

Human Rights and Social Policy Implementation Procedures

The company publicly commits to:

- Non-discrimination and equal treatment in all aspects of hiring, promotion, compensation, and benefits

Company Procedures:

Systems, directives and guidelines ensure that:

- Employment advertisements for available positions do not make reference to personal characteristics that are not relevant to the job, unless they are included as part of an equal opportunities policy.
- There are clear job descriptions and salary guidelines, that are used by hiring staffs, and regularly updated to ensure that workers are hired and promoted only on the basis of the skills, qualifications and experience required for the position.
- Job placement, remuneration and promotions are based on objective factors such as the nature of the tasks and the skills, experience and qualifications of the employees.
- Hiring managers have been trained in the company's non-discrimination policies.

Company Performance:

Company monitoring and audits:

- Track incidents of discrimination
 - Follow up on grievances

The overview below shows our scope of review & tracking in connection to the human rights due diligence process described in the UN Guiding Principles.

<i>Policy commitment</i>	<i>Identify and assess potential and actual human rights impacts</i>	<i>Integrate and act on assessments findings</i>	<i>Track performance of impact prevention and mitigation</i>	<i>Communicate and report on impact prevention and mitigation</i>	<i>Impact remediation and grievance mechanisms</i>
The member of director board will review annually how the policy is being committed as per stated in the policy and consider if any provision to be added into the policy	The members of the board will take benchmark of case studies in random so as to identify and assess potential and actual impacts.	Interview with local Labor Department for giving of precise and actionable information to fill up gaps in policies, procedures or practices so as to improve due diligence.	In case of any updated policy being addressed, it will be mapped with our human rights due diligence and to track performance.	In meeting with staffs bi-annually so as to find out the information being needed to communicate internally and externally on what we are already doing well and areas in which we want to improve.	To employ HR consultant to evaluate our processes for ensuring access to remedy for local communities and company staff.