

PLS PLANTATIONS BERHAD

(Company No. 160032-K)

Setapak Office:

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Damansara Office:

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EQUAL OPPORTUNITY POLICY

PLS Plantations Berhad supports the principle of fairness and non-discrimination and aims to treat individuals with dignity and respect, free from unlawful and unethical discrimination. In particular, it aims not to discriminate on gender, race or ethnic origin, disability, sexual orientation, age, or faith; but to build a global and able workforce that is based on meritocracy.

This policy sets out the Company's position on equal opportunity in all aspects of its employment including recruitment, training and promotion.

In the conduct of its business, PLS Plantations Berhad endeavours to:

- Comply with all legislation dealing with discrimination and promotion of equality and other applicable requirement to which the Group subscribes;
- Establish and maintain a working environment, terms and conditions of employment, practices and procedures which ensure all existing and prospective employees are treated equally and fairly;
- Ensure mechanisms are in place for responding to complaints of discriminations from employees.
- Ensure that partnership arrangements - wherein partners are commissioned to provide services (for example contractors) to the Group - have similar policies that cover equal opportunities.
- Periodically review the Equal Opportunity Policy to ensure that it remains relevant and applicable.

The Human Resource Department is responsible for the effective enforcement of this Policy.

A copy of this Policy is available in each of our operation units.

Policy Mechanism

To help implement this policy, a list of mechanisms is outlined as a guide and reference.

1. Vacancy advertising
 - Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their suitability for the post.
 - The recruitment content will not imply a preference for a certain group of applicants unless there is a genuine occupational qualification which limits the post to this particular group in which case this must be clearly stated.
 - Wherever possible, all vacancies will be advertised simultaneously internally and externally;
 - Career opportunities are usually published on media (such as newspapers and the corporate website), posted with job centres and recruitment agencies, and informed to employees via an internal circular. Wherever applicable, vacancies will be also notified to academic institutions, minority groups, as well as to minority press/media and organisations.
 - All vacancy advertisements will include an appropriate short statement on equal opportunity.



2. Recruitment and Selection

- All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job. All selection will be thorough, conducted against defined criteria and will deal only with the applicant's merits and suitability for the job.
- Wherever possible more than one person must be involved in the selection interview, and recruitment process and all should have received training in equal opportunities.
- Reasons for selection and rejection of applicants for posts must be recorded and updated.

3. Training, Career Development and Condition of Service.

- All employees will be considered solely on their merits for training and career development with equal opportunity for all.
- All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the Human Resource (HR) Department.
- Under-represented groups will be encouraged to apply for training and employment opportunities with the company. Wherever possible, special training will be provided for the such group to prepare them to compare on genuinely equal terms for jobs and promotion.
- Wherever possible efforts will be made to identify and remove unnecessary /unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or under-represented groups.

4. Personnel Records.

- In order to ensure the effective implementation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origin and physical ability.
- Where necessary, employees will be able to check and/or correct their record of these details. Otherwise, access to this information will be strictly restricted.
- Such records will be analysed periodically for appropriate follow-up action to be taken.


5. General

The Objectives of this EOEP are to:

- Ensure that the company has access to the widest labour market and secures the best employees for its needs.
- Ensure that no applicant or employee receives less than favourable treatment and that wherever possible they are given the help they need to attain their full potential to the benefit of the company and themselves.
- Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas.
- The corporation of all employees is essential for the success of this policy.



However, the ultimate responsibility for achieving the policy's objectives and for ensuring compliance with the relevant Acts as well as the various Codes of Practice lies with the company. The behaviour of actions that breach the spirit and/or the letter of the laws on which this policy is based will be considered disciplinary actions.



Alex Tham Poh Seng
Chief Operating Officer of PLS Plantations Berhad
10th January 2022