

HUMAN RIGHTS POLICY

Kawan Food Berhad (KFB) manufactures, markets, and sells quality frozen foods with the mission to enrich lives through food, lead innovation, create value for our stakeholders and as a good corporate citizen continually contributes to economic, environmental, and social improvement through our activities in the local and international markets.

KFB is committed to upholding human rights associated with stakeholders in our value chain and aligning our operations with the UN Declaration of Human Rights, Ethical Trading Initiative (ETI) Base Code and the relevant human rights related laws and regulations wherever we operate.

This Policy applies to all our employees, suppliers, contractors, consultants and agents (hereinafter referred to as “partners”). In the event that KFB has reasonable grounds to suspect that our partners are in violation of human rights, we reserve the right to terminate such relationships if deemed necessary.

KFB upholds the following fundamental human rights principles set out in the ETI Base Code:

Freely Chosen Employment

All employment with KFB unequivocally prohibits and denounces any form of modern slavery including forced labour in our operations.

Workers are not required to lodge “deposits” or their identity papers with KFB and are free to terminate their employment at any time.

Freedom of Association and Right to Collective Bargaining

KFB respects the right of our employees to form or join trade unions or workers’ associations, or to have recognized employee representation in accordance with the local law without fear of reprisal, harassment, intimidation or termination of employment.

Workplace Health and Safety

KFB is committed to providing a safe and healthy work environment for all employees. We will take effective steps to prevent potential occupational accidents, injuries and ill health by monitoring and minimising workplace hazards. KFB has established an occupational safety and health policy further describing our commitments.

Child Labour

KFB does not condone or endorse the use any form of child labour as defined by relevant ILO Conventions. We shall not hire anyone under the legal minimum age for employment wherever we may operate.

Living Wages

KFB recognises the importance of fair wages and benefits for our employees in compliance with applicable laws and regulations. We adhere to local minimum wages requirements and strive to compensate employees competitively relative to market and industry standards.

KFB is committed to providing a living wage to its employees (excluding those on formalised training programs). We also provide training, education, and personal development opportunities to encourage our employees to reach their full potential. Access to qualification and training is available to all employees on the basis of equal opportunity.

Working Hours

KFB will comply with applicable national laws regarding working hours, rest days and holidays. Overtime shall be voluntary and employees will be compensated at a premium rate in accordance with relevant national laws.

Non-Discrimination

KFB strives to provide an inclusive workplace that treats all employees with respect and dignity. Discrimination on the grounds of race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation or any other factors that could give rise to discriminatory practices, is strictly prohibited. KFB will take necessary steps to ensure that every employee is treated fairly and equitably and that all employment related decisions are made based on merit.

Regular Employment

KFB offers regular employment to its employees through legally documented contracts that comply with national laws and regulations. KFB will not attempt to evade its obligations to its employees arising from standard employment relationship by using labour-only contracts, sub-contracting, home-based work arrangements, or apprenticeship schemes that do not aim to impact skills or provide regular employment. KFB will not use fixed term contracts excessively to evade its obligations to its employees.

Responsible Recruitment

KFB will only engage employment agencies that comply with worker recruitment related legislation and/or ethical requirements. KFB will ensure that workers pay no recruitment fee at any stage of the recruitment process. To further support this commitment, we provide all workers with accurate employment contracts that reflect the agreed payment and terms in the recruitment process. These contracts are explained to workers to ensure complete understanding and signed by both parties.

Inhumane Treatment

KFB believes that all employees must be treated with dignity and respect. As such, we prohibit any form of harsh or inhumane treatment including acts or threats of physical abuse or discipline, sexual or other forms of harassment, verbal abuse or any other form of unlawful intimidation.

Human Rights Assessments

KFB understands that upholding human rights and labour standards is an ongoing process. As such we will continually evaluate and review our approach to identify and address any human rights and labour standards infringements, whether directly or indirectly through our activities or business relationships.

KFB will conduct human rights due diligence to assess and mitigate potential infringements. We are committed to acting on our due diligence findings, as well as monitoring and tracking our actions to maintain transparency and accountability.

We will assess direct, indirect and potential impacts on the Human Rights of our stakeholders. If KFB is found to have an adverse impact on Human Rights of any of its stakeholders, appropriate action shall be taken to address the issue and facilitate effective remediation.

Reporting & monitoring

To ensure that we are operating in an ethical and responsible manner, we have established a Whistleblowing Policy that provides a mechanism for individuals to report any concerns or issues related to human rights and labour standards infringements.

KFB encourages all employees and our partners to report any violations of this Policy.

Reports of concerns or suspected wrongdoings or violations can be made by:

1. Employees of KFB, including those who work under contract, temporary or short-term employment and employees on secondment, where applicable;
2. any person who performs services for KFB, including contractors, vendors, and service providers; and
3. members of the public who have information or concerns regarding KFB's operations or conduct.

KFB has established mechanisms in the form of processes and procedures to embed the commitments above into its business operations.

This policy is made available for all employees and public on our corporate website at www.kawanfood.com

Training and awareness session(s) will be conducted to ensure this policy is fully understood and practised robustly.

KFB will review this Policy on a periodic basis and revise it accordingly to ensure adequacy, relevance and effectiveness of this Policy.