



Grievance Procedures

K.J. always welcome suggestions from employees to make a better place for working. At the same time, K.J. also prohibits any harrassment or discrimination among employees. Thus, if any employees would like to make suggestions or lodge a complaint, an employee may do so as shown below:

1. If the employee feels comfortable talking to the management, his/her is always welcome directly discuss with management about act, behaviour, work condition, relationship between worker, situation or decision impacting on an employee, that the employee thinks is unfair or unjustified.
2. If the employee does not feel comfortable directly talk to management, employee may try to write a letter and put into the suggestion box. The company had provide suggestion box for employee so they can write their opinion and put it into the suggestion box. An employee may freely to choose whether to write down their name or leaving it anonymous.

Below is be the procedure for employees to make suggestion and grievance report,

Please send in your suggestion/report grievance by scanning the QR code provided or email them to speakup@kjpi.com.my



You may or may not write your name in the suggestion

Admin officer will collect suggestion and check email inbox from time to time.

The suggestion will be pass to management and management will review and act accordingly to type of suggestion.