



# ONEASIA HOLDINGS LIMITED

## MANAGEMENT POLICY AND MANUAL

Policy #: OA-CP-011-OPS

Title: HUMAN RIGHTS & WORKING CONDISION

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### I. Introduction

OneAsia Holdings Limited ("The Group") is committed to an inclusive work culture and appreciates and recognizes that all people are unique and valuable and should be respected for their individual abilities. The Group does not accept any form of harassment or discrimination based on gender, religion, race, national or ethnic origin, cultural background, social group, disability, sexual orientation, marital status, age or political opinion. This commitment is built based on the framework of policies and procedures designed to ensure fairness in the recruitment, development and retention of all employees.

The Group is also committed to offering safe and healthy workplaces in accordance with national legislation. It seeks continuous improvement of its occupational health and safety performance.

### II. Purpose

The policy provides not only general principles and guidelines to all employees of the Group, but also provide suitable channel of communication for any grievance reporting.

### III. Roles and Responsibilities

- ✓ All employees must be in compliance with all applicable laws and regulations of the countries where the Group operates. Where the applicable local laws and regulations require higher or additional levels of protection of human and employment rights than those set out in this Policy, the local laws and regulations will take precedence.
- ✓ All employees are encouraged to report any actual, suspected or potential violations of all policies of the Group.

### IV. Guidelines

#### i. Human Rights

The Group seeks to honor the principles of internationally recognized human rights wherever operates. Every employee of the Group shall be treated with dignity and shall not suffer harassment, physical or mental punishment or other forms of abuse.

The Group has already set up grievance mechanism which is transparent, equitable and predictable to enable the remediation of any adverse human rights impacts that may arise in its operations. Please refer to the Whistleblower Mechanism<sup>1</sup> (Appendix A) for further information or consult local HR & Admin Department.

The Group promotes effective employee engagement throughout its operations and welcomes open feedback from employees on all matters of the Group business.

#### ii. Freedom of Association

The Group expects the right of employees to establish and join organizations which are designed to engage in collective bargaining and other initiatives to further and defend the interests of the workforce.

No employees of the Group will be dismissed or otherwise prejudiced for reason of membership of such an employee's organization or because of participation in that organization outside of working hours.

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<sup>1</sup> The Whistleblower Mechanism is administered by the Anti-Bribery Committee. Scope of work of the Committee does not only cover alleged bribery or misconduct but also cases of suspected violation of this Policy.



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iii. Equal Opportunities

The Group shall provide equal employment opportunity and treat all employees fairly. All employees shall only use merit, qualifications and other professional criteria as the basis for employee-related decisions in the Group, regarding for instance recruitment, training, compensation or promotion.

iv. Working Time and Paid Holiday

The Group will follow all applicable laws regarding working hours and conducts operations in ways that ensure humane and productive working conditions. The Group complies with all requirements relating to paid time off, annual leave, sick leave or other leaves as required by applicable laws.

v. No Child Labor

The Group adhere to and strictly complied with the international Child Labor Conventions and child labor laws and regulations in the countries where it operates.

The minimum age of full-time employees of the Group shall not be less than 18 years old.

vi. No Forced Labor

Any forms of forced labor are not accepted by the Group.

All employees shall provide their services to the Group on an entirely voluntary basis and no one is forced to remain in employment of the Group against their will.

vii. Non-Harassment

Inhumane treatment, such as physical abuse or sexual harassment and abuse are subject to zero-tolerance of the Group. All conspicuous acts including the threat of harassment may result in warnings or even summary dismissal.

Harassment acts includes but not limited to insults, psychological and physical coercion, or any forms of corporal punishment.

viii. Health and Safety at Work

In consideration of the nature of business of the Group, health safety and environmental savings are core concerns of the Group. For details, please refer to the "Health Safety & Environmental Policy".

ix. Non-Discrimination

The Group strictly prohibits discrimination, victimization, bullying and harassment against any employee or any applicant for employment with the Group, whether such discrimination or harassment is based on sex, race, age, color, ancestry, religion, belief, disability, sexual orientation, marital status or any other feature protected by law.

### V. Review of the Policy

This Policy will be reviewed periodically and updated whenever necessary to ensure the continuous improvement of working conditions and management of labor risks in the Group's global operations.

### VI. Acknowledgement

Any significant changes to the Policy will be disclosed to every employee.



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### VII. Appendix

#### A. Whistleblower Mechanism

### WHISTLEBLOWING REPORT

OneAsia Holdings Limited ('The Group') is committed to maintaining good corporate governance, emphasizing accountability and high degree of transparency which enable our stakeholders to have trust and faith to take care of their needs and to fulfill its social responsibility.

The Whistleblowing Guideline has been established to encourage and protect the Whistleblowers to disclose information relevant to misconducts, malpractices or irregularities through a confidential reporting channel (to the extent possible).

The Group will handle this report with care and will treat the Whistleblower's concerns fairly and properly.

You may use this template for reporting. Once completed, this report becomes confidential. You may send the report by email to COMMITTEE at ABCcommittee@legangroup.com.

Please read the below carefully before you fill in this template.

**To:** Anti-Bribery Committee.

**Particulars:**

Name: \_\_\_\_\_  
 Employee  Other Stakeholder (please specify: \_\_\_\_\_)  
Tel No: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date: \_\_\_\_\_

**Details of concerns:**

Please provide full details, such as names, dates, places and the reasons for the concerns (continue on separate sheet if necessary) together with any supporting evidence.

*Personal Information Collection Statement*

*Your identity will be kept confidentially and will only disclose to relevant parties on a need-to-know basis. However, if the report leads to an investigation by regulators or authorities, it may become necessary for the Whistleblower to provide evidence or be interviewed by the relevant regulators or authorities. You will be advised in advance if your identity may become apparent or needs to be disclosed to any external parties outside the Group. In order not to jeopardize the investigation, you are also required to keep confidential the fact that he/she has filed a report as well as the nature of concerns and the identities of those involved unless requested by regulators or authorities. You have the right to access or change their own personal data provided to the Committee. If you wish to exercise these rights, requests shall be made in written to the Committee.*

\* If you still have further concerns, at your own discretion, you may choose to report directly to the top management at pbute@legangroup.com.