 <p>CHR Procedure Manual</p>	<u>Document Title</u>		Document No.: PM-CHR-006	
	Prohibition of Child Labour and Young Employee		Issue No.: 2	Revision No.:01
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1.0 PURPOSE

To set a standard that outlines definition and approach to provide labour protection to children and young employee in Comfort Rubber Gloves Industries Sdn. Bhd.

2.0 SCOPE

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

3.0 DEFINITION

3.1 Child labour refers to the exploitation of children through any form of work that deprives children of their childhood, their potential, and their dignity, and that is harmful to physical and mental development.

3.2 Minimum age refers to the lowest age for admission to any type of employment shall not be less than 18 years.

3.3 Employment refers to the condition of having paid work.

3.4 Pre-employment refers to the condition occurring prior to or in preparation for employment.

4.0 REQUIREMENTS, PROCESS, PROCEDURE AND RESPONSIBILITIES

4.1 Communication

4.1.1 CRG will communicate the procedure to related employees in the area of recruitment, hiring and employment of young employee and the management.

4.1.2 Training will be provided for all relevant employees in recruitment and hiring regarding the prohibition of any form of child labour.

4.2 Scope of Child Labour


4.2.1 The child labour case scope refers to pre-employment or employment case by CRG.

4.2.2 CRG will not allow the use of child labour by subcontractors or suppliers. When the subcontractors or suppliers are using young employee, all the legal requirements must be fulfilled.

4.3 Recruitment Process

4.3.1 CRG will not employ any child labour.

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- 4.3.2 In the recruitment process, CRG will:
- (i) Review original proof of age documentation such as birth certificate, ID card, passport, school certificate, etc.
 - (ii) Make reasonably good faith efforts to assess the authenticity of age documentation.
 - (iii) Retain copy of official proof from all potential employees prior to hiring.

4.3.3 Where the law is applicable, before admitted to work, young employee must undergo a medical examination for fitness for employment with a view to limiting the risks inherent in the work that they are to perform. During the employment, the young employees should receive an annual medical examination where the law applied.

4.3.4 Where the law requires, the young employee should be registered to the local labour department and/or have the employment contract signed by the parent.

4.4 Follow Up of Child Labour Case


4.4.1 In case child labour is identified, CRG will need to follow “Child Labour and Young Workers Remediation Procedure” which should ensure that:

- (i) Stop the child from working.
- (ii) Company personnel need to inform the parent or guardian of the child of the situation.
- (iii) At the same time, company personnel need to inform labour office.
- (iv) Then, HR department need to inform management, whether the company wants to employ the child.

4.4.2 Should the decision to employ the child is taken, as stated in Child and Young Person (Employment) Act 1966, section 2(1), CRG shall make sure the following employment must be taken:

- (i) Employment involving light work suitable to the child capacity.
- (ii) Employment requiring him/her to perform work approved or sponsored by the Federal Government or the local authority.
- (iii) Employment as an apprentice under a written apprenticeship contract approved by the Director General of Labour Department, Ministry of Human Resource.

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- (iv) The child should not work for more than 6 days. They should not work after 8.00pm until 7.00am and rest must be given to them after ¾ hours of work.
- (v) Do not work for more than six (6) hours a day.

4.5 Work Condition for Young Employee

4.5.1 In the case that young employees are used within CRG or by a supplier, CRG must ensure through appropriate measures, that those workers:

- (i) Are employed only after school hours, where they are subject to compulsory schooling.
- (ii) Do not carry out heavy work.
- (iii) Work in safe conditions and are not exposed to situations that are dangerous, risky or hazardous for their physical and mental health and for their development.
- (iv) Do not come into contact with dangerous equipment.
- (v) Do not work for longer than 8 hours per day.
- (vi) Young employees should not be employed during school hours, in addition, the time spent at school, work and travelling should not exceed 10 hours and, in any case, working hours should not exceed eight (8) hours per day and young employees may not work night.
- (vi) Do not work during night shifts.


4.5.2 The job tasks assigned to young employee should always consider their health, safety, morals and long-term development. Young employee should have all the related trainings required to perform the job in a safe way.

4.5.3 CRG should regularly monitor the working condition of the young employee including their working hours. Young employees should have his/her chance to go to school without being disturbed by the working time.

4.5.4 Young employee should be compensated at minimum according to the legal rate and with all the provision that required by the local law.

4.5.5 Internship or vocational training program for student should comply with all legal requirements. Internship or vocational training is only intended to help

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the educational process of the student and not to be misused as temporary or supporting labour.

4.6 Record Keeping

4.6.1 For tracking and record purposes, all child labour cases that is identified should be properly filed and kept by HR department.

4.6.2 HR department should maintain an updated list of young employees that includes name, hire date, birth date, department, job, work schedule.

5.0 REFERENCE DOCUMENTS

NIL

6.0 APPENDIX

NIL

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