



MY E.G. SERVICES BERHAD

[Registration No. 200001003034 (505639-K)]

**NON-DISCRIMINATION
&
EQUAL EMPLOYMENT OPPORTUNITY POLICY**



1 Introduction

MY E.G. Services Berhad (“MYEG” or “the Company”) and all subsidiary companies within the MYEG Group (“the Group”) are committed to providing a safe, flexible and respectful environment for employees and any external stakeholders / public providing services to the Group, including consultants, vendors, suppliers, independent contractors, external agencies and/or any other party with a business relationship with the Group and clients. This policy is

2 Aims

We seek to provide equal opportunities, in an atmosphere free from discrimination. We are committed to provide equal employment opportunity for all persons without regard to age, physical or mental disability, national or ethnic origin, race, religious belief, gender, sexual orientation, gender identity, marital status, political belief, or veteran status.

Equal employment opportunity extends to all aspects of the employment relationship including recruiting, interviewing, selection, hiring, transfers, promotions, training and development, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

3 Responsibility

This Non-Discrimination & Equal Employment Opportunity Policy is owned and maintained by MYEG’s Industrial Relations Training & Welfare function. The Industrial Relations Training & Welfare is fully responsible for the creation, administration, updating and communication of the policy. Other responsibilities include:

- 3.1 having a particular obligation to model appropriate behaviour; promote this policy; treat all complaints seriously and attend to them promptly; monitor the work environment and seek expert help for complex or serious matters.
- 3.2 intervening quickly and appropriately when they become aware of inappropriate behavior
- 3.3 acting fairly to resolve issues and enforce workplace behavioral standards, making sure relevant parties are heard
- 3.4 referring formal complaints about breaches of this policy to the appropriate complaint handling officer for investigation
- 3.5 ensuring staff who raise an issue or make a complaint are not victimized
- 3.6 ensuring that recruitment decisions are based on merit and that no discriminatory requests for information are made
- 3.7 ensuring all employees have the responsibility to comply with this policy; report incidents to their managers and not to participate in discriminatory or harassing behavior.



4 Complaint Procedure

Any employee, board member, Supplier or client who believes that she/he or any other affiliate of MYEG has been discriminated against is strongly encouraged to report this concern promptly to the Chief Caring Officer. If substantiated, prompt action will be taken. We welcome you to direct any grievances/complaints/questions to Industrial Relations Training & Welfare department, by email: ir@myeg.com.my.

5 Investigation

Any reported violations of discrimination or equal employment opportunity laws or this policy are investigated. Supervisors or employees found to have engaged in discriminatory conduct are subject to immediate disciplinary action, including possible termination of employment.

We believe that all employees have the right to work in an environment free from discrimination. All employees have the right to lodge grievances, and access remedy, if they feel they have suffered discrimination. These grievances will be treated fairly, following an impartial grievance procedure.

6 Monitoring and Periodic Review of Policy

The Group must diligently monitor these procedures to ensure that they meet the objectives and remain effective for the Group, and, if necessary, implement changes subject to the approval of the Board of Directors.

This policy will be reviewed annually to assess its effectiveness.

This policy is dated 27 February 2020.