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	Non-Discrimination	Issue No.: 2	Revision No.:00
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1.0 Purpose

1.1 To set a standard that outlines definition and approach to prevent discrimination in Comfort Rubber Gloves Industries Sdn. Bhd.

2.0 Scope

2.1 This procedure is applicable to all employees in Comfort Rubber Gloves Industries Sdn. Bhd. (CRG).

3.0 Definition

3.1 Discrimination refers to any distinction, exclusion, or preference based on personal characteristics such as, but not limited to sex, race, ethnic origin, colour, gender, nationality, religion, age, maternity status, marital status, disability, sexual orientation, HIV/AIDS status, union membership, political orientation and etc., which affects equality of opportunity or treatment of individuals in certain employment circumstances such as hiring, payment of compensation & benefits, access to training, termination decision at Comfort Rubber Gloves Industries Sdn. Bhd.

4.0 Requirements, Process, Procedure and Responsibilities


4.1 Communication

- 4.1.1 CRG is encouraged to promote the procedure through various channels of communication besides the training such as posters, company website, induction training and awareness raising activity, etc.
- 4.1.2 Training will be provided for all relevant employees regarding the prohibition of any form of discrimination.
- 4.1.3 CRG will communicate their non-discrimination policy to any third parties who screen or recruit candidates on their behalf.

4.2 Fair Treatment at Work

- 4.2.1 Wages and all other forms of compensation will be paid to employees on the basis of a consistent application of the CRG system.
- 4.2.2 There should be no distinction, exclusion or preference based on personal characteristics which deprives a person of access to equal opportunity or treatment in any area of employment. Employees should have the same

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opportunity and treatment when promoted, disciplined, assigned work, provided training and terminated on the basis of consistent application, across all employees, of the relevant HR policies and procedures.

4.2.3 CRG will be respectful of employees' religious and cultural traditions and requirements and will tolerate these requirements, in compatibility with the nature of CRG's work requirements.

4.3 Recruitment and Hiring

4.3.1 Recruitment and hiring decisions will be based on the assessment of the candidates' qualifications and abilities to do the job in question, not on the basis of the candidates' gender, religion, age, social or ethnic origin, disability, sexual orientation, or political orientation and etc.

4.3.2 In the recruitment and hiring process, CRG should not advertise the job vacancy using discriminatory requirements, or ask for personal information which may be used in a discriminatory way, or screen or select employee candidates on the basis of personal characteristics, such as sex, race, ethnic origin, colour, gender, nationality, religion, age, maternity status, marital status, disability, sexual orientation, HIV/AIDS status, union membership, political orientation and etc.


4.3.3 CRG prohibits pregnancy testing and/or health testing as a condition of employment or continued employment. Employee's pregnancy status or health status including disability should not be used as a basis for discriminatory practices such as termination, demotion, pay cuts etc. CRG must not require the candidate to provide commitment (verbally or in writing) to not become pregnant or to use contraceptives or other form of birth control as a condition of work.

4.3.4 Pregnancy or health testing is allowed for the recruitment process exclusively under specific circumstances such as required by local law.

4.3.4.1 When the nature of work is hazardous and testing will be needed to monitor the employee's health

4.3.4.2 In the case of medical necessity to protect the employees and/or their immediate colleagues from contagious disease that could easily

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spread in the workplace (for example Covid-19 and tuberculosis via airborne).

4.4 Discrimination Complaint

4.4.1 Any employee may file or submit a discrimination complaint.

4.4.2 CRG will keep the confidentiality of all employees who report discrimination and protect them against any form of retaliation.

4.5 Reporting a Discrimination

4.5.1 As a general principle, an employee should first report the discrimination to his/her immediate supervisor.

4.5.2 However, the employee is also free to report the incident directly to his/her Manager-one-Up and/or the HR function if his/her immediate supervisor is not available, or if the employee is not comfortable speaking to his/her immediate supervisor.

4.5.3 The employee may also report the incident through the grievance system if she/he does not feel comfortable to speak. However, for clear investigation purposes, it is suggested to inform the name and function for appropriate follow up, adequate investigation and response.

4.5.4 If any third party who screen or recruit candidates on behalf of CRG is found to have discriminatory practices, CRG shall discontinue any business relationship with the third party.

4.6 Follow Up a Discriminatory Complaint

4.6.1 Respective function supervisor and/or Manager-one-Up, in collaboration with the HR function, will:

4.6.1.1 Respond to complaint promptly and discreetly;


4.6.1.2 Keep complaint confidential to the minimum persons who need to be involved;

4.6.1.3 Investigate the complaint and the circumstances of the discriminatory reported;

4.6.1.4 Advise strictly the parties who need to be involved about the results and conclusions of the investigation;

4.6.1.5 Initiate the proper disciplinary action as the case may require;

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4.6.1.6 Refer serious cases or cases with legal implications to the designated level of management within the factory

4.6.1.7 Adequately file the complaint

4.7 Disciplinary Action

4.7.1 Any employee who engages in discrimination will be subject to disciplinary action, up to and including possible termination of employment, and prosecution under local law if the case so warrants.

4.8 Record Keeping

4.8.1 For tracking and record purposes, all discrimination complaints should be properly filed and kept by the HR function.

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