



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

## Human Resources Policy

### Policy Statement

This Human Resources (HR) Policy outlines the principles and practices that guide our workforce management. We are committed to ensuring fair treatment, equal opportunity, and a safe, respectful, and productive work environment for all employees.

Based on this commitment, we shall:

- To attract and retain a skilled, diverse, and motivated workforce.
- To establish clear expectations on behavior, performance, and responsibilities.
- To ensure compliance with employment laws and ethical labor standards.

### Recruitment & Selection

Hiring decisions will be based on merit, qualifications, and alignment with company values.

- We prohibit discrimination based on race, gender, age, religion, disability, or any protected characteristic.

This policy applies to all employees, contractors, interns, and job applicants of Famax Technology (M) Sdn. Bhd., across all locations and departments.

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Lee Chie Siang  
Managing Director  
01st January 2025