

Organization : MYCRON STEEL BERHAD	
Document : Company Policy	Subject : Child/Forced Labour Policy
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Prepared by : Human Resource Department	Approved by EXCO Chairman :

1. INTRODUCTION

- 1.1 The foundation of Mycron Steel Berhad's ("Mycron") "Child/Forced Labour Policy" is based on the Company's commitment to find practical, meaningful and culturally appropriate responses to support the elimination of such labour practices.
- 1.2 It has been formulated in consideration of the Malaysia Employment Act 1955 and the International Labour Organization's ("ILO") convention.
- 1.3 It endorses the need for appropriate initiatives to progressively eliminate these abuses.

2. SCOPE

- 2.1 This policy shall apply to Mycron and all its subsidiaries ("units").

3. POLICY

- 3.1 Mycron prohibits the use of child labour and forced or compulsory labour in all its units.
- 3.2 We shall adopt strict compliance with all relevant local and international laws and standards in respect to child labour.
- 3.3 We do not employ any person below the age of eighteen (18) years at the workplace.
- 3.4 We do not engage any child labour on our premises.
- 3.5 A system of checking and maintaining records of workers at the time of employment, to determine proof of age is in place, and monitored on a regular basis.
- 3.6 No employee is made to work against his/her will or work as forced labour, or be subject to corporal punishment or coercion of any type related to work.
- 3.7 Anyone, in any instance, becomes aware of any form of child and/or forced labour within their units, shall immediately report the case to their respective Human Resource department.

4. IMPLEMENTATION

- 4.1 This policy is publicly available throughout the Company and is clearly communicated to all employees in a manner in which it can be understood (employee orientation, departmental meetings, etc.).
- 4.2 The implementation of the policy is the responsibility of;
 - i. the Human Resource departments,
 - ii. Head of Departments (to make this policy known to their subordinates), and
 - iii. the Security Staff (shall not permit minors to enter the unit's premises as workers).
- 4.3 There is a zero-tolerance policy towards its breach.
- 4.4 Employment contracts and other records, documenting all relevant details of the employees, including age, are maintained at all respective HR departments and are open to verification by any authorised personnel or relevant statutory body.
- 4.5 The Human Resource department provides a report (annually) on all reported, if any, incidents of child or forced labour to the Executive Committee.

5. MONITORING & AUDIT

- 5.1 Periodic assessment is conducted. Human resources department undertakes random checks of records quarterly.

6. EFFECTIVE DATE

- 6.1 This policy is deemed effective **1 August 2019**.

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