



**KKB ENGINEERING BERHAD  
& GROUP OF COMPANIES**

**HUMAN RIGHTS POLICY**

## Table of Contents

Items	Title	Pages
1.	Introduction	2
2.	Policy Statement	2
3.	Scope	2
4.	Prevention, Mitigation and Remediation	2 – 4
5.	Raise a Concern	4
6.	Monitoring, Reviewing and Enforcement	4

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

## 1. Introduction

KKB Engineering Berhad and its Group of Companies (“**KKB Group**”) are fully aware of, and respect human rights. This Human Rights Policy is formulated with reference made to Universal Declaration of Human Rights (“**UDHR**”), international labour standards developed by the International Labour Organisation (“**ILO**”), United Nations Guiding Principles on Business and Human Rights (“**UNGPR**”) and such relevant laws of Malaysia concerning human rights.

## 2. Policy Statement

- 2.1 This Human Rights Policy outlines the human rights/standards at KKB Group as well as our framework in preventing, mitigating and where appropriate remedying any acts of human rights violation.
- 2.2 For the purpose of this Human Rights Policy, human rights, whenever mentioned, shall refer to the fundamental human rights outlined in UDHR. This shall further include any internationally recognised labour rights/standards ratified by Malaysia.
- 2.3 This Human Rights Policy shall be read in conjunction with KKB Group’s Code of Business Conduct and Ethics, Gender Diversity Policy, Anti-Sexual Harassment Policy and Procedures and Whistle Blowing Policy and Procedures, including any amendments, consolidations and/or replacements of the same, and shall further include any future policies, guidelines and/or procedures related thereto as may be issued by KKB Group.

## 3. Scope

This Human Rights Policy applies to all the employees, including full-time, part-time, temporary, probationary, casual, contract and seconded employees as well as interns/trainees and directors of KKB Group. This Human Rights Policy shall further extend to any consultants, contractors, agents, volunteers, sponsors, customers, suppliers, distributors, business contacts, business partners or associates, government and any other third party with whom KKB Group has commercial or business dealings with.

## 4. Prevention, Mitigation and Remediation (PMR)

- 4.1 At KKB, we believe that the best way to protect human rights is to prevent and mitigate any violations of human rights, and where appropriate, to remedy the consequences thereof. As such, KKB Group practises **Prevention, Mitigation and Remediation (PMR)** as our rule of thumb in upholding human rights.
- 4.2 **Prevention and Mitigation**: KKB Group shall prevent and mitigate the violation of human rights through the followings:

- (a) **Advocating for Non-discrimination and Equal Opportunities**

In recruitment and promotion processes, considerations shall only be given to the qualifications, experience, suitability and capacities of the employees or potential candidates in creating sustainable value to KKB Group. Any forms of discrimination such as race, colour, gender, language, religion, political or other opinion, national or social origin, birth or other status shall not be condoned.

**(b) Complying with Labour Law**

KKB Group shall comply with all applicable laws governing labour rights and entitlements, including, but not limited to working hours, minimum wages, payment of salary, statutory contributions, health and welfare and other connected matters.

**(c) Creating Healthy and Safe Working Environment**

(i) KKB Group shall create a healthy and safe working environment to its employees, in accordance to the applicable legal or regulatory requirements and further, as outlined in KKB Group's Health, Safety & Environment Policy.

(ii) Trainings on health and safety shall be provided to the employees whenever necessary.

(iii) Personal protective equipment (PPE) shall also be furnished to the employees whose nature of job requires the provision of such equipment.

**(d) Prohibiting Forced / Compulsory Labour**

KKB Group shall prohibit any works or services which is exacted from any person under the menace of any penalties and for which the person concerned has not offered himself/herself voluntarily.

**(e) Safeguarding the Rights of Children**

KKB Group shall not employ any children or young persons (below the age of 18).

**(f) Promoting Freedom of Association**

The employees at KKB Group shall have the rights to form or join any lawful labour unions of their choice without fear of reprisal or harassment and to bargain collectively.

**(g) Providing Humane Treatment**

KKB Group shall provide humane treatment to its employees. This includes preventing any mental, physical or psychological harassments or abuses in any forms.

**(h) Nurturing Awareness on Human Rights**

(i) KKB Group shall educate its employees of their respective rights and entitlements and to build awareness on protecting the same.

(ii) Any commercial or business dealings KKB Group has or may have with any third party shall, whenever possible, include specific clauses requiring the third party concerned to comply with the minimum legal or regulatory requirements on human rights.

**(i) Restraining from Activities or Operations with Adverse Human Rights Impacts**

KKB Group shall not knowingly involve or be involved in any activities or operations that have or may have adverse human rights impacts.

(j) **Establishing Grievance Mechanism**

KKB Group shall put in place an appropriate grievance mechanism to receive and handle any complaints/concerns on human rights violation.

4.3 **Remediation:** Where appropriate and necessary, KKB Group shall take reasonable steps to remedy any acts of violation of human rights which KKB Group is or may directly or indirectly involved, including, but not limited to:

- (a) In the event where the act of human rights violation is committed within KKB Group, disciplinary action shall be taken against the employee concerned.
- (b) In the event where the act of human rights violation is committed by a third party of KKB Group, KKB Group may seek to enforce its contractual rights against the third party concerned.

**5. Raise a Concern**

Any complaints/concerns on human rights violation shall be reported to and dealt with by KKB Group in accordance to KKB Group's Whistle Blowing Policy and Procedures which is available at [www.kkbeb.com.my](http://www.kkbeb.com.my). KKB Group accords reasonable protections to whistleblower who raises genuine concern on human rights violation.

**6. Monitoring, Reviewing and Enforcement**

- 6.1 Being part of KKB Group, it is the responsibility of our employees to be aware of their respective rights and entitlements as well as to understand the procedures and mechanisms available in protecting the same.
- 6.2 The Human Resource and Business Services Department of KKB Group plays a pivotal role in shaping human rights awareness through briefing and/or training sessions, whichever appropriate.
- 6.3 The Management Executive Committee ("MANCO") and the Head of Compliance are responsible to monitor the implementation, adequacy and effectiveness of KKB Group's human rights measures.

*This Human Rights Policy is approved by MANCO on 29.8.2024.*

(Rev. 0 – 29.8.2024)