



## **EQUAL EMPLOYMENT POLICY**

At K.J. Precision Industries Sdn Bhd, we are committed to maintaining a work environment that is free from discrimination and harassment. We embrace diversity and inclusion, and we treat all employees with respect and fairness. Our Equal Employment Policy ensures that hiring, promotion, compensation, and all other employment decisions are made based on an individual's qualifications, skills, and performance, without regard to race, color, religion, gender, sexual orientation, national origin, disability, or any other protected characteristic.

### **Scope**

This policy applies to all employees, job applicants, contractors, and individuals involved in our operations. It encompasses all aspects of employment, including but not limited to recruitment, hiring, training, promotion, compensation, benefits, and termination.

### **Prohibited Conduct**

1. **Discrimination:** We prohibit discrimination in any form, including direct and indirect discrimination, as well as harassment based on protected characteristics. This includes offensive comments, jokes, slurs, or any other conduct that creates a hostile or offensive work environment.
2. **Harassment:** We prohibit all forms of harassment, including but not limited to verbal, physical, or visual harassment. This includes sexual harassment, which involves unwanted advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
3. **Retaliation:** Retaliation against any employee who reports discrimination or harassment, participates in an investigation, or opposes discriminatory practices is strictly prohibited.

### **Recruitment and Hiring**

1. All hiring decisions will be based on an individual's qualifications, skills, experience, and ability to perform the essential job functions. No applicant will be subjected to discrimination or bias during the recruitment process.
2. Job advertisements and postings will reflect our commitment to equal employment opportunity and encourage a diverse pool of candidates to apply.

### **Training and Education**

1. We will provide training to all employees to raise awareness about the Equal Employment Policy, the importance of diversity and inclusion, and the prevention of discrimination and harassment in the workplace.

2. Supervisors and managers will receive additional training on how to promote a diverse and inclusive work environment and handle any issues related to equal employment.

#### **Accommodation for Disabilities**

1. We are committed to providing reasonable accommodations to qualified individuals with disabilities to enable them to perform their job functions effectively. Employees with disabilities are encouraged to communicate their accommodation needs to their supervisor or the HR department.
2. Interactive discussions will take place to determine appropriate accommodations based on individual circumstances and in accordance with applicable laws.

#### **Reporting and Complaint Procedure**

1. Employees who believe they have experienced discrimination, harassment, or witnessed such behavior should report the incident to their immediate supervisor, the HR department, or any other designated reporting channel.
2. Complaints will be thoroughly investigated, and appropriate action will be taken in accordance with our company's policies and local laws. The privacy and confidentiality of all parties involved will be respected during the investigation.

#### **Non-Retaliation**

1. We prohibit retaliation against any employee who makes a good-faith complaint or participates in the investigation of a discrimination or harassment allegation.
2. Employees found to be engaging in retaliation will be subject to disciplinary action, up to and including termination.

#### **Policy Dissemination**

1. This Equal Employment Policy will be communicated to all employees and posted in prominent locations within the factory. Additionally, it will be made available on the company's intranet or other accessible platforms.

#### **Policy Review**

1. This policy will be reviewed periodically to ensure its continued relevance and effectiveness. Any necessary updates or revisions will be communicated to all employees.



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ER CHIN KOK  
MANAGING DIRECTOR  
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