



MEGA SQUARE SDN BHD

HIRING POLICY

MSSB-011 Rev.00.202306

MSSB Hiring Policy

Objective

MSSB's Hiring Policy sets out the process for properly assessing and selecting candidates who meet the qualifications of the open position. This Policy complements MSSB's Foreign Workers Recruitment and Employment Policy and Business Code of Conduct.

This Policy applies to all employees involved in the company's hiring process, including all departments within MSSB.

Hiring Process and Procedures

Personnel requisitions

Personnel requisitions must be initiated by the head of department, approved by the Managing Director and then forwarded to the Personnel & Administration Department ("P&A").

Personnel requisitions should indicate the following in the Manpower Request Form:

- Position title.
- Position hours/shifts.
- Reason for the opening.
- Essential job functions and qualifications (or a current job description may be attached).
- Any special recruitment advertising instructions.

Intake meetings

Where required, P&A will arrange a meeting with the hiring manager to conduct an intake meeting prior to posting a job opening to learn more about the position, the requirements and the profile of the ideal candidate.

Job postings

P&A will create job postings that briefly describe the job opening and determine the appropriate channel for job postings (e.g., banners, advertisement through newspaper or recruiter's side, or foreign worker recruiter etc).

Job descriptions and any other hiring materials will be free from language that may discriminate or deter candidates based on protected characteristic.

Jobs will remain posted until the position is filled. P&A will be responsible for tracking all applicants and retaining applications and resumes as required.

"Protected Characteristic" refers to: race or skin colour; ethnicity or national origin; religion; age (save where age is asked to verify the legal age requirements); sex; gender/gender identity; sexual orientation; disabilities /medical history; marital status, maternity/pregnancy status, etc.

Internal applicants

Current employees with a satisfactory employment status may apply for internal job openings. The employee's manager and P&A department shall be notified of the employee's application.

No prioritization or favouritism to internal applicants will not be tolerated. All internal applications will be assessed together with the external applicants based on their qualifications and ability to perform the job successfully.

Internal candidates who are not selected will be notified by the P&A department.

Age verification

It is the policy of MSSB not to hire anyone below the age of 18. To ensure compliance with legal requirements and prevent child labor, In-person interviews will be conducted for all shortlisted applicants. Also, all applicants will be required to provide valid proof of age, such as identification documents or birth certificates, during the hiring process. The hiring manager and the P&A manager shall be responsible to verify the age of the applicants via the following methods:

- If photo is available, make sure the photo and identity on the submitted documents match the appearance of the applicant.
- Check that the original seal between the photo and card is intact.
- The date of issue should broadly tally with the condition of the card. It is suspicious if a card issued many years ago looks brand new.
- If the proof of age document is suspicious, applicants can be asked further information to enable the hiring manager/P&A manager to cross check with the information stated in the document received.

Interview process & Evaluation based on equal employment opportunities practice

The P&A department and the hiring manager will screen applications and resumes prior to scheduling interviews. Interviews are generally conducted by the P&A department and the hiring manager.

Equal employment opportunities to all applicants without regard to race, colour, religion, sex, national origin, age, disability, or any other legally protected status. Interviews will be focused on the job-related interview techniques to ensure fairness and consistency.

When scheduling an interview, the P&A department shall adopt the following best practices:

- Use a diverse interview panel
- Train interviewers on inclusion, diversity, and bias
- Base interview questions on job analysis
- Ask effective, open-ended questions which focus on job-related criteria such as skills, qualifications, experience, and fit with the company culture, without regard to protected characteristics
- Ask each applicant the same interview questions
- Screen applications consistently. Apply the same standards to everyone applying for the same position
- Assess candidate responses objectively
- Ensure both internal and external applicants are evaluated on the same standards and basis

The P&A department will notify applicants who are not selected for a position.

Reference checks

The hiring manager and the P&A department may determine the necessity of professional references for the open position. Where required, P&A department will conduct reference checks and verify the employment's status based on job application form completed by the candidate.

Job offers

After the hiring manager and the P&A manager have determined the finalist for the position, it must obtain the final approval from the Managing Director. Once approved, an offer will be made and the candidate offered will be notified, contingent on the satisfactory completion of required background checks.

Foreign workers

In addition to the applicable principles set out in this Policy, the hiring of foreign workers shall be subject to MSSB's Foreign Workers Recruitment and Employment Policy.

Confidentiality and Privacy

- **Data Protection**

All personal information collected during the hiring process will be handled in accordance with applicable data protection laws and regulations and MSSB's Privacy Policy.

- **Confidentiality**

Hiring managers and P&A manager involved in the hiring process will maintain the confidentiality of applicant information and ensure it is used solely for the purpose of assessing candidates for employment.

Records

Post hiring, the P&A department shall maintain a personnel file for each employee which include at a minimum:

- a valid labour contract;
- a copy of the worker's ID card;
- a photo
- date of employment
- main task(s)/position
- department
- where applicable, the employee's working permit