



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

RECRUITMENT POLICY & PROCEDURE

1. Purpose

The purpose of this policy is to establish a fair, transparent, and non-discriminatory recruitment process that ensures all candidates are treated equitably in line with FAMAX TECHNOLOGY's Equal Opportunity, Equal Pay, and No Child Labour policies.

2. Scope

This policy applies to all recruitment and selection activities for permanent, temporary, or contract positions within FAMAX TECHNOLOGY (M) SDN. BHD.

3. Definitions

-Candidate: Any person who applies for a position at FAMAX TECHNOLOGY.

-Merit-Based Selection: Recruitment decisions based solely on qualifications, skills, experience, and job fit.

-Equal Opportunity: The principle of providing fair and unbiased treatment in all employment matters.

-Non-Discrimination: Prohibition of unfair treatment based on age, gender, race, religion, disability, marital status, or other protected characteristics.

- Child Labour: Employment of persons below the legal working age.

4. Policy Statement

FAMAX TECHNOLOGY is committed to:

1. Providing all candidates with equal opportunity to apply and be considered for employment.
2. Ensuring recruitment decisions are based solely on merit, qualifications, skills, and experience.
3. Maintaining a transparent and consistent process for all positions.
4. Upholding non-discrimination and equal pay principles throughout the recruitment and onboarding process.
5. Strictly prohibiting the employment of persons below the legal working age in accordance with the company's No Child Labour Policy and applicable laws.

5. Hiring Procedure

1. Job Requisition & Approval

- Department heads must submit a formal request for new hires with justification.
- HR reviews and approves the request before initiating recruitment.
- HR and hiring managers must verify the age of all candidates. **No candidate below the legal working age will be considered for employment.**

2. Job Advertisement

- Vacancies must be advertised internally and/or externally.
- Job descriptions should focus on required skills, qualifications, and experience only.
- All language must comply with non-discrimination principles.

3. Application Screening

- HR screens applications objectively based on the requirements of the job description.
- Shortlisting is done solely on merit.

4. Interview Process

- Interviews must be structured and consistent for all candidates.
- Interview panels must follow Equal Opportunity principles and avoid any bias.
- Evaluation notes must be documented for transparency.

5. Candidate Selection

- Selection is based on competence, skills, experience, and job fit.
- No candidate is favored or rejected due to personal characteristics unrelated to the job.

6. Job Offer & Onboarding

- HR issues formal offer letters specifying role, compensation, and benefits.
- Terms must be consistent with Equal Pay for Equal Work principles.
- Onboarding includes sharing company policies, including Equal Opportunity and Equal Pay and No Child Labour.

Record Keeping

HR maintains complete records of applications, interview evaluations, and selection decisions for accountability and auditing purposes.

A handwritten signature in black ink is written over a blue circular company stamp. The stamp contains the text "FAMAX TECHNOLOGY (M) SDN. BHD." around the perimeter and "2009010283 (748710-K)" in the center.

Lee Chie Siang
Managing Director
01st January 2026