

# TECH NEON SDN. BHD.

## WORKING CONDITIONS & HUMAN RIGHTS POLICY

### 1. Introduction

Tech Neon Sdn. Bhd. is committed to providing a safe, flexible, and respectful environment for staff and clients free from all forms of discrimination, bullying and sexual harassment. All Tech Neon Sdn. Bhd. staff are required to treat others with dignity, courtesy, and respect. By effectively implementing our working conditions and human rights policy we will attract and retain talented staff and create a positive environment for our staff.

### 2. Staff rights and responsibilities

All staff are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics.
- work free from discrimination, bullying and sexual harassment.
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised.
- reasonable flexibility in working arrangements, especially where needed to accommodate their family responsibilities, disability, religious beliefs, or culture.

All staff must:

- follow the standards of behaviour outlined in this policy.
- offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint.
- avoid gossip and respect the confidentiality of complaint resolution procedures.
- treat everyone with dignity, courtesy, and respect.

### 3. Unacceptable workplace conduct

Discrimination, bullying, and sexual harassment are unacceptable at Tech Neon Sdn. Bhd. Staff (including managers) found to have engaged in such conduct might be counselled, warned, or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

#### 3.1 Discrimination

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability. Protected personal characteristics under discrimination include:

- a disability, disease or injury, including work-related injury

- parental status or status as a carer, for example, because they are responsible for caring for children or other family members
- race, colour, descent, national origin, or ethnic background
- age, whether young or old, or because of age in general
- sex
- industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union
- religion
- pregnancy and breastfeeding
- sexual orientation, intersex status or gender identity, including gay, lesbian, bisexual, transsexual, transgender, queer and heterosexual
- marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship
- political opinion
- social origin
- medical record
- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

### **3.2 Bullying**

Bullying is unacceptable in Tech Neon Sdn. Bhd. If someone is being bullied because of a personal characteristic, it is considered a form of discrimination. Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Behaviours that may constitute bullying include:

- sarcasm and other forms of demeaning language
- threats, abuse or shouting
- coercion
- isolation
- inappropriate blaming
- ganging up
- constant unconstructive criticism
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- unreasonable refusal of requests for leave, training or other workplace benefits.

### **3.3 Sexual harassment**

Tech Neon Sdn. Bhd. recognises that comments and behaviour that do not offend one person can offend another. This policy requires all staff and volunteers to respect other people's limits.

We consider sexual harassment as a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. All staff and volunteers have the same rights and responsibilities in relation to sexual harassment at Tech Neon. A single incident is enough to constitute sexual harassment – it doesn't have to be repeated. All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers of Tech Neon to respond quickly and appropriately.

### **3.4 Victimization**

Tech Neon Sdn. Bhd. has a zero tolerance approach to victimisation. Victimization is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation. Victimization is against the law.

It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint. Victimization is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

### **3.5 Gossip**

It is unacceptable for staff at Tech Neon Sdn. Bhd. to talk with other staff members, clients or suppliers about any complaint of discrimination or harassment.

Breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to formal discipline.

## **4. Merit at Tech Neon Sdn. Bhd.**

All recruitment and job selection decisions at Tech Neon Sdn. Bhd. will be based on merit – the skills and abilities of the candidate as measured against the inherent requirements of the position – regardless of personal characteristics, union membership/affiliation/activity, employment status or political affiliation.

It is unacceptable to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

## **5. Resolving issues at Tech Neon Sdn. Bhd.**

Tech Neon strongly encourages any staff member who believes they have been discriminated against, bullied, sexually harassed or victimised to take appropriate action by submitting a written complaint to the CEO.

Staff who do not feel safe or confident to take such action may seek assistance from Director Human resources or Human Resources Manager for advice and support or action their behalf.

## **6. Child labour and young workers policy**

At Tech Neon Sdn. Bhd. our child labor policy is our position on employing minors and aims to ensure that our company, its subsidiaries and everyone we're connected with follows the law and cares for children's interests. Helping stop child labor is fundamental to us. We want to make sure that our organization doesn't take part in children's exploitation and also helps end it to the best of our ability. This policy applies to our entire organization and those we do business or partner with including suppliers, vendors and contractors.

When it comes to young children (younger than 14 years), we don't want to stand in the way of their health, schooling or free time. That's why we don't and won't employ anyone younger than [14 years] of age and require our subsidiaries to do the same, regardless of the country they're in.

We're also committed not to do business with any organization that employs children younger than [14 years].

We might at times use child artists or talents like voiceover artists, painters etc. This is an acceptable practice, as long as it doesn't deprive children of school on a consistent basis or puts them in any danger.

## **7. Wages and benefits**

This Compensation Policy applies to all the executives and employees of Tech Neon Sdn. Bhd. Compensation encompasses the entire range of salaries and benefits, both current and deferred, that employees receive during their employment with Tech Neon Sdn. Bhd.

An employee's compensation administration will be handled by the board of directors and the HR department of the company.

The company shall ensure that all the employees receive a bare minimum pay structure as per the state, central, or regional laws. Employees may receive incentives other than the basic salary on the basis of their behavior, experience, and performance at the workplace.

1. Annual Guaranteed pay:

The fixed minimum amount an employee gets against serving the company is called the Annual Guaranteed pay. It includes the basic wage, differentials, allowances, and premiums. This will be paid considering the role, designation, and department.

## 2. Benefits:

The company shall support the employees in the case of unplanned or natural disasters, with advantages such as paid time off, medical and social security insurance, etc.

## 3. Non-monetary Benefits:

To meet the employee's non-monetary needs, they are offered these rewards. This compensation is completely dependent on the employee's position. Mentioned below are some types of non-monetary benefits.

- In-house and on-site training plan for the employee.
- Providing a day off instead of completing projects before the deadline.
- Appreciating employees among their department.
- Offering work from home or flexible working hours.

## 4. Payroll Administration

Tech Neon Sdn. Bhd. guarantees to transfer every employee's salaries on the 10th of the month and not later than that. Under extreme conditions or failure of the system, the above-stated condition may not be followed. The company would immediately transfer the payroll whenever the system/condition would get back to normal.

## 7. **Modern slavery**

We do not enter into business with any organisation, which knowingly supports, or is found to be involved in slavery, servitude or forced or compulsory labour. As an equal opportunities employer, we're also committed to creating and ensuring a non-discriminatory and respectful working environment for our people.

Approved by:

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Director – Tech Neon Sdn. Bhd.

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The document is available on

<https://www.neonvideos.com/techneon-policies>