



FELCRA JAYAPUTRA SDN BHD

(Kilang Kelapa Sawit Jayapura)

ETHICAL RECRUITMENT POLICY

FELCRA Jayapura Sdn. Bhd. is committed to ensuring Ethical Recruitment are always followed and respected.

In line with this policy FELCRA Jayapura Sdn. Bhd. is committed to implementing the following Ethical recruitment practices:

- Ensure workforce is hired ethically and responsibly for fair recruitment.
- No collection of Recruitment fees from the candidates by any of the company representatives or nominated Agents neither in the source or home country.
- Respect and protect the human rights and freedom of the workers.
- Free of discrimination and prejudice against gender, race, religion, or nationality.
- Engaging only ethical and reputable recruitment agencies obliged to company recruitment policy and contract agreement.
- Clear and transparent terms and conditions of employment according to the agreed contract and immigration law.
- No withholding of passports or personal documents without voluntary written consent from the candidate.
- Free of sexual harassment whether directly or indirectly against any candidates.
- Free of forced labour, debt bondage, discrimination and modern slavery.

LIEW TEEN CHAI
(MANAGING DIRECTOR)

DATE: 22TH JUNE 2019