policy is publicly available throughout the Company and clearly communicated to all employees in a manner in which it can be understood.
- ii. The implementation of the policy is the responsibility of the Admin & HR Department. Employment contracts and other records, documenting all relevant details of the employees, including age, are maintained at the Admin & HR Department and are open for verification by any authorised personnel or relevant statutory body.
- iii. Collaborate with security guards to check the age of each applicant who has come to apply for any job at TGIB or its subsidiaries.