



# VITROX CORPORATION BERHAD

Registration No.: 200401011463 (649966-K)

746, Persiaran Cassia Selatan 3, Taman Perindustrian Batu Kawan

14110 Bandar Cassia, Pulau Pinang, Malaysia

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www.vitrox.com

## 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 is committed to respecting and supporting the protection of local laws and regulations and internationally proclaimed human rights by aligning our Human Rights Policy ("Policy") and SCOC with the United Nations' International Bill of Human Rights as well as the UN Guiding Principles for Business and Human Rights ("UNGPs"). We also adopted the International Labour Organisation's ("ILO") eight fundamental conventions which cover conventions recognising freedom and association and the right to collective bargaining and the conventions against child labour, forced labour and discrimination at work.

*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.*

*ViTrox berkomitmen untuk menghormati dan menyokong perlindungan undang-undang dan peraturan tempatan serta hak asasi manusia yang diiktiraf di peringkat antarabangsa dengan menyelaraskan Polisi Hak Asasi Manusia ("Polisi") dan SCOC syarikat dengan Perisytiharan Hak Asasi Manusia Sejagat serta Prinsip Panduan PBB mengenai Perniagaan dan Hak Asasi Manusia (UNGP BHR). Selain itu, syarikat kami juga mengambil langkah untuk mengamalkan lapan (8) konvensyen asas Pertubuhan Buruh Antarabangsa ("ILO") meliputi konvensyen yang mengiktiraf kebebasan berserikat dan hak menjalankan perundingan kolektif, serta konvensyen menentang buruh kanak-kanak, buruh paksa dan diskriminasi di tempat kerja.*

### Guiding Principles (Prinsip Panduan)

- 1. This policy applies across our operations and relationships, protecting the rights of employees, customers, suppliers and subcontractors**  
*Polisi ini dikuatkuasakan dalam operasi dan hubungan bagi melindungi hak pekerja, pelanggan, pembekal, dan subkontraktor*
- 2. Prohibit forced labour, child labour and human trafficking**  
*Melarang buruh paksa, buruh kanak-kanak dan pemerdagangan manusia*
- 3. Provide equal remuneration for work of equal value**  
*Menyediakan saaraan yang serata dengan memberi nilai seimbang*
- 4. Support the rights of employees to freedom of associations and unions, as well as collective bargaining**  
*Menyokong hak pekerja dalam kebebasan berserikat dan berkesatuan, serta perundingan kolektif*
- 5. 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*
- 6. Adopt a zero-tolerance policy for discrimination on all bases**  
*Mengamalkan dasar toleransi sifar terhadap sebarang diskriminasi*
- 7. Provide a safe and secure workplace for employees and do not tolerate workplace harassment. Besides the prohibition of sexual harassment, stalking or any illegal harassment behavior, we prohibit workplace harassment on the basis of race, religion, gender, age, social or ethnic origin, sexual orientation, marital status, pregnancy, disabilities and nationality**  
*Mewujudkan persekitaran tempat kerja yang selamat dan saksama dengan melarangkan segala bentuk gangguan, sama ada bersifat seksual mahupun bukan seksual, yang berpunca daripada faktor bangsa, agama, jantina, umur, asal usul sosial atau etnik, orientasi seksual, status perkahwinan, kehamilan, ketidakupayaan dan kerakyatan*
- 8. 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*
- 9. 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*
- 10. Organise training for internal decision makers, managers and employees to reinforce ViTrox's core values, principles, and policies that encompass human rights subjects, including but not limited to anti-discrimination and anti-harassment measures within the workplace environment**  
*Menganjurkan latihan untuk pengendali ketetapan dalaman, pengurus dan pekerja bagi mengukuhkan nilai teras, prinsip, dan dasar ViTrox yang merangkumi subjek hak asasi manusia, termasuk tidak terhad kepada langkah-langkah menentang diskriminasi dan gangguan dalam persekitaran tempat kerja*
- 11. 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*
- 12. Define escalation process for reporting incidents**  
*Menentukan proses peningkatan untuk laporan kejadian*
- 13. Take corrective or disciplinary action in case of discriminatory behaviour or harassment**  
*Mengambil tindakan yang betul atau disiplin sekiranya berlakunya kelakuan diskriminasi atau gangguan*
- 14. Cultivate a communication-friendly environment and adopt an "open-door" policy**  
*Mewujudkan persekitaran yang berhubung mesra dan mengamalkan dasar "pintu terbuka"*
- 15. 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*
- 16. 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*
- 17. 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*



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### **18. 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: 01 August 2024**