



## HSS ENGINEERS BERHAD

Registration No. 201501003232 (1128564-U)

### HUMAN RIGHTS POLICY

#### A. INTRODUCTION

HSS Engineers Berhad (“**the Company**” or “**HEB**”) is committed to conducting business in a manner that respects, supports, and promotes fundamental principles of human rights as outlined in the International Bill of Rights and United Nations Guiding Principles on Business and Human Rights. This Human Rights Policy (“**the Policy**”) provides a guiding framework for the integration of these fundamental principles into our day-to-day activities, business decisions, and relationships. It is also an extension of our commitment to good workplace practices. We are also committed to mitigating, and resolving in a timely manner, any adverse impacts on human rights that arise from our operations. In parallel, our commitment to diversity and inclusivity, as expressed in our existing Diversity Policy, is a core aspect of this dedication to human rights.

#### B. SCOPE

This Policy is applicable to all employees, directors and officers of the Company as well as its subsidiaries and associate companies operating within and outside Malaysia (collectively referred to as “**the Group**”). It is also intended to extend to our business relationships and surrounding communities where we operate including suppliers, customers, joint venture partners, and third-party representatives.

This Policy is to be read with the Company’s corporate governance policies including the Diversity Policy and the Code of Conduct.

#### C. STANDARDS AND PRINCIPLES

At HEB, we uphold the highest standards of human rights in our business operations and practices, in alignment with internationally recognized frameworks and standards. The following principles guide our commitment:

##### 1. **Conducive Work Environment:**

We believe in fostering a work environment that encourages diversity, inclusivity, mutual respect, and collaboration. Our commitment to diversity, as outlined in our existing Diversity Policy, is underpinned by the recognition that every individual brings unique perspectives and skills, which collectively contributes to the innovation and success of the Company. We provide equal opportunities regardless of race, religion, nationality, age, gender, sexual orientation, disability, or any other protected characteristic. We have zero tolerance to any form of discrimination and uphold fair employment conditions.

## **Human Rights Policy**

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### **2. Safety and Health:**

The safety and health of our employees are paramount. We commit to providing a safe and healthy working environment, in compliance with applicable laws, regulations and industry standards. This includes providing appropriate training, ensuring that safety equipment is available and used correctly, and regularly reviewing and updating our health and safety policies and procedures to prevent any job related accidents and illnesses.

### **3. Workplace Security:**

We are committed to providing a secure workplace, where all employees can perform their duties without fear of violence, threats, or other forms of harassment. We have measures in place which are regularly reviewed to protect our employees and provide a secure work environment.

### **4. Child Labour:**

HEB strictly prohibits the use of child labor in any of our operations or supply chains. We adhere to the minimum employment age limit defined by national laws and regulations and comply with the relevant international standards.

### **5. Anti-Exploitation, Human Trafficking, and Slavery:**

We stand firmly against all forms of human exploitation, including human trafficking and slavery. We do not tolerate these practices in our operations or supply chains and take measures to prevent them, such as due diligence, risk assessments, and compliance with relevant laws and regulations.

### **6. Violence and Sexual Harassment:**

HEB has zero tolerance for any form of violence or sexual harassment in the workplace. We strive to provide an environment where all employees are treated with dignity and respect. We have implemented robust procedures for reporting and addressing any incidents of violence or harassment.

### **7. Fair Compensation and Wage Standards:**

In our commitment to safeguarding human rights, a core principle we adhere to is the strict observance of the minimum wage as set by the Government. We believe that fair compensation is a fundamental right of every employee, and by upholding the Government-mandated minimum wage, we ensure that this right is protected and upheld within our organization.

The principles outlined in this Policy underscore our commitment to human rights and provide a framework for our operations. We hold ourselves accountable to these principles and require our business partners to share our commitment. We regularly monitor and report on our performance in relation to these principles, and we encourage

## **Human Rights Policy**

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any concerns or grievances to be raised through our reporting mechanisms. Our dedication to these standards and principles is unwavering as we strive to operate as a responsible, ethical, and human rights-respecting organization.

### **D. ROLES AND RESPONSIBILITIES**

We believe that the effective implementation of this Policy rests on clearly defined roles and responsibilities, with robust accountability mechanisms.

#### **1. All Employees**

All employees of the Group are to treat everyone with dignity, courtesy and to respect their human rights. Employees are expected to understand and adhere to the Policy, participate in human rights education and training, report any suspected or actual breach of the Policy and incorporate respect for human rights into their day-to-day work and decision-making.

#### **2. Human Resources (“HR”) Department**

The HR Department is tasked with the day-to-day management of the Policy. The Department is responsible for:

- a. Developing and implementing strategies and operational plans to actualize the Policy.
- b. Conducting regular assessments to identify and mitigate human rights risks.
- c. Providing human rights education and training to all employees.
- d. Overseeing internal and external grievance mechanisms, ensuring they are accessible and effective.
- e. Working with all departments to integrate human rights considerations into their functions.

The Department is directly accountable to Management, led by the Chief Executive Officer (CEO) in ensuring the Policy is effectively implemented across all levels of our company.

#### **3. Board Of Directors**

The oversight of this Policy is led by the Board of Directors through the Sustainability Steering Committee. Within the Board, a designated independent member is specifically assigned on Policy oversight, ensuring that the Company's actions align with our human rights commitments. The Sustainability Steering Committee plays a pivotal role by continuously reviewing the Policy's effectiveness and ensuring its alignment with evolving best practices in sustainability and human rights and recommends necessary updates for Board's approval. Concurrently, the independent board member reviews and evaluates the Company's performance regarding the Policy, provides regular updates to the Board, and advocates for human rights principles within Board discussions and decisions.

## **Human Rights Policy**

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### **E. REPORTING PROCEDURE**

Any employee or external stakeholder who perceives discrimination, harassment, or violation of the Policy can report the issue to their superior, the HR Department or directly to Management. Employees and external stakeholders are also encouraged to whistle blow or report their concerns through the Whistle-Blower Policy of the Group. We ensure confidentiality and strictly prohibit retaliation. The Company commits to investigate, address, and respond to such concerns, undertaking appropriate corrective action in case of any policy violation.

### **F. REVIEW**

This Policy will be reviewed regularly to ensure that it continues to remain relevant and appropriate.

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(This Policy was approved by Board of Directors on 27 February 2024. The independent board member responsible for oversight of this policy is Mr Tai Keat Chai.)