



YINSON HOLDINGS BERHAD

Human and Labour Rights

POLICY

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Revision Details

Rev. No.	Section	Details
01	All	First Policy issue
02	All	Revised wording on policy statement and inclusion of supplier expectation with monitoring and reporting Procedure



1 POLICY STATEMENT

The respect and protection of all proclaimed human rights is a fundamental principle for us at YINSON. This commitment shall be reinforced through training and integrated into our business procedures and processes.

We are committed to our core values, i.e., Reliable, Open, Adaptable, Decisive and Sustainable. Our business presence should reflect positively on our employees and in the communities where we operate and do business.

Guided by our “Sustainability” core value, our practices demonstrate our commitment to the guiding principles of the United Nations Universal Declaration of Human Rights, United Nations Guiding Principles on Business and Human Rights and the International Labour Organization’s (ILO) Declaration on Fundamental Principles and Rights at Work. We further observe the Tripartite declaration of principles concerning multinational enterprises and social policy (MNE Declaration) which is the ILO’s instrument that provides direct guidance to enterprises on social policy and inclusive, responsible, and sustainable workplace practices. Our aim as a company is to ensure we contribute positively to economic and social progress and the realization of decent work for all; and to minimize and resolve the difficulties to which our operations may give rise to.

We actively seek Group-wide measures to avoid causing or contributing; and to prevent and remedy violations of human and labour rights where identified. By doing so we seek to be Decisive in Managing risk to people, to our business and fulfil commitments in our sustainability and stakeholder engagement.

This Policy Statement contains over-arching principles which we embed into our policies, processes, and systems.



2 OBJECTIVE

This policy seeks to ensure respect of human rights of our employees, communities wherever we do business, ensure security for our business and stakeholders, and mitigate risks associated with supply chain. This Policy should be read in concurrence with our Code of Conduct and Business Ethics.

2.1 Scope

This Policy applies to all YINSON Group, including the entities it owns, the entities in which it holds majority interest and all YINSON employees (permanent and contractual staff).

We also expect our external parties whom we have business relations with (such as joint venture partners, business partners, and suppliers) with the Group to abide to this Policy.



3 ABBREVIATIONS & DEFINITIONS

The Definitions below are the Yinson Holdings Berhad standard for all managed documents.

Board	refers to the Board of Directors;
Committee	refers to the Sustainability Committee;
CSR	refers to Corporate Social Responsibility – philanthropic activities that YINSON Holdings Berhad engages in for the benefit of the wider community;
External Stakeholders	refers to external parties that YINSON Holdings Berhad has business relations with, including Vendors, Service Providers, Clients, Investors, Bankers, Communities, Class Societies, etc.
ILO	refers to International Labour Organization;
Internal Stakeholders	refers to the management and employees of YINSON Holdings Berhad;
MNE Declaration	refers to the Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy;
Policy	refers to this Human and Labour Rights Policy;
Third Party	refers to any person or entity that is independent from YINSON, which includes agents, suppliers, contractors, vendors or sub-contractors and other parties engaged by or on behalf of YINSON;
YINSON	Refers to YINSON Holdings Berhad and its subsidiaries.
UN	United Nation World Organization



4 RESPONSIBILITY

This Policy is endorsed by the Board, and the Management Committee has the responsibility for overseeing the implementation and ensuring that any breaches of this Policy are duly investigated.

Further, reviews and corresponding updates to the Policy will be made on a periodic basis.



5 PRINCIPLES

Human rights matters are embedded within all industries, with certain human rights issues unique to specific industries. Taking into consideration the context of our global operations, YINSON is aware of the potential human rights aspects which we may infringe. Among the numerous topics of discussion, we have identified the following to be of most relevance to our business, our people, and stakeholders:

5.1 Diversity, Equality, and Inclusion

YINSON embraces the different backgrounds of all employees. In all aspects of employment, such as recruitment, compensation and benefits, training, promotion, transfer, and termination, we will treat individuals justly and in a non-discriminatory manner, based solely on their merits and competencies.

