



Richter Rubber Technology Sdn. Bhd. (280506 T)
HUMAN RIGHTS POLICY

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| Document No.: | POL-009/00 |
| Effective Date: | 04 JAN 2023 |
| Supersede No.: | NA |
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- 1. Purpose / Tujuan** rrt respects internationally recognized Human Rights as established in the Universal Declaration on Human Rights and the International Labor Organization’s Core Conventions. This policy applies to all rrt & reng employees. We expect our business partners, including suppliers, to adopt and adhere to similar values and practices. We are committed to avoiding adverse human rights impacts and complexities resulting from or caused by our business activities. The Human Rights policy exists to:
- Inform employees, business partners and customers of rrt commitment to human rights.
 - Establish rrt’s commitment to showing its respect for human rights through on-going human rights due diligence.
 - Maintain rrt’s high ethical standards in accordance with the organization’s core values.
 - Contribute to the realization of human rights globally.

2. Principal / Prinsip

2.1 Diversity and Inclusion

We are devoted to equal opportunity and do not tolerate discrimination or harassment. We work to maintain workplaces that are free from discrimination or harassment on the basis of race, sex, color, national or social origin, ethnicity, religion, age, disability, sexual orientation, gender identification or expression, political opinion or any other status protected by applicable law. The basis for recruitment, hiring, placement, development, training, compensation and advancement at rrt are justified through qualifications, performance, skills and experience. We do not tolerate disrespectful or inappropriate behavior, unfair treatment or retaliation of any kind. Harassment is not tolerated in the workplace and in any work-related circumstance outside the workplace.

Responsibilities to be taken by Business, both Employees & Management to encourage diversity and inclusion in the workplace:

Employees:

- Understand what inclusion and diversity means
- Get to know one another
- Be fair and respectful
- Invite and value each person’s unique contribution
- Make the most of differences, similarities and shared goals.

Management:

- Understand what inclusion and diversity means
- Deeply know each of your team members
- Value and harness individual strengths and difference
- Proactively seek out different perspectives when making decisions
- Challenge bias and inappropriate behavior
- Role model inclusion
- Maximize team diversity – to support Innovation
- Create an environment that helps people give—and be—their best.



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2.2 Freedom of Association

The Company is committed to providing freedom of association for all our employees in line with the International Labor Organization (ILO) Core Conventions.

- a) rrt respect freedom of association and collective bargaining as part of our commitment to support the fair and equitable treatment of our Employees. rrt will not refuse any genuine opportunity to collectively bargain with Employees who want to do so.
- b) Employees, without distinction, have the right to join or form trade unions of their own choosing without prior authorization, and to bargain collectively. rrt will refrain from any activity that is likely to discourage Employees from exercising their union rights. Any union membership/activity will not lead to disciplinary measures or punitive actions.
- c) Trade unions have access to rrt premises, and rrt will not interfere with the organizing of activities of Employees, Employees representatives, or representatives of trade unions. Employees representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- d) The freedom of association shall be instituted according to and within the Trade Union Act 1959, Industrial Relations Act 1967 and Immigration Act 1956/63 of Malaysia. Where the right to freedom of association and collective bargaining are restricted under the law, rrt will allow its Employees to choose their representatives freely.
- e) The purpose of this policy is to ensure that Employees of rrt are provided with an environment which is free from unlawful discrimination, harassment or victimization and that we are implementing the Company's commitment to equal opportunities, freedom of association and collective bargaining at all times. The management, supervisors and individuals of rrt, professionally involved in administration activities, undertakes the responsibility for implementing this Freedom of Association Policy.

2.3 Forced Labor, Human Trafficking and Child Labor

We do not use any form of forced labor, including prison labor, indentured labor, bonded labor, military labor, modern forms of slavery and any form of human trafficking. rrt also prohibits all forms of exploitation of children.

Child labor, as defined by the International Labor Organization (ILO) Convention is "work by children under the age of 12; work by children under the age of 15 that prevents school attendance; and work by children under of age of 18 that is hazardous to the physical or mental health of the child. Refer to "*Modern Slavery policy*" for more details.

2.4 Safe, Healthy & Working Conditions in the Workplace

We seek to ensure that all employees including expat, work in a safe and healthy environment as well as reasonable conditions and that they are treated with dignity and respect. We work to take effective steps to prevent potential accidents and injuries to employee's health by minimizing, so far as is reasonably practicable, and in cooperation with its employees, workers and other members of staff, the causes of hazards inherent in the workplace. All employees will receive safety and health training on the first day of employment and yearly refreshment training. Employees shall have access to clean sanitary facilities and drinking water. Responsibility for implementing the Health and Safety element of this policy is assigned to the Health & Safety (Facility Department).



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2.5 Work Hours, Wages and Benefits

rrt upholds to its core values in human capital, by complying to all laws and regulations regarding pay practices and the classification of employment according to job level and status. rrt shall comply with applicable laws and industry standards on working hours and holiday entitlements. rrt's normal working hours do not exceed 45 hours per week (in average for 3 weeks), and overtime hours do not exceed 4 hours per day, with the relevant periods of rest similarly observed.

rrt shall comply with national laws and regulations with regard to wages and benefits. All work-related activities are carried out on the basis of a recognized employment relationship established according to national law and practice. All members of staff are remunerated in a way which is in accordance with the national minimum wage in Malaysia or the country of employment as is appropriate. Refer to our "Labor Standards policy" for more details.

2.6 Women Rights & Empowerment

Women are integral to our business model and growth ambitions. We seek to manage and grow socially responsible businesses where women participate on an equal basis.

Our approach starts with the respect of the rights of women and extends to their promotion as well as helping to develop skills and open up opportunities, both in our own operations and our value chain.

2.7 Addressing Human Rights Impacts

We recognize that we must take steps to identify and address any actual or potential adverse impacts with which we may be involved directly or indirectly through our own activities or our business relationships. We manage these risks by integrating the responses to our due diligence into our policies and internal systems, acting on the findings, tracking our actions, and communicating with our stakeholders about how we address impacts.

We acknowledge the importance of communicating with our employees, workers and external stakeholders who are or could potentially be affected by our actions. We pay high attention to individuals or groups who may be at greater risk of negative human rights impacts due to their vulnerability or unfortunate circumstances and recognize that women and men may face different risks

2.8 Remedy

We place high importance on creating open and honest communications among all employees and implement effective remedy wherever human rights impacts occur through company-based grievance mechanisms. We continue to build the awareness and knowledge of our employees and workers on human rights, including labor rights, encouraging them to speak up, without retribution, about any concerns they may have, including through our grievance channels. One of the grievance channels, whereby, employees can submit their grievances through the Human Resources Department. They can also submit their grievances and remain anonymous at the same time via alternative channels provided (email, website, hotline). Employees will not have any form of retaliation action taken against them for doing so. All grievances submitted will remain confidential.

We also ensure employees are aware of the Human Rights Policy through training and annual certification process. The Company supports worker committees where grievances can be expressed freely among the employees. We also promote the provision of effective grievance mechanisms by our suppliers.

Company Reg. No: 199301025768 (280506-T)

Factory: Plot 209 Kuala Ketil Industrial Estate, 09300 Kuala Ketil, Kedah Darul Aman, Malaysia.

Tel.: +60 4 4161668 +60 4 4161669 Fax.: +60 4 4161667 e-Mail: richter@myrrt.de Website: www.myrrt.de



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2.9 Conclusion

This Human Rights Policy Statement consolidates our existing commitments and brings increased clarity on our processes and procedures. Its principles are implemented across our operations and value chain.