



DUOPHARMA BIOTECH BERHAD

Registration No. 200001021664 (524271-W)

LABOUR RIGHTS POLICY



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1. POLICY STATEMENT

- 1.1 As a policy stance, Duopharma Biotech Berhad and its subsidiary companies (“Duopharma Biotech Group” or the “Company”), is committed to upholding labour rights and consistently making efforts to adhere to the highest standard of labour rights and also maintain a safe working environment, ensuring that the welfare & well-being of all workers are upheld at all times. Duopharma Biotech Group is committed to conduct business and operations in an environmentally conscious and socially responsible manner, while upholding good governance. Thus, Duopharma Biotech Group has developed this Labour Rights Policy (“Policy”) conveying its labour rights principles.
- 1.2 Notwithstanding, Duopharma Biotech Group also recognizes the rights of shareholders (e.g. nomination of boardroom candidatures), requirements enshrined in national, state or government policies as well as conditions precedents on directorships, equity ownership or other requirements that may be present in prevailing or prospective tenders or contracts with counterparties including the government.

2. GUIDANCE AND REFERENCES

- 2.1 This Policy is supplementary to the existing guidelines and policies within Duopharma Biotech Group so as to further enhance the overall governance infrastructure of Duopharma Biotech Group.
- 2.2 This Policy is in line and should be read together with the relevant enumerations encapsulated in the following authoritative promulgations:
- a) Federal Constitution;
 - b) Employment Act 1955;
 - c) Trade Unions Act 1959;
 - d) Industrial Relations Act 196;
 - e) Occupational Safety and Health Act 1994;
 - f) Other relevant local laws and regulations.
- 2.3 This Policy is also in line with internationally recognized principles and standards including but not limited to the International Labour Organization standards (“ILO”).
- 2.4 The internal reference documents which should be read in concurrence with this Policy are not limited to the following:
- a) Code of Conduct;
 - b) Diversity, Anti-Discrimination and Anti-Harassment Policy;
 - c) Whistleblowing Policy;
 - d) Whistleblowing Investigation Procedure;
 - e) Grievance Procedure;
 - f) Safety and Health Policy; and
 - g) Sustainability Policy.
- 2.5 Where there is a conflict between the contents of this Policy and the authoritative promulgations, the relevant enumerations contained in the said authoritative promulgations or the Company’s Constitution shall prevail.

3. SCOPE OF APPLICABILITY

3.1 Duopharma Biotech Group's Personnel

- a) This policy applies to the Board of Directors and employees of Duopharma Biotech Group ("All Personnel").
- b) All Personnel must comply with this Policy, other Duopharma Biotech Group policies, procedure, processes, and all applicable laws in the course of employment.

3.2 Duopharma Biotech Group's Business Associates

- a) This Policy applies to vendors, contractors, sub-contractors, consultants, agents, representatives, tenants, and other intermediaries ("Business Associates") who are performing work or services, for and on behalf of Duopharma Biotech Group;
- b) Duopharma Personnel, regardless of their position or role, are responsible to communicate this Policy to their Business Associates.

3.3 All parties engaging with Duopharma Biotech Group

- a) This Policy applies to all parties that are currently engaged with Duopharma Biotech Group or have intentions to engage with Duopharma Biotech Group in the future;
- b) Duopharma Biotech Group will use its influence in good faith to require the parties to understand and implement policies and procedures similar to that of Duopharma Biotech Group's.

3.4 Breach of this Policy by any Personnel of Duopharma Biotech Group is considered misconduct and/or breach of the terms or conditions of employment, and may result in disciplinary measures taken, including dismissal. Similarly, for any act by the Business Associates or requests by the Business Associates for Duopharma Biotech Group to carry out any act that is against this Policy may lead to termination of service agreement with the Business Associates.

3.5 For the purpose of this Policy, the phrase "Duopharma Biotech Group" shall mean Duopharma Biotech Berhad and its subsidiary companies.

