



FAMAX TECHNOLOGY (M) SDN. BHD. (200601028954 (748710-K))

NO RECRUITMENT FEES POLICY

1. Objective

The purpose of this policy is to uphold ethical recruitment practices in line with international labor standards and SMETA (Sedex Members Ethical Trade Audit) requirements. We are committed to ensuring that no worker shall bear any recruitment fees or related costs to gain employment with FAMAX TECHNOLOGY (M) SDN. BHD.

2. Scope

This policy applies to all direct and indirect recruitment activities, whether conducted internally or through third-party agencies, within Malaysia or internationally.

3. Policy Statement

FAMAX TECHNOLOGY (M) SDN. BHD. strictly prohibits the charging of recruitment fees or related costs to job applicants or workers. These include, but are not limited to:

- Recruitment agency fees
- Costs for work permits, visas, or passports
- Medical examination costs
- Training and orientation fees
- Travel or relocation expenses

4. Responsibilities

- Management must ensure this policy is communicated clearly to all workers and recruitment partners.
- Human Resources must monitor and verify compliance through due diligence and supplier assessments.
- Suppliers and recruitment agencies must sign declarations agreeing to this policy.

5. Monitoring & Enforcement

- Regular audits and worker interviews shall be conducted to ensure no recruitment fees are charged.
- Any violations of this policy must be reported immediately and may result in disciplinary actions, including termination of contracts with offending agencies or suppliers.

6. Policy Review

This policy shall be reviewed annually or as needed to ensure ongoing compliance with labor laws and ethical standards.

Lee Chie Siang
Managing Director
01st January 2025