

# RECRUITMENT FEES POLICY

## The company Recruitment Fees Policy

### 1. Introduction

The company is committed to maintaining ethical and responsible recruitment practices. This policy outlines our unequivocal stance against charging workers or potential workers any form of recruitment fees, in accordance with the definition provided in the Glossary. We are dedicated to upholding fair employment practices, respecting human rights, and ensuring transparency and compliance with all applicable laws and regulations.

### 2. Definition of Recruitment Fees

Recruitment fees refer to any direct or indirect payments, contributions, or fees required from workers or potential workers, whether directly or through third parties, as a condition of employment, job placement, or recruitment. This includes fees for visa processing, travel expenses, training, accommodation, medical examinations, or any other related expenses.

### 3. Prohibition of Charging Recruitment Fees

a. The company strictly prohibits charging workers or potential workers any form of recruitment fees as defined above. b. Workers or potential workers shall not be required to make any payment or incur any expenses as a condition of their employment or participation in the recruitment process.

### 4. Transparency and Disclosure

a. The company shall provide clear and transparent information to workers or potential workers regarding all aspects of the recruitment process, including costs and expenses that may be associated with recruitment. b. Any fees or expenses that are necessary for the recruitment process shall be borne by The company and not passed on to the workers or potential workers.

### 5. Communication and Awareness

a. The company shall communicate this policy to all employees, contractors, recruitment agencies, and stakeholders involved in the recruitment process to ensure a shared understanding of our commitment to fair and transparent practices.

## 6. Reporting and Non-Retaliation

a. Any concerns, complaints, or reports related to the charging of recruitment fees will be promptly and confidentially addressed by appropriate channels within the organization. b. The company strictly prohibits any form of retaliation against individuals who report or raise concerns about the charging of recruitment fees.

## 7. Training and Compliance Monitoring

a. We shall provide relevant training and guidance to employees, contractors, and relevant personnel engaged in the recruitment process to ensure compliance with this policy. b. Regular audits and assessments will be conducted to monitor and ensure adherence to this policy within our recruitment activities.

## 8. Continuous Improvement

a. The company is committed to ongoing improvement of our practices and policies, reflecting changes in regulations and best practices related to the prohibition of recruitment fees. By adhering to this policy, The company reaffirms its dedication to fair and ethical recruitment practices, safeguarding the rights and well-being of all workers and potential workers.