We embrace and encourage our employees' differences including but not limited to age, race, disability, ethnicity, family or marital status, gender, language, national origin, physical and/or mental ability, religion, status, and other characteristics that make our people unique.

We prohibit all forms of discrimination or harassment of any kind. By doing this we make informed decisions to manage risks to people and to our business and fulfil commitments in our, Diversity Equality and Inclusion Policy.

5.2 Health, Safety and Security

At YINSON, the wellbeing and safety of our people and communities are of utmost importance to us. As such, we are committed to eliminating or minimizing any work-related hazards where possible to maintain a work setting that has "zero" harm to our people and communities in which we operate. This includes the observations of local regulations and international standards with regards to management of all health, safety, and security aspects.

YINSON is committed to prevent harm to our employee, our facilities, and assets because of criminal or terrorist activities, cyber-attacks or any other hostile or malicious acts.

5.3 Recognition of Freedom of Association & Collective Bargaining

As established in the Freedom of Association and Protection of the Right to Organize Convention, (Convention C. 87) 1948; and the Right to Organize and Collective Bargaining Convention, 1949 (Convention C. 98), employees have the right to create and join organizations of their choosing for identified capacities.

YINSON respects the rights of its employees to join organizations of their choosing without prior authorization, as well as their rights to collective bargaining without fear of reprisal or harassment. Further, we respect its employees' right to freedom of opinion and expression.



employees are not limited to seek, receive, and impart information and ideas through any media regardless of frontiers.

5.4 Elimination of Child and Forced Labour

We strive to prohibit and eliminate Child and Forced Labour within our business operations. Our commitment to the eliminate this practice is guided by three main international conventions and a guiding principle of respecting the national laws of the countries we operate in : the International Labour Organization (ILO) Convention No. 138 concerning minimum age for admission to employment and Recommendation No. 146 (1973); ILO Convention No. 182 concerning the prohibition and immediate action for the elimination of the worst forms of child labour and Recommendation No. 190 (1999); and the United Nations Convention on the Rights of the Child. According to ILO, forced labour can be understood as “all work or service which is exacted from any person under the threat of a penalty and for which the person has not offered himself or herself voluntarily.”

ILO further defines the elements of forced labour as “vestiges of slavery or slave-like practices, and various forms of debt bondage, as well as new forms of forced labour that have emerged in recent decades, such as human trafficking.”

These elements are stipulated as main offences within the UK Modern Slavery Act 2015, which YINSON also abides by. Therefore, in the conduct of our business, YINSON will not engage in the unlawful employment or exploitation of children in the workplace; forced labour in all its forms such as human trafficking; as well as modern slavery in any shape.

5.5 Employee Work Hours, Wages & Benefits

YINSON will treat all employees fairly and honestly regardless of their geographical work locations. We will follow applicable wage, work hours, overtime pay and benefits laws in the countries where we operate, or in the absence of such laws, with international labour standards. YINSON will promote a good work-life balance for its employees through provisions of annual and sick leaves, workplace, and worktime flexibility strategies.

YINSON also strives to engage in the continuous development of employee knowledge, and to provide career advancement opportunities when possible.

YINSON does not tolerate inhumane disciplinary practices towards employee – this includes the barring of corporal punishment, mental or physical abuse of employees.



5.6 Community Rights & Benefits

YINSON aspires to minimize, where possible, all adverse impacts to the communities in which we operate. In addition, we shall seek to engage with relevant parties to further advance the wellbeing of our host communities. In this regard, YINSON has established a CSR Policy & Procedures which guides Group-wide management and enactment of CSR activities.

