 <p><b>CHR Procedure Manual</b></p>	<u>Document Title</u>	Document No.: PM-CHR-001	
	<b>Freedom of Association</b>	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 ensure freedom of association for all employees in Comfort Rubber Gloves Industries Sdn. Bhd. (CRG).

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 CRG Facility refers to all CRG entities (offices and factories) that operate under CRG management.
- 3.2 CRG Factory refers to all CRG manufacturing plants or production operations.
- 3.3 Worker refers to employees at factories or production operations whose earnings are based on daily attendance and monthly rate.
- 3.4 Employee refers to any person employed by CRG, independently of their job category.
- 3.5 Association refers to an organized body of people who have an interest, activity, or purpose in common such as Union, Glove Association, Industrial Association, etc.
- 3.6 Collective Bargaining is the voluntary negotiation between employers and organizations of employees in order to establish the regulation of terms and conditions of employment by means of collective agreements.

4.0 Requirements, Process, Procedure and Responsibilities


4.1 Communication

4.1.1 CRG is encouraged to promote the procedure through various channel of communication besides the training such as poster, company website, induction training and awareness raising activity, etc.

4.2 Freedom of Association & Collective Bargaining

4.2.1 CRG facility will ensure employees have the right to freely join or form union/other workers' committee were allowed by law. The union or workers' committee have the freedom to independently recruit their members among the CRG facility employees, on a voluntary basis, for the set up. Union leader

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or other representative board should be freely elected by union member without any interference from CRG facility management.

4.2.2 CRG facility will protect employees' right to organize and represent themselves in collective negotiation with management. Employees who make such decision or participate in such organization will not be the object of discrimination or punitive disciplinary actions.

4.2.3 CRG facility management and the representative association will negotiate freely, voluntarily and in good faith for the collective bargaining agreement. The terms of the collective bargaining agreement that have been agreed and signed will be honoured by CRG, employee's association and employees. The collective bargaining agreement will comply where applicable with local law, international conduct such as ILO conventions and CRG conduct.

4.2.4 Where requested by law, the collective bargaining agreement will be registered to the local government office, upon official signature of the CRG facility management and the employee representative.

4.2.5 In case there are more than one union in the facility, the facility management will treat equally all the legally formed unions, applying the same right.

#### 4.3 Independence of Union Operations


4.3.1 CRG facility management will not influence, restrict or interfere union officials or worker committee members when they wish to interact with workers or organize their own program e.g. meeting, voting.

4.3.2 CRG facility management will not discriminate, harass, abuse, threaten, penalize, and interfere employees who form or participate in lawful associations and collective bargaining or employees who choose not to join any associations or collective bargaining.

#### 4.4 Support

4.4.1 CRG facility will give permission to employees to participate in union/workers' committee activities. However, during peak period, the participation permission might need to be adapted to work/production needs and under conditions established by mutual agreement between CRG facility and the union or by local law.

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4.4.2 Where requested by law, union officials or workers' committee members will be allowed to perform their activities without any wages deduction.

4.4.3 Where requested by law, CRG facility will provide the physical space or facilities for union or workers' committee activities.

4.5 Industrial Action

4.5.1 Where dispute or demand arise from employees, union or worker committee will fulfil their role and take all steps to mediate objectively and fairly between employees and CRG facility management. However, should the mediation fail and lead to strike, union/worker committee will ensure that the strike is organized following all the legal requirements.

4.5.2 CRG facility will allow employees to participate in a legal industrial action/strikes.

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