



國裕精密工業有限公司  
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**We Specialize in Auto Lathe Precision Metal Turn Parts.**

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## **KJPI ETHICAL AND ENVIRONMENTAL CODE OF CONDUCT**

The Ethical and Environmental Code of Conduct sets out the minimum standards that KJ expects itself, and its suppliers and their subcontractors to meet. KJ and its Suppliers shall comply with all legal requirements relevant to their business. Where the obligations in the code of Conduct are more rigorous than those specified by the relevant national laws then the obligations in the Code of Conduct will prevail.

Suppliers are obliged to ensure that the standards set out in the Code of Conduct are not only observed in their own facilities but also communicated to their own suppliers. KJ will provide written notification to Suppliers of any changes and/or variation to this Code of Conduct from time to time.

### **No Forced Labour**

There shall be no forced, bonded, indentured, involuntary prison labour, slavery, or trafficking of persons. All workers must be entered into freely and voluntarily. All foreign workers must always have full access to their personal identification documents. Workers shall be free to terminate their employment by giving reasonable notice to the company without fear of penalty.

### **No Child Labour**

The minimum age of workers should not be less than the age of completion of compulsory schooling (less than 15 years old). Young workers around age 16-18 are not allow to work at night and exposed to hazardous conditions.

### **Working Hours and Benefits**

Working hours shall be in line with national limits. Overtime is voluntary and paid at a premium rate with comply to national law. There is one rest day in every seven days. Only workers with a legal right shall be employed. All workers shall be provided with written and understandable information about their wages and benefits before they sign their employment contract, including overtime pay and penalty pay. Paid annual leave, medical leave, public holiday, and benefits must be given to workers in accordance with the national law.

## **General Labour Practices**

### **1. No Discrimination**

- KJ and its Suppliers shall not discriminate against their workers. There shall be no discrimination in any company activities or decisions based on race, ethnicity, caste, national origin, age, religion, disability, gender, gender identity, marital status, sexual orientation, union membership or political affiliation. Men or women will receive equal remuneration for work of equal value.

### **2. Fair Disciplinary Practices**

- Any form of physical abuse or discipline, sexual or other harassment and verbal abuse or intimidation shall be prohibited. Disciplinary procedures should always include an escalating series of verbal and written warnings including an internal enquiry prior to suspension or dismissal. Workers and supervisors should be aware of the procedures and have the rights to lodge complaints without fear of retaliation.

### **3. Freedom of Association**

- KJ and its Supplier shall ensure that workers are not prevented from free association. Where the right to freedom of association and collective bargaining is restricted under law, Suppliers must facilitate the development of parallel means for independent and free association and bargaining.

## **Health and Safety**

KJ and its Suppliers shall comply with relevant laws and regulations to ensure workers operate in safe working environments to prevent accidents. Suppliers must have policies and systems in place to detect, avoid and respond to potential risks to the safety and health of workers.

## **Anti-Bribery and Transparency**

KJ and its Suppliers will not tolerate, allow, or conduct and form of unethical practices (bribery, corruption) with public officials or individuals in the private sector. KJ shall have full and free access to Supplier's documentation, facilities, and worker accommodation, including speak with and interview workers.

KJ and its Suppliers shall have programs in place to ensure that whistle blowers may raise concerns confidentially, anonymously and without fear of retaliation.

## **Environment**

KJ and its Suppliers have a responsibility to protect human health and the environment by meeting applicable environmental legislation including air emissions, solid/hazardous waste, and water discharge. Suppliers must adapt reasonable measures to mitigate negative operational impacts on the environment and strive to continuously improve environmental performance.

### **Worker Accommodation**

Worker accommodation provided must be safe, clean, and suitable for residential use. Accommodation must be fit for purpose and clean. Fire safety and prevention, fire emergency procedures and first aid must be in place at workers accommodation for safety.

Accommodation must be segregated by gender and separate from production. Each worker must have their own bed. Toilets and showers must be kept clean and separated by gender. There must be minimum of toilet, one wash basin and one bathtub or shower for every six persons. There must be an adequate supply of drinking water to which workers have unrestricted access.

### **Responsible sourcing of materials**

Materials and minerals in KJ Precision must be sourced in environmentally responsible manner and in a safe working conditions where work is chosen freely. Supplier shall make reasonable efforts to ensure that the materials and minerals they source are produced or mined in accordance with local, national, and international laws.

Suppliers shall reasonably assure that the tantalum, tin, tungsten, and gold in the products they manufacture does not directly or indirectly finance or benefit armed groups or other criminal organizations that are perpetrators of human rights abuses. Suppliers shall exercise due diligence in the sourcing of these minerals and make available the evidence of the due diligence measures they have taken on request. KJ reserves the right to add additional minerals to this policy.

### **Code of Conduct Implementation**

Suppliers must establish internal management systems and processes to ensure that the requirements of the KJ Code of Conduct are observed. In order to ensure that the requirements in the Code of Conduct are met in the supply chain, KJ reserves the right to audit or authorize a third party to audit any Supplier that is engaged in the production, processing, or supply of materials for KJ product. All KJ's Audit shall require full cooperation from the Suppliers contract/agreement with KJ. Upon review of audit results and whenever appropriate, KJ at its sole discretion may cancel a purchase order or terminate any existing contract/agreement entered with the Supplier.



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ER CHIN KOK  
MANAGING DIRECTOR  
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