

SOCIAL AND HUMAN RIGHT POLICY

1. PURPOSE

The purpose of this policy is to establish the commitment of Nextgreen Pulp & Paper Sdn. Bhd. to uphold and respect internationally recognized human rights, including the prohibition of child and forced labour, and the protection of workers' rights to freedom of association and collective bargaining. This policy ensures fair, safe, and dignified working conditions for all employees and business partners.

2. SCOPE

This policy applies to:

- All employees (permanent, contract, temporary, and migrant workers).
- Contractors, subcontractors, suppliers, and service providers engaged by the company.
- Visitors and community stakeholders who may be impacted by company operations.

3. RECORDS

- Employee contracts and personal files (with age verification).
- Grievance and complaint logs with resolution actions (if applicable).
- Meeting minutes with union/employee representatives (if applicable).
- Supplier compliance audits and corrective action reports (if applicable).
- Training attendance records.

4. RESPONSIBILITIES

4.1 Top Management

- Approve and enforce this policy across all departments.
- Allocate resources for training, monitoring, and compliance audits.
- Take disciplinary action against violations.

4.2 Human Resources (HR) Department

- Conduct recruitment in compliance with labour standards.
- Maintain accurate employee records (age, contracts, work permits).
- Handle employee grievances confidentially and fairly.
- Conduct awareness training on human rights policies.

4.3 Head of Department / Managers

- Monitor workplace practices to ensure no discrimination, harassment, or exploitation.
- Report non-compliance immediately to HR or Management.
- Facilitate union or employee representative activities.

4.4 Employees

- Respect colleagues' rights, dignity, and cultural differences.
- Report grievances or violations through established channels.

4.5 Suppliers & Contractors

- Sign and comply with this policy as a contractual requirement.
- Submit to audits and corrective actions when required.

5. PROCEDURES

A. Human Rights

1. Recruitment & Employment

- Ensure recruitment is fair, transparent, and without discrimination (gender, race, religion, nationality, disability).
- Provide employment contracts in a language workers understand. HR must explain terms during onboarding.
- Conduct pre-employment orientation on rights, responsibilities, and grievance procedures.

2. Working Conditions

- Provide a safe and healthy workplace in compliance with OSHA 1994 Amendment (Act 2022).
- Ensure fair wages in compliance with the Malaysian Employment Act and Minimum Wages Order.
- Respect employees' rest days, leave entitlements, and working hours.

3. Non-Discrimination & Harassment

- Zero tolerance for bullying, harassment, sexual harassment, verbal or physical abuse.
- Provide a confidential complaint system with protection from retaliation.

4. Community Engagement

- Conduct social impact assessments when operations may affect local communities.
- Ensure respectful and transparent communication with stakeholders.

B. Child Labour & Forced Labour

1. Age Verification

- HR to verify age with original government-issued documents.
- No person below 18 years of age shall be employed in hazardous or production-related work.
- If underage is discovered, employment is immediately terminated, and remediation (e.g. referral to education support).

2. Prevention of Forced Labour

- Employees shall not be charged recruitment fees.
- Employees must retain control of their identity documents (passports, IDs).
- Contracts must be signed voluntarily and explained clearly.
- Overtime work must be voluntary, fairly compensated

3. Monitoring & Audits

- Conduct supplier/contractor audits annually to ensure no child or forced labour is used.
- Unannounced checks may be carried out in high-risk areas.

4. Remediation & Corrective Action

- Immediate corrective action when violations are identified.
- Termination of contracts with suppliers found guilty of repeated non-compliance.
- Support services (e.g. counselling) provided for victims of forced labour.

C. Freedom of Association & Collective Bargaining

1. Union Recognition

- The company recognizes legally established trade unions and workers' associations.
- Employees may freely join unions without fear of retaliation.

2. Employee Representation

- Where no union exists, employees may elect representatives to engage in dialogue with management.
- Management must meet with representatives quarterly (minimum).

3. Collective Bargaining

- All negotiations must be in good faith, documented, and signed by both parties.
- Agreements must be communicated transparently to all employees.

4. Protection from Discrimination

- Union or representative members must not face threats, harassment, demotion, or dismissal due to their involvement.
- Head of Department/ Managers are prohibited from interfering in union activities.

5. Training & Awareness

- Annual training for Head of Department/ Managers on respecting workers' rights.
- HR to provide employees with information on their rights during onboarding.

6. POLICY REVIEW

This policy will be reviewed from time to time or as required to ensure it remains current and effective.

7. REFERENCES

- Universal Declaration of Human Rights (UDHR)
- ILO Core Conventions (No. 87, 98, 138, 182)
- UN Guiding Principles on Business & Human Rights
- Malaysian Employment Act 1955
- Industrial Relations Act 1967
- Anti-Trafficking in Persons and Anti-Smuggling of Migrants Act 2007
- Occupational Safety & Health Act (OSHA) 1994 Amendment (Act 2022)

Note: Simplified versions of this policy are available in Malay and Mandarin upon request.

Approved by Executive Director
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