4. KEY MATERIAL ISSUES

Duopharma Biotech Group has identified the following seven (7) Key Material Issues to be the pillar of its policy:

4.1 *FORCED LABOUR & CHILD LABOUR*

Duopharma Biotech Group are against all forms of modern slavery, including forced labour, child labour, bonded labour, and human trafficking. We are against all work or service which is exacted from any person under the threat of a penalty and for which the person has not offered himself or herself voluntarily.

4.2 *DIVERSITY, ANTI-DISCRIMINATION & ANTI-HARASSMENT*

Duopharma Biotech Group ensures all employees have access to equal rewards, resources, and opportunities regardless of race, gender, ethnicity, religion, age, disability, nationality, and political opinion. Duopharma Biotech Group will treat all individuals justly and in a non-discriminatory manner, based solely on their merits and competencies. Duopharma Biotech Group prohibits all forms of discrimination or harassment of any kind.

4.3 *FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING*

Duopharma Biotech Group respects the right of employees to join or not to join trade unions or other worker organizations of their choice, as provided for by Malaysian labor laws. Duopharma Biotech Group is committed to engaging in constructive dialogue with employee representatives and supporting collective bargaining processes.

4.4 *SAFETY & HEALTH*

Duopharma Biotech Group prioritizes the safety and well-being of employees by providing a safe and healthy working environment. Duopharma Biotech Group complies with relevant occupational health and safety regulations and takes proactive measures to prevent accidents and injuries.

4.5 *FAIR WAGES, BENEFITS & SOCIAL SECURITY*

Duopharma Biotech Group ensures that all employees receive fair compensation for their work, regardless of gender or other discriminatory factors. Pay and benefits are determined based on job responsibilities, skills and performance. Employees welfare is also taken care of, should unforeseen situations befall them in their line of work.

4.6 *UPSKILLING & EDUCATION*

Duopharma Biotech Group is committed to the professional and personal development of our employees. Duopharma Biotech Group provides opportunities for training, skill development, and career advancement.

4.7 *EMPLOYMENT SECURITY & PROTECTION AGAINST UNFAIR DISMISSAL*

Duopharma Biotech Group are committed to follow a fair procedure in any disciplinary related matters. A thorough investigation is carried out prior to any actions taken.

5. **IMPLEMENTATION AND EXPECTATION**

5.1 Policy (Internal Management)

Duopharma Biotech Group will integrate labour rights considerations into all aspects of our operations, including policies, procedures, and decision-making processes. Duopharma Biotech Group will also provide awareness of the Policy to all its personnel.

5.2 Vendors / Suppliers – (External Management)

Duopharma Biotech Group will ensure the suppliers / vendors are made aware of this Policy and have an understanding of labour rights principles and implement it in their operations.

5.3 Monitoring and Accountability

Duopharma Biotech Group will establish mechanisms to monitor and assess the awareness and understanding.

5.4 Non-Retaliation

Duopharma Biotech Group encourages reporting of any violations or concerns related to labour rights through whistleblowing channels. An internal Grievance Procedure and Whistleblowing Policy exists and assists employees to raise issues and concerns related labor rights. All complaints will be treated confidentially, seriously and sympathetically in accordance with the Company's relevant policies and procedures. No Personnel shall be penalized or disadvantaged as a result of raising genuine concern or complaint.

6.0 **DEVIATION**

No exemption from this policy can be granted unless there are exceptional circumstances or where the Policy contradicts with the laws of countries where Duopharma Biotech Berhad Group operate. In such instances, all requests for exemptions must be made to the Group Managing Director of Duopharma Biotech Group who will assess and decide on each request on a case-to-case basis.

7.0 **REVIEW AND REVISION**

- 7.1 The Management is responsible for the implementation of this Policy and ensuring compliance with it. This policy will be monitored by the Management to judge its effectiveness.
- 7.2 The Nomination and Remuneration Committee ("NRC") shall periodically review this Policy to be in line with legislative promulgations and better practices as well as the nature of the business.
- 7.3 All revisions or amendments to this Policy as recommended by the NRC will be submitted to the Board of Directors of the Company for consideration and approval.

Revision No	Section	Details
01	All sections	First Policy