



	KIP REIT	 KIP REIT™
Issue Date: 10 OCTOBER 2023	LABOUR AND HUMAN RIGHTS POLICY	Revision No.: 01 Page 2 of 7


TABLE OF CONTENTS

AMENDMENT LOG.....	3
DEFINITIONS.....	4
INTRODUCTION	5
SCOPE OF POLICY	5
SECTION 1 - LABOUR AND HUMAN RIGHTS POLICY.....	5
1.1 Forced Labour.....	5
1.2 Child Labour	5
1.3 Discrimination	5
1.4 Local Employment & Community	6
1.5. Minimum Wage.....	6
1.6 Responsibility	6
SECTION 2 – THE COMPANY’S STAND ON DISCRIMINATION	7

	KIP REIT	 KIP REIT™
Issue Date: 10 OCTOBER 2023	LABOUR AND HUMAN RIGHTS POLICY	Revision No.: 01 Page 3 of 7

AMENDMENT LOG


VERSION	AMENDMENT	PAGE	DATE OF UPDATE
REV01	AMENDMENT TO THE FOLLOWING: Change of Policy Title to “ Labour and Human Rights Policy ”	All Pages	10 OCTOBER 2023

	KIP REIT	 KIP REIT™
Issue Date: 10 OCTOBER 2023	LABOUR AND HUMAN RIGHTS POLICY	Revision No.: 01 Page 4 of 7

DEFINITIONS

The definitions contained in this policy are applicable to the singular as well as the plural forms of such terms and to the masculine as well as to the feminine and neuter genders of such term.

TERMS	DEFINITIONS
BOD	Board of Directors of REIT Manager
CEO	Chief Executive Officer
CFO	Chief Financial Officer
C-Suite	CEO and CFO
Company	REIT Manager or Service Provider
Employee	Permanent and /or Fixed Term Contract of REIT Manager
He / His / Him	Both male and female gender
HR	Human Resource
HOD	Head of Department
REIT Manager	KIP REIT Management Sdn. Bhd.
Service Provider	KIP Property Services Sdn. Bhd. or any such company appointed.

	KIP REIT	 KIP REIT™
Issue Date: 10 OCTOBER 2023	LABOUR AND HUMAN RIGHTS POLICY	Revision No.: 01 Page 5 of 7

INTRODUCTION

KIP REIT is committed to protecting the human rights of all its Employees. This policy contains the Company’s principles and standards on fundamental issues related to labour and human rights as creating and maintaining a workplace where each Employee can develop his or her potential is of crucial importance to KIP REIT as an Employer.

SCOPE OF POLICY

This Policy is applicable to the Company. The policy states that the Company shall respect human rights principles and applicable labour standards and for such principles and labour standards to be implemented in the day-to-day operations of the Company.

SECTION 1 - LABOUR AND HUMAN RIGHTS POLICY

The Company observes basic values in six areas:

1.1 Forced Labour

The Company will not tolerate forced labour or labour which involves physical or mental abuse, including actual or threatened physical punishment, verbal or sexual harassment, or domination or restraining of Employees by force, abuse of authority or threats.


1.2 Child Labour

Exploitation of child labour is unacceptable under any circumstances.

No person under the minimum legal working age applicable to their country may be employed by any company within the Company.

1.3 Discrimination

The Company must not discriminate in hiring, compensating, access to training, promotion, termination or retirement based on race, caste, national origin, colour, religion, age, disability, gender, sexual orientation, union membership or political affiliation.

	KIP REIT	
Issue Date: 10 OCTOBER 2023	LABOUR AND HUMAN RIGHTS POLICY	Revision No.: 01 Page 6 of 7

1.4 Local Employment & Community

The Company is committed to ensuring that priority is given to those from our local communities, geographic locations that are close to our operations/premises especially those from the under privileged community regardless of gender, race, age, marital status, disability, sexual orientation, educational background, social status or political affiliation. The Company believe that this can draw in people bringing different skills, attributes and aspirations to the organisation. This will in turn reduce unemployment and inequality within the local and under privileged community.


1.5. Minimum Wage

The Company strictly adheres to the Minimum Wage Order as gazetted by the Malaysian Government including the most recent Order gazetted in April 2022. This is fairly implemented across the group regardless of age, gender, nationality, ethnicity, sexual orientation, disability or political associations.

1.6 Responsibility

The Company believes that everyone in the organization is responsible for having due regard for human rights. In particular:

- At Board level which has overall responsibility for ensuring that human rights considerations are integral in the way in which existing operations and new opportunities are developed and managed;
- Managers and supervisors must provide visible leadership that promotes human rights as an equal priority to other business issues and to also have a responsibility for identifying abuses that occur within the Company; and
- All Employees are responsible for ensuring that their own actions do not impair the human rights of others. They are also encouraged to bring forward, in confidence, any concerns that they may have about human rights abuses.

	KIP REIT	
Issue Date: 10 OCTOBER 2023	LABOUR AND HUMAN RIGHTS POLICY	Revision No.: 01
		Page 7 of 7

SECTION 2 – THE COMPANY’S STAND ON DISCRIMINATION

The Company is strongly against discrimination of any kind to any of the Employees or workers. The Company have therefore taken measures such as making it known in our employee handbook, encouraging participation of all Employees during Company’s activities and events and ensuring fair employment opportunities during yearly appraisals that are based solely on merit.