

This Company's Rules and Regulation is established as a guide to all employees under the NHF GROUP OF COMPANIES and its subsidiaries.

This regulation is generally subject to the content in the Employment Contract:

1. ATTENDANCE RECORD

- a. Employees are prohibited to go out of the factory after has registered/touched in with the proximity card without approval.
- b. Employees are expected to touch the 'proximity' card before and after working hours including rest time when they go out for lunch.
- c. Employees are prohibited to touch others employee's proximity' card or let others employee to touch their 'proximity' card on behalf.
- d. Employees are required to be at workplace 10 minutes earlier before the official working hour.

2. FACTORY ENTRY AND EXIT

- a. Employees are required to wear employee pass at all times while inside the factory area.
- b. Employees are prohibited to leave the factory during working hour without any approval from the management or Heads of Department (HOD).
- c. Employees are required give full cooperation to security guards during security inspection.
- d. Employees are prohibited to enter the factory area unless is permitted by the authorize person during holiday.

3. ABSENTEEISM

- a. Unauthorized absence will be subjected to disciplinary action.
- b. Employees who failed to report or inform the Employer of their absenteeism for more than 48 hours (more than 2 consecutive working days) may subject to termination.
- c. If an employee is absent from duty for emergency or illness, they are responsible to inform their immediate Superior or HOD or Human Resources Division prior to their working hour.
- d. The employee is required to submit leave application immediately upon return to work providing valid reason and supporting documents for HOD's approval.

4. LEAVE

- a. Leave must be applied at least four (4) working days in advance for approval before the leave.
- b. Refer to your employment contract for your leave entitlement. Leave entitlement will be prorated for length of service less than 12 months.

5. MEDICAL LEAVE & EXPENSES

- a. Grade E&F employees are open to seek treatment from any clinics or any government clinics or dental clinics except the clinics that been blacklisted by our company.
- b. Grade G employees are required to seek treatment from panel clinics or any government clinics or dental clinics except the clinics that been blacklisted by our company.
- c. If employees are sick while working in the factory or work place, they must obtain the Clinic Visit Form and obtain approval from the Head of Division.
- d. Employees are required to immediately notify the superior when they are on sick leave. Listen to doctor's advice, you should rest at home when given sick leave. The medical fee will be paid to the employee on reimbursement basis and it will be credited to employees together with month end salary.

- e. Leave must be applied at least four (4) working days in advance for approval before the leave.
- f. Refer to your employment contract for your leave entitlement. Leave entitlement will be prorated for length of service less than 12 months.

6. TIME OFF

- a. Employees are allowed to take 'time off' for a maximum of 2 hours using 'BorangKeluar'.
- b. 'Borang Keluar' form must be approved by Head of Department or Human Resources Division before leaving.
- c. Employees are required to replace the time taken before the 21st of the month. Failing which the employees are required to pay in lieu for the time off taken.
- d. Any time taken for 'Borang Keluar' for more than 2 hours, it will be considered as a half-day leave.

7. SAFETY REGULATIONS IN & OUTSIDE FACTORY

- a. For any accident occurs at work place or within the working hours, the accident must be reported to the Superior or Head of Department immediately. As for the accident happen outside the factory during work hour or both way to/from work, the accident shall be reported to the Supervisor or Head of Division as soon as possible or within forty eight (48) hours after the accident.
- b. For road accident, employees need to lodge a police report.

8. ATTITUDE AND WORK PRACTICE

- a. Employees are expected to be productive and work diligently and efficiently. Perform the tasks in accordance with the rules and instructions given. Complete the job given on timely basis.
- b. Show respect to your superior and all your colleagues and communicate in good manner at all the times.

9. CLEANLINESS AT WORKPLACE

Employees are responsible to maintain the cleanliness of their workplace, plant environment, toilets, machines and etc at all times.

10. NOTICE BOARD

Employees are required to read the notices posted on the notice boards to know the company's progress. Employees are prohibited to paste any information on the notice board without permission from the management. Disciplinary action will be taken on non-compliance.

11. VISITOR / PHONE / CORRESPONDENCE ADDRESS / CONFIDENTIALITY

- a. Un-official visitors are prohibited to enter the factory area. Need your cooperation not to invite guests or relatives to visit you while working.
- b. The use of company telephone for personal purposes is prohibited. Only emergency incoming calls are allowed and personal incoming calls are not allowed.
- c. Employees are not allowed to use the company address as their personal correspondence address.
- d. You are strictly prohibited from telling public on any confidential information related to you job.

12. DRESS CODE & PERSONAL PROTECTIVE EQUIPMENT

Employees are required to wear the uniform provided and employees ID. To ensure uniforms are appeared neat and well groomed. Employees must comply with the safety guidelines according to the type of work and safety protective equipment when entering factory area.

13. EMPLOYEES GRIEVANCES

Employees are encouraged to follow below Grievance Procedures to settle any grievance faced. All grievances should be settled as equitably and quickly as possible at the lowest possible level.