5.7 Human Rights in Supply Chain

YINSON is committed to respecting human rights and we expect same of our suppliers

Our **Supplier Expectations** include our expectations of suppliers, vendors, and contractors about human rights. These expectations include references to key international human rights frameworks, such as the United Nations' Guiding Principles on Business and Human Rights and the International Labour Organization's 1998 Declaration on Fundamental Principles and Rights at Work.

We expect our suppliers to comply with all relevant laws and regulations regarding human rights such as the U.K. Modern Slavery Act 2015.

YINSON Supplier Expectation for Vendors is to:

- comply with laws, rules, and regulations applicable to their business.
- comply with their contractual obligations and perform their activities balancing economic growth, social development, and environmental protection.
- avoid any conflict of interest; not offer, pay directly or indirectly any bribe, or engage in any corrupt practice.
- comply with antitrust and competition laws; promote a safe, secure, and healthy workplace.
- apply continuous efforts to improve safety, security, health, and environmental performance and foster appropriate operating practices and training.
- endeavor to provide positive, productive, and supportive work environments.

conduct operations and business practices in a manner consistent with the Fundamental Principles and Rights at Work of the 1998 International Labour Organization (ILO) Declaration, including the elimination of child labor, forced labor, workplace discrimination, and recognition of freedom association; and manage activities in a manner that respects human rights and is consistent with the United Nations Guiding Principles on Business and Human Rights in effect as of 2011.



6 MONITORING AND REPORTING

- All offices, sites, facilities, platforms, and vessels shall monitor and evaluate the issues being raised through their complaint channels regularly to identify trends in human rights that may require changes to management systems, processes, or activities.
- Human Rights Management Plans shall be updated on an on-going basis as risks and impacts change. Updated plans shall consider: (i) an evaluation of responses to actual and potential human rights impacts; (ii) modifications to systems and processes to improve performance.
- All stakeholders shall notify Whistleblowing hotline at whistleblow@yinson.com to report any unlawful discrimination of fundamental human rights related to our business.



7 DEVIATION

No exemptions from this Policy can be granted unless there are exceptional circumstances or where the Policy contradicts the laws in the countries where we operate. All requests for exemptions must be made to the Group CEO who will assess and decide on each request on a case-by-case basis and on its merits.

8 CONTACT

In line with our commitment to protecting human rights, we welcome all parties that have identified violations of this Policy in any areas of our operations to communicate with us through respective channels as follows:

- i. Internal stakeholders: Human Resource Department
- ii. External stakeholders: Whistleblowing hotline at whistleblow@yinson.com.

Please refer to our Whistleblowing Policy and Procedure document for more information on the procedures involved.

For more information, please contact the local HR manager, Group HR or Group Risk Management, Compliance and Sustainability.

9 OWNERSHIP

Approver: Lim Chern Yuan, Group CEO

- This document shall not be altered without the Approver signature.

Prepared by: Robell Abdul Samad, Talent & Learning Manager

The Senior Corporate Document Controller, reporting to the Head of Risk & Compliance, shall be the maintenance owner of the YHB CIMS and its associated Master Document Register ensuring compliance with laws and regulations, formats, coding conventions, content, review cycles, records, signoff, and revision coding.

9.1 Continuous Improvement.

This procedure is a 'live' document and will undergo periodic review and assessment of its effectiveness and where necessary alignment will be perform



9.2 References

- YHB-HR-CG-PP-0001, YHB Diversity, Equality, and Inclusion Policy
- YHB-RC-CG-PP-0006, YHB Code of Conduct and Business Ethics
- Corporate Social Responsibility Procedure - YHB-RC-CG-PR-0003
- Corporate Social Responsibility Policy - YHB-RC-CG-PO-0004
- YHB-CC-CG-PP-0001, YHB Stakeholder Communication
- YHB-RC-CG-PP-0001, YHB Whistle blowing policy and Procedure
- International Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work
- United Nations Universal Declaration of Human Rights
- United Nations Guiding Principles on Business and Human Rights
- UK Modern Slavery Act 2015