

## **POLICY STATEMENT**

PNE recognizes that human rights are based on the principle of respect for the individual. PNE provides a working environment free of any form of discrimination or harassment. Each employee is entitled to human rights and is treated equally and with dignity. Each employee is responsible for complying with this policy.

## **POLICY SCOPE**

This policy applies to

1. All employees of PNE
2. Suppliers
3. Contractors
4. Security provider
5. Canteen operator

## **DEFINITION**

Human rights are basic rights inherent to all human beings and hence there will be no discrimination by:

1. Race
2. Ancestry
3. Place of origin
4. Color
5. Ethnic origin
6. Citizenship
7. Creed
8. Sex
9. Sexual orientation
10. Age
11. Marital status
12. Family status

## **POLICY GUIDELINES**

1. All employment in PNE is voluntary.
2. PNE condemns all forms of exploitation of children and does not recruit child labor. All employed in PNE must be above 18 years of age.
3. All employed are treated with respect and integrity.
4. Pay practices in PNE are in accordance to the rules and regulations of Malaysia.
5. Suppliers, Contractors, the security company, the canteen operator, and, agents who supply workers must comply with this policy.
6. Employees must comply with this policy. Failure to comply will lead to disciplinary action.
7. All employees are encouraged by our open door process to report any suspected violations of this policy.