



**TEKMARK HOLDINGS SDN BHD  
HUMAN RIGHTS POLICY**

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## 1.0 INTRODUCTION

Tekmark is committed to upholding human rights in all aspects of our business operations. We recognise our responsibility to respect and promote fundamental human rights as outlined in the Universal Declaration of Human Rights (UDHR) and relevant international labour standards.

## 2.0 SCOPE OF THE POLICY

This policy applies to employees, contractors, suppliers and business partners who engage with Tekmark Group and its subsidiaries.

## 3.0 COMMITMENT TO HUMAN RIGHTS

Tekmark is dedicated to:

- Treating all individuals with dignity and respect, regardless of race, gender, nationality, religion or any other protected status.
- Prohibiting child labour, forced labour and human trafficking in any form, in compliance with the Child Act 2001, the Anti-Trafficking in Persons and Anti-Smuggling of Migrants Act 2007 and equivalent laws in Singapore and the Philippines.
- Ensuring fair wages, safe working conditions, and compliance with the employment and labour laws in Malaysia, Singapore and the Philippines.
- Promoting diversity, equity, and inclusion in the workplace.
- Encouraging freedom of association and the right to collective bargaining, in line with labour laws in our operating regions.
- Preventing workplace harassment, discrimination, and retaliation.
- Ensuring working hours and overtime comply with legal limits, allowing for adequate rest and work-life balance.
- Providing fair and competitive wages and benefits in accordance with legal requirements.
- Safeguarding the privacy and personal data of employees, partners and stakeholders.

## 4.0 SUPPLY CHAIN RESPONSIBILITY

Tekmark expects all suppliers and business partners to adhere to human rights principles and ethical business practices, regardless of their geographic location. Given our operations in Malaysia, Singapore and the Philippines, we will:

- a) Conduct due diligence on suppliers to assess compliance with human rights and ethical business practices.
- b) Mandate compliance with applicable labour laws and human rights standards, including the ILO Core Conventions.
- c) Implement a reporting mechanism to address violations and take corrective actions when necessary.
- d) Ensure fair recruitment practices for migrant workers, including transparent contracts and protection against exploitation.
- e) Terminate relationships with suppliers and business partners who fail to meet human rights standards.

## **5.0 WORKER HEALTH AND SAFETY**

Tekmark is committed to maintaining a safe and healthy work environment in compliance with the Occupational Safety and Health laws in Malaysia, Singapore and the Philippines. We have established and implemented health and safety policies, provide regular training and conduct workplace risk assessments to prevent accidents and occupational illnesses.

## **6.0 GRIEVANCE MECHANISM**

Employees and stakeholders in all operating regions are encouraged to report any suspected violations of this policy through Tekmark's confidential reporting channels. Reports will be investigated promptly, and corrective action will be taken as necessary. Retaliation against whistleblowers will not be tolerated.

## **7.0 REVIEW OF POLICY**

The Group will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives on at least every three (3) years or more frequently if required taking into account changes in the applicable laws or security changes.

## **8.0 RECORD KEEPING**

Tekmark shall keep all reports, records, analyses and evaluation documents in relation to this policy; and have appropriate internal controls in place.

## **9.0 REFERENCES**

This policy is also guided by national and international laws, including but not limited to:

- The Malaysian Employment Act 1955
- The Industrial Relations Act 1967
- The Child Act 2001
- The Anti-Trafficking in Persons and Anti-Smuggling of Migrants Act 2007
- The Occupational Safety and Health Act 1994
- The United Nations Guiding Principles on Business and Human Rights (UNGPs)
- The International Labour Organization (ILO) Core Conventions
- The Singapore Employment Act
- The Workplace Safety and Health Act (WSHA) Singapore
- The Philippines Labor Code
- The Occupational Safety and Health Standards (OSHS) Philippines