



MAH SING GROUP BERHAD

CHILD LABOUR AND YOUNG PERSON POLICY

UPDATED: 13 JULY 2022

In compliance with the Children Labour and Young Persons (Employment) Act 1966, we strictly prohibit the employment of a child and young workers who are below the age of 18 (eighteen).

1. DEFINITION

Child	Any person who has not completed his/her fifteenth (15) year of age.
Young Person	Any person who, not being a child, has not completed his/her eighteenth (18) year of age.
Company	Mah Sing Group Berhad
Premises	Wisma Mah Sing, No. 163 Jalan Sungai Besi, 57100 Kuala Lumpur
Human Resource (HR)	The relevant department in the Company that is responsible for human resources which include the provision of manpower supply
Labour Broker(s)	Service provider(s) engaged by the Company to provide human resources and/or manpower supply for the glove business
Labour Department	As defined under Malaysia Employment Act 1955
Labour Officer	As defined under Malaysia Employment Act 1955
Employment Act	Employment Act 1955 of Malaysia, together with supplemental and amendments.

2. OBJECTIVE

This policy is to ensure that a child and young person is **not hired** for any work purpose. It defines the procedure adopted to manage actions if a child or a young worker is discovered on the Company's Premises.

3. SELECTION AND HIRING PROCEDURES

- Human Resource (HR) personnel will screen out underage workers before the interview.
- HR personnel will verify the legal documents provided by the worker such as Identity Card or Birth Certificate or Passport to affirm the age.
- Ensure restriction of engaging child and young workers by the appointed Labour Broker. The Labour Broker need to confirm the worker's age by verifying their proof-of-age documents.
- Copies of proof-of-age documents will be kept by HR personnel in the worker's personnel file.

4. PROCEDURES IN THE DISCOVERY OF CHILD AND YOUNG PERSON IN THE COMPANY PREMISES

i) Child:

- Respective department must immediately notify People Department.
- Remove the child from the workplace.
- HR personnel will notify coordinate with the child and send him/her home to family members/guardian

ii) Young person:

- Respective department must immediately notify People Department.
- Remove the child from the workplace.

- HR personnel will notify coordinate with the child and send him/her home to family members/guardian

5. REMEDIAL PROCEDURES

Remedial procedures are in place in the event of the discovery of child labour and the young person working on the Company's Premises.

i) Child:

- The HR personnel will conduct a counselling session with the child and contact the family/guardian and return the child to the family/guardian.

ii) Young person:

- The HR personnel will conduct a counselling session with the child and contact the family/guardian and return the child to the family/guardian.

6. RESPONSIBILITY

The People department is overall responsible for the implementation of this policy. All Company employees are responsible to comply with the policy of the Company.