



**REGISTRATION NO.: 199401005913 (291592-U)**

**HUMAN RIGHTS CHARTER**



**As at 26 May 2022**

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**REVISION HISTORY LOG**

<b>Version No.</b>	<b>Section</b>	<b>Details of Amendments</b>	<b>Date of Approval by the Board</b>
1	All	Documents published	26 May 2022

**GLOSSARY**

<b>Term</b>	<b>Description</b>
"Board"	Refers to Board of Directors of Ta Win Holdings Berhad
"Code"	Refers to Ta Win Group's Code of Conduct and Ethics
"NAPFL"	National Action Plan on Forced Labour
"Policy"	Human Rights Charter
"Ta Win Group"/ "the Group"	Ta Win Holdings Berhad and its subsidiaries, collectively
"WB Policy"	Refers to Ta Win Group's Whistleblowing Policy

## **1. INTRODUCTION AND BACKGROUND**

Ta Win Group is guided by the principles and applicable laws such as NAPFL which launched by the Government of Malaysia in collaboration with workers' and employers' organizations – particularly the Malaysian Employers Federation and Malaysian Traders Union Congress, and other civil society organizations in Malaysia have commit to working together to set out the commitments to eliminate the activities and practice of force labour in Malaysia.

As aligned with the applicable laws, Ta Win Group is dedicated to the value, responsibilities and standards of business and ethical behavior that comply with all rules and regulations includes policies, best practices, guidelines and procedures of the Company. Ta Win Group appreciate the employees' great value and the employees are bringing the key to our success of Group; therefore, the Group must strive to provide a workplace where employees can fulfil their potential in an open and inspirational working environment. The Group also must maintain a strong commitment to high standards that deliver a fair, respectable and safe workplace for all employees in the Group.

The purpose of this policy is to define the procedure and guideline for the labour and human rights standards to which all employees in the Ta Win Group are entitled. Ta Win Group will continue to find ways to promote and enhance human rights within its scope of influence. This document, Human Rights Charter will provide and serve as a framework to ensure our adherence to this commitment.

## **2. OBJECTIVE**

The objective of this policy is to provide an overview of expectations and transparency on the process of hiring or legalizing local/foreign workers as well as to ensure that all our recruitments activities in the Ta Win Group for employees and business partners.

## **3. SCOPE**

This Policy applies to all Ta Win Group Directors, Employees and "Third Party" i.e. contractors, vendors, suppliers, agents, consultants, business partners, customers and any person associated with the Group. It should be read in conjunction with the NAPFL and the Company's Code of Conduct, Whistleblowing and Employee Handbook.

## **4. GUIDELINE AND GOVERNANCE**

Ta Win Group guided and governed by the commitment to:-

### **(a) NON-DISCRIMINATION**

Ta Win Group have a zero-tolerance policy against the discrimination in any form and our employees are provided with equal career opportunities regardless of race, sex, colour, gender, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, age, disability, or other distinguishing characteristics or any other status protected by applicable law.

The basis for recruitment, hiring, placement, development, training, compensation and advancement at the Company are justified through qualifications, performance, skills and experience. We do not tolerate disrespectful or inappropriate behaviour, unfair treatment or retaliation of any kind.

**(b) NO CHILD OR FORCED LABOUR AND HUMAN TRAFFICKING**

In compliance with prevailing laws, Ta Win Group do not employ children. Ta Win Group prohibit of any form of forced labour including bonded labour, indentured labour and slave labour, or human trafficking. Workers must be allowed to move around freely and leave their place of work when their working hours end.

**(c) FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING**

Ta Win Group is committed to providing freedom of association and collective bargaining for all our employees and must respect employees' rights to form, join or not join a labour union, or other organisation of their choice, and to bargain collectively in support of their mutual interests without fear of punitive actions such as intimidation, harassment or termination of employment. The Group will not refuse any genuine opportunity to collectively bargain with employees who want to do so.

The Group will refrain from any activity that is likely to discourage employees from exercising their union rights. Any union membership/activity will not lead to disciplinary measures or punitive actions. employees, without distinction, have the right to join or form trade unions of their own choosing without prior authorization, and to bargain collectively.

