

1. POLICY STATEMENTS

AIMFLEX Berhad and its subsidiaries (collectively the “Group”) recognise our duty to protect employees, including young persons, whilst employed or completing work experience placements.

2. LEGAL COMPLIANCE

In Peninsular Malaysia, under Children and Young Person (Employment) Act 1966 (Act350),

“Child” is a person who has not completed this 15th year of age.”

“Young person” is a person who, not being a child has not completed his 18th year of age.”

The Group will maintain a list of employees such as young workers who by age are restricted by laws to certain hours and job natures. No young worker engaged in any employment shall:

- in any period of seven consecutive days be required or permitted to work for more than six days;
- to work between the hours of 8’o clock in the evening and 6 o’clock in the morning;
- to work for more than four consecutive hours without a period of rest of at least thirty minutes;
- to work for more than seven hours in any one day
- to commence work on any day without having had a period of not less than twelve consecutive hours free from work.

Where required by local legal requirements or where applicable, all young workers must be registered with the local authority. The register must be up-to-date, records the young worker’ names, ages and dates of birth, indicate the job natures and role of the young worker.

3. SPECIAL PROTECTION

The Group will verify the fitness of the young worker through regular health examination and the Group shall bear the cost of the health examination in order to give adequate protection to the young workers in each individual case.

The Group will ensure that young workers are protected from the risk of injury or illness arising from workplace hazards. Special attention will be given to the needs of young

workers as they lack experience and may not be familiar with workplace procedures.

The Group will ensure young workers receive adequate information and training relating to work hazards and safe work practices and will give consideration to their age and experience.

The Group will ensure that safe and suitable plant, equipment and a safe work environment is maintained at all times for all its employees. All young workers will attend general industry induction, site specific induction and work activity induction along with training in the following:

- Hazard identification, risk assessment, appropriate controls and ongoing monitoring and review of risk management processes;
- Manual handling;
- Work environment;
- Hazardous substances;
- Electrical hazards;

4. TRAINING AND ON-GOING MONITORING

The Group will achieve this by ensuring adequate information, instruction and training is provided to young workers as well as on-going monitoring for all young workers employed by it.

Supervisors will ensure that all young workers are adequately trained and work under appropriate supervision. Supervision will include:

- Observation and evaluation of the competency of the young workers before they are allowed to use any powered tools;
- Young workers will be required to demonstrate competency in the safe use of all equipment
- Young workers must never 'work alone' and must be supervised at all times.

Young workers will receive manual handling training to ensure they understand the correct manual handling techniques, including pushing, pulling, carrying, lifting etc. (Young workers under the age of 18 years are not required to lift, lower or carry more than 16 kg without mechanical aids/dual lifting or other methods).

It is the responsibility of local management and Human Resource Department of the Group to implement and ensure compliance with this policy at all the operations and facilities.

**THIS POLICY HAS BEEN UPDATED AND ADOPTED
BY THE BOARD ON 27th May 2022**