



# **SARAWAK OIL PALMS BERHAD**

## **GROUP OF COMPANIES**

### **SOCIAL AND COMMUNITY POLICY**

Sarawak Oil Palms Bhd, SOP, produces sustainable and quality palm oil products. SOP is committed in upholding the human rights of all its members and communities that are affected by its operations, and to treat them with dignity.

To support this aim, SOP will adhere to the following commitments:

#### **1. SOP in Society**

- To contribute within the scope of our capabilities to improving economic, environmental and social conditions through sincere open engagement with stakeholders for our mutual benefits in common efforts.

#### **2. Children and Young Workers**

- To ensure that minors are properly protected; and as a fundamental principle, not to employ children under age of 16 years, or support the use of child labour. To provide access to primary education for all children staying within SOP estates or mills.

#### **3. Freedom of Engagement**

- To require that all employees enter into employment with the company of their own free will; and not to apply any coercion when engaging employees or support any form of forced or compulsory labour.

#### **4. Health and Safety**

- To provide a safe and healthy working environment at all sites and facilities and to take adequate steps to prevent accidents and injury to health arising out of the course of work by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

#### **5. Employee Consultation and Communication**

- To facilitate regular consultation with all employees to address areas of concern.
- To respect the rights of all personnel to form and join trade unions of their choice and to bargain collectively.
- To ensure that representatives of personnel are not the subject of discrimination and that such representatives have access to their members in the workplace.
- To make sure, in any case of major layoffs, that a social benefits and guidance plan is in place, and already known to employees or their official representatives.

#### **6. Equality of Opportunity**

- To offer equality of opportunity to all employees and not to engage in or support discrimination in hiring, compensation, access to training, promotion, termination or retirement based on ethnic and national origin, caste, religion, disability, sex, age, sexual orientation, union membership, or political affiliation.



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#### **7. Harassment and Disciplinary Practices**

- To counteract the use of mental or physical coercion, verbal abuse or corporal/hard-labour punishment; and not to allow behaviour, including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative.
- To develop and maintain equitable procedures to deal with employee grievances and disciplinary practices.

#### **8. Working Hours**

- To comply with applicable laws and industry standards on working hours, including over-time.

#### **9. Compensation**

- To ensure that wages paid meet or exceed the legal or industry minimum standards.
- To ensure that wage and benefits composition are detailed clearly and regularly for workers, and that compensation is rendered in full compliance with all applicable laws and in a manner convenient to workers.
- To ensure that labour-only contracting arrangements and false apprenticeship schemes are not used to avoid fulfilling SOP's obligations under applicable laws pertaining to employment and social security legislation and regulations.

#### **10. Community Involvement**

- To promote and participate in community engagement activities that actively foster economic, environmental, social and educational development, as part of SOP's commitment to the communities where it operates.

#### **11. Business Ethics**

- To uphold the highest standards in business ethics and integrity and to support efforts of national authorities to establish and enforce high ethical standards for all businesses.

It is the responsibility of all the Managers and Employees to ensure that they comply with these policies and commitments when carrying out their duties.

**PAUL WONG HEE KWONG**  
**GROUP CHIEF EXECUTIVE OFFICER**

Dated: March 2014