



## MAH SING GROUP BERHAD

### LOCAL LABOUR RECRUITMENT AND EMPLOYMENT POLICY

UPDATED: 13 JULY 2022

Mah Sing Group Berhad ("the Company") believes that hiring qualified individuals to fill various positions contributes to the overall success of the company. The Company will comply with all relevant local labour regulations and principles relating to employment.

#### 1. DEFINITION

Company	Mah Sing Group Berhad
Premises	Wisma Mah Sing, No. 163 Jalan Sungai Besi, 57100 Kuala Lumpur
Human Resource (HR)	The relevant department in Company responsible for human resources which includes provision of manpower supply
Management	Group CEO of the Company

#### 2. OBJECTIVE

This policy will provide clarity and transparency on the processes of recruiting local labour in accordance with local labour employment law.

#### 3. GENERAL REQUIREMENTS

The Company will ensure all recruited employees in the Company's Premises:

- Aged 18 years old and above,
- Malaysian Citizen,
- Provide documentary evidence such as Identification Card (IC), Educational Qualification and other concerned documents.
- The Company is committed to the principle of equality of employment that all Employees are equal before the law. There shall be no discrimination against Employees on the ground only of religion, race, descent, gender or place of birth in any law or in the appointment to any office or employment under a public authority or in the administration of any law relating to the acquisition, holding or disposition of property or the establishing or carrying on of any trade, business, profession, vocation or employment. All employment made shall be based on business needs without regards to any of these characteristics which is protected by the laws or regulations in the location we operate. The Company will not tolerate any discrimination against any person.

#### 4. RECRUITING PROCESS AND PROCEDURES

In hiring the most qualified candidates, the following process will be followed by the Company:

##### 4.1 RECRUITMENT REQUISITION FORM

- Recruitment requisition form must be initiated by the head of a department within the Company ("Head of Department") and then, approved by both People (HR) Department and the Management.

#### **4.2 JOB DESCRIPTION**

- The Head of Department is responsible to create or update the job description by listing out the job duties, responsibilities, requirements and qualifications to hire the right candidate to fit the position.

#### **4.3 JOB POSTING**

- Upon approval, the hiring personnel will create job postings and communicate through appropriate sources.

#### **4.4 SCREENING APPLICANTS**

- The hiring personnel is responsible for the short-listing process together with the Head of the Department.
- The final shortlist and the decision on how to proceed with the interviews are communicated to the hiring personnel by the Head of the Department.

#### **4.5 INTERVIEW SESSION**

- Shortlisted candidates will be contacted to attend an interview session.
- During the interview session, the candidate will be given an application form to fill up.
- All applications are treated confidentially and made available only to those involved in the selection process. At all times, the application form will be securely stored.
- The interview session will be conducted by the Head of the Department in the presence of the hiring personnel.

#### **4.6 REFERENCE CHECK**

- The hiring personnel may contact the references provided by the relevant candidates for the purpose of verification of the employment history.
- Once the hiring personnel receives satisfactory results from the referees, the hiring personnel will provide feedback to the Head of the Department.

#### **4.7 EMPLOYMENT OFFER**

- The hiring personnel will prepare a written contract of employment for the successful candidate.
- The contract of employment will indicate the job commencement date, salary, position and the terms and conditions of employment pertaining to the employee.
- The signed contract of employment indicating acceptance of the offer of employment will be returned to hiring personnel for filling purposes.

### **5. INDUCTION AND ON-THE-JOB TRAINING**

All Company's newly recruited employees will undergo induction and on-the-job training programme relevant to his/her job role.

### **6. PROBATION PERIOD**

All Company's new employees will undergo a probationary period as stipulated in your employment contract

### **7. STAFF EVALUATION**

The probationer will be evaluated from time to time and will be given regular feedback and an improvement plan based on his/her performance by the Head of the Department.

**8. EXTENSION OF PROBATION PERIOD**

The Head of the Department has the discretion to extend the probation period if he/she is not satisfied with the probationer's performance. The probationer will be informed via an extension of the probation period letter.

**9. STAFF CONFIRMATION**

The probationer will be confirmed via a confirmation letter.

**10. RESPONSIBILITY**

The People Department is overall responsible for the implementation of this policy.