



**MAM MINERALS SDN BHD**

**POLICY ON  
EMPLOYEE WELFARE**



# POLICY ON EMPLOYEE WELFARE

## PREFACE :

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## POLICY ON EMPLOYEE WELFARE

MAM has a strong focus on the well being of its employees, and has always viewed its workforce as its most valuable asset. It's Vision for Human Resources states - "Humans First". MAM endeavours to be an "employer of choice", by fostering an environment of individual goal setting, continuous improvement, awareness of health and safety and corporate sustainability.

### Right to voice grievance

An elaborate and effective grievance handling mechanism provides a common platform on which employees are encouraged to discuss issues openly with those directly involved as well as with their respective immediate superiors. Unresolved grievances are first submitted to the immediate superior and if unresolved, get escalated to the concerned HOD / Head HR, and then for further discussion at the CEO / Director level. Objective is to ensure that all grievances are addressed and resolved.

### Equal opportunity employer

MAM recognizes and values the differences in employee "backgrounds and skills" and promotes equal access to employment and opportunities without any discrimination as to race, colour, age, gender, sexual orientation, gender identity and expression, ethnicity, religion and disability. Any alleged violation of the equal opportunity clauses in the recruitment policy, is investigated and if found valid, acted upon. All candidates are assessed based on merit, job related skills and competencies. The recruitment process makes it mandatory to define the job requirements clearly, in terms of role and responsibility, background, qualification and competencies, number of years of work experience, as well as industry background.

### Promoting a just and fair workplace

The level of wages and salaries of all employees are well-defined and determined by periodic compensation benchmarking exercises. MAM complies strictly with rules and regulations stipulated under applicable laws on wages and salaries paid to employees.

### Encouraging work-life balance for employees

Employees are encouraged to participate in healthcare programmes for self and colleagues. One approach adopted by MAM , to ensure that its employees remain fit, agile and alert, at all times, is to make it mandatory for them to take up a self-health development and maintenance, as a part of its annual performance appraisal process.

### Self Health Department

It is mandatory for all employees above 40 years of age to go through comprehensive health check-ups once every year.

For women employees specifically, maternity leave is granted, as per the existing Act, to take care of themselves during both pre and post natal period.

### Caring for the well-being of its employees

MAM firmly believes in investing for the well-being of its employees through various schemes.



MAM provides complimentary benefits such as –

- Three sets of uniforms, free of cost, annually, to employees at Plant locations.
- MAM also provides free food and accommodation facility along with housekeeping and laundry services to its employees.
- Mam has a free clinic and ambulance at site for its employees.
- MAM extends Insurance Benefits to all employees.

### **Providing a safe hygienic and humane workplace**

The management is responsible for training and supervising employees on safe procedures and healthcare, providing information on safety hazards and providing safety equipment. It is also responsible for compliance with statutory provisions on health and safety. The Company constantly strives to achieve its goal of "zero fatalities". This pursuit of excellence in safety enables the Company to continuously improve occupational health and safety management to attain benchmarked global standards. Health and safety is of paramount importance for the Company and it has always been in the forefront for environmental care and industrial safety. To achieve this, MAM strives -

- to provide and maintain safe and healthy working environment for employees with adequate facilities and arrangements for their welfare
- to maintain safe and healthy work places and safe systems and methods of work
- to equip the staff with the information, instructions, training and supervision needed for safe working, periodically.
- to protect the employees from foreseeable work hazards on MAM premises
- to develop safety awareness amongst all employees including contract workmen and persons working for or on behalf of MAM
- to protect environment and conserve the natural resources by incorporating appropriate environmental safeguards
- to ensure and facilitate a quality housekeeping programme that provides a clean, orderly and safe, healthy environment for the employees, which would eventually contribute to enhanced production and productivity.
- to maintain quality work environment free of unauthorized drugs, tobacco and alcohol use.

### **Skill and Competence Development through learning opportunities**

MAM creates managerial and functional training opportunities for all the employees. The Company believes in developing a fully competent workforce which is capable of supporting the Company to meet its goals effectively and efficiently. This is done through various functional, technical and behavioural training programmes held across the year to cover all the employees. MAM endeavours to provide about 6 days (48 hours) of training per employee on an annual basis. The training programmes are organized / conducted based on training needs identified by the individual and his / her immediate superiors. The participants are nominated for both in-house and external, including overseas training programmes. Specific competencies to be developed are identified for development during the annual performance appraisal process. Training calendars and programmes are organized to fulfill all the identified needs.

### **Offering a harassment-free workplace to all**

MAM aims to have a discrimination-free workplace and take a "zero-tolerance" approach against sexual harassment. Appropriate timely disciplinary action is taken, which could be as stringent as termination of service, against the guilty, depending upon the severity of the offense.

The Company's policy ensures that there is no discrimination or harassment against any person on the grounds of race, color, religion, disability, age, sex or marital status.