- i. Step 1 - Raise the concerns/problem to the Supervisor for settlement
- ii. Step 2 - If no solution, refer to Head of Department for settlement
- iii. Step 3 - If no solution is reached, seek assistance from Human Resource Division

14. PERSONAL SELLING IN COMPANY

Personal selling in company and making any financial collection without the written permission from the Management are prohibited.

15. PRESS STATEMENT

Employees are not allowed to make any press statements involving the company's name without the approval from the management.

16. HAND PHONE

Employees are not allowed to use mobile phones during working hours, disciplinary action will be taken for non-compliance.

17. REGULATION ON DRIVING OF COMPANY VEHICLES

- a. Employees are prohibited from driving the vehicle to which they are not assigned to drive.
- b. Employees who are responsible to drive, to drive with care and compliance with all safety and security rules and speed limits set.

18. OVERTIME

Employees are required to fill the "Overtime Requisition Form" for their Supervisor and Head of Department's approval. The form is then submitted to the Human Resources Division Payroll for processing.

19. NOTICE OF TERMINATION

Employees are required to notify the employer in writing of his resignation within the period specified in their appointment letter.

Employees are required to complete the job handover and return all company properties stated in the Exit Clearance Form. The Company reserves the right to claim damages for the cost of each item according to the price of the goods or the wages will only be paid after all the items are returned.

20. SAFETY AT WORKPLACE

All employees must always follow all work safety guidelines and Safety Rules & Regulations.

21. MISCONDUCT

The following are the types of misconduct which may be subjected to disciplinary action including termination of work by the company:-

Minor Misconduct

- a. No long hair is allowed (exceeded collar or cover eyesight) that will pose hazard at work.
- b. Unsatisfactory service.
- c. Failure to cooperate with the security guard who was on duty.
- d. Bring lighters into the factory.
- e. Late to work.
- f. Failure to comply with the instruction from the Superior, company rules and regulations.

- g. Poor work quality with a lot of mistakes and reworks are required and tardy in work.
- h. Posting notices in any area of the company's premises without the permission of the management.
- i. Do not wear proximity card while working
- j. Linger aimlessly in the factory
- k. Driving personal vehicles into the factory area without obtained permission from the management.
- l. Always not comply with company rules & regulations, not carry out the work according to the requirement of the company.
- m. Intentionally delay completion of work or influence other employees to do so.
- n. To assist or conspire others to do wrong things.
- o. Immoral act, not polite, interfering other workers during working hours.
- p. Drink alcohol or intoxicants while on duty.
- q. Careless and negligent in carrying out the task/duties resulted in production rejects or equipment damage or damage to company properties like mould, machine/tools and etc.
- r. Writing or uttering abusive words to other workers, Head of Division or Employer.
- s. Stop working or leaving work early without permission.
- t. Do not wear or use safety equipment given by the company and do not comply with the guidelines and safety regulations at the workplace.
- u. Inciting or aiding other employees to do mistake.
- v. Recording other employee's 'proximity card' or encouraging others to touch your own 'proximity card'.
- w. Smoking or Vaping or similar devise during working hours or at non-smoking areas.
- x. Refuse to follow instruction from immediately superior or Head of Division and do not comply to company rules and regulations.
- y. Using company properties and resources either in the form of energy or tools for personal use.
- z. Provoke other employees to protest or against the company policies, rules & regulations.
- aa. Act dishonesty which includes giving false reason for the leave application.
- bb. Sleeping during working hours.
- cc. And any others minor misconduct to be identified.

Major Misconduct

- a. Misappropriate company money including taking or using it for personal purposes without the consent of the Company
- b. Involved or convicted in any activities either direct or indirect against the Malaysian Government criminal law and act
- c. Act dishonesty by changing, amending or falsifying the date of sick leave given by the doctor or submit false sick leave certificate.
- d. Commit sexual harassment either in the form of physical, writing or speech and others.
- e. Own any dangerous weapon
- f. Posting defamatory comments (text/images) such as insulting or libelous or slanderous about one's
- g. superior, the company's management or the company's business in social media such as 'Facebook', Twitter, Instagram, YouTube and etc.
- h. Making allegations against current companies through any channel or court.
- i. Protesting and / or strike and provoke other employees to do so.
- j. Fighting, hitting other workers, threatening or showing bad behavior at workplace.
- k. Stealing or conspire with others to steal company properties.
- l. Attempted damage or dispose of the company property resulted property damaged and loss to the company.
- m. Taking, possessing, distributing or committing any illegal offenses related to drugs.

- n. Involved in requesting, giving bribes, kickbacks or any kind of bribe and forms either in monetary or service.
- o. Gambling in any form during working hours or gambling in company premises.
- p. Frequency absent from work without reasonable excuses and habitually late coming to work.
- q. Absent from work for more than two (2) consecutive working days without reasonable cause and
- r. notice.
- s. And any others major misconduct to be identified.

The Company reserves the right to change, amend, add or cancel any Company's Rules and Regulation by issuing notice or memo to all employees as advice under the current law.