**(d) HARRASSMENT**

Ta Win Group must protect workers from any acts of physical, verbal, sexual or psychological harassment, bullying, abuse or threats in the workplace by either their fellow employees or managers. Harassment is not tolerated in the workplace and in any work-related circumstance outside the workplace.

**(e) FAIR EMPLOYMENT CONDITIONS**

Ta Win Group in full compliance with applicable laws and industry standards on wage, working hours, overtime and holiday entitlements. We provide recognition based on performance and contribution to the Company's success.

**(f) HEALTH AND SAFETY**

Ta Win Group strive to provide a safe and healthy workplace environment that is free from violence, harassment, humiliation and intimidation of a sexual nature for employees. The Group comply with applicable health and safety laws, regulations and requirements. The Group are dedicated to maintaining a productive workplace and strive to take every measure to prevent job-related injuries and illnesses and aim for zero fatalities.

The Group work to take effective steps to prevent potential accidents and injuries to employee's health by minimizing, so far as is reasonably practicable, and in cooperation with its employees, workers and other members of staff, the causes of hazards inherent in the workplace. All employees will receive safety and job specific health and safety instructions during the course of their employment with the Company.

The use of misleading or fraudulent practices during recruitment of employees is not tolerated and charging recruitment fees to the employee is prohibited, especially to foreign workers. All workers have access to personal documentation and passports.

**(g) COMMUNITY RIGHTS**

Ta Win Group recognise and respect the legal and customary rights of local communities and indigenous people, as well as the need to protect the basic human rights of marginalised groups, including refugees and persons of different abilities.

**(h) ADDRESSING HUMAN RIGHTS IMPACTS**

Ta Win Group take necessary steps to identify and address any actual or potential adverse impacts with which we may be involved directly or indirectly through our own activities or our business relationships. The management will manage these risks by integrating the responses by acting on the findings, tracking our actions, and communicating with our stakeholders about how we address impacts.

With the acknowledge importance of communicating with our employees, workers and external stakeholders who are or could potentially be affected by our actions. The Group pay high attention to individuals or groups who may be at greater risk of negative human rights impacts due to their vulnerability or unfortunate circumstances and recognize that women and men may face different risks.

**5. REMEDY**

The Group place high importance on creating open and honest communications among all employees and implement effective remedy wherever human rights impacts occur through company-based grievance mechanisms. Ta Win Group continue to build the awareness and knowledge of our employees and workers on human rights, including labour rights, encouraging them to speak up, without retribution, about any concerns they may have, vide grievance channels, whereby, employees can submit their grievances through the HR Dept.. All grievances submitted will remain confidential.

For further details on effective grievance mechanisms can be found in our "Code". Any concerns are addressed using a robust internal process, and we regularly update our policies and practices based on our findings.

**6. RESPONSIBILITIES, REPORTING AND POLICY REVISION**

The responsibility to respect human rights resides in all of our employees. The implementation and administration of this Charter is the responsibility of the management within each Division and the charter will oversight by the Board of the Company.

The report on the human rights discloses and the progress to external stakeholders are available in Annual Reports under Sustainability Statement.

Within Ta Win Group, there are firmly established grievance procedures and whistleblowing channels which are available to all of our employees and other stakeholders. Employers and other stakeholders are encouraged to use to report potential ethics, human rights, legal or regulatory violations, including improper or unethical business practices; and we have mechanisms in place to ensure that the person making such a report shall do so without fear of discrimination or harassment. The respective parties will commit to investigate all violations of this Charter.

This Policy must be regularly reviewed in order to ensure its continued adequacy and relevance. It may be amended from time to time with the recommendation by the management and approval by Board.

In conclusion, Ta Win Group is highly prioritizing the important of social responsibility and sustainability not just as moral imperatives but to build better, stronger relationships within our communities. The Management and Board is constantly review and evaluate the best approach and addressing human rights, including labour rights. This Human Rights Charter consolidates our existing commitments and brings increased clarity on our processes and procedures. Its principles are implemented across our operations and value chain.