



HEXTAR HEALTHCARE BERHAD
(formerly known as Rubberex Corporation (M) Berhad)
199601000297 (372642-U)

ZERO RECRUITMENT FEES POLICY

1. Hextar Healthcare Berhad (formerly known as Rubberex Corporation (M) Berhad) ("Hexcare" or the "Group") and its subsidiary companies is committed to ensuring that its workforce, both local and foreign, are not charged any fees or costs associated with their employment in Hexcare;
2. This policy documents the Group's stance on applying responsible employment practices including not charging recruitment related fees at any stage of the recruitment process, whether by Hexcare, our agent(s) and/or their sub-agent(s) in the sending countries as well as in Malaysia;
3. This policy should be read in conjunction with the Group's perspective on Forced Labour Practices documented by the Human Resource Department and endorsed by Management of Hexcare;
4. Hexcare shall not charge its workers, particularly its foreign workers, directly or indirectly, in whole or in part, any costs associated with their employment in Hexcare such as processing of official documents and/or work visas, transportation, accommodation, medical and/or or taxes. We remain guided by the Responsible Business Alliance's Trafficked and Forced Labour "Definition of Fees" that came into effect on 01 January 2021 (the link to which is: <https://www.responsiblebusiness.org/media/docs/RBADefinitionofFeesJan2021.pdf>);
5. If such fees and/or costs are found to be charged to the foreign workers, Hexcare shall repay the workers within sixty(60) days, subject to satisfaction that such fees and/or costs have been incurred by the foreign workers;
6. Hexcare has actively engaged with its existing foreign workers via interviews to ensure that they do not incur any recruitment fees. Reimbursement of costs and/or remediation of actions have been underway since 2020 and we will continuously engage with foreign workers as part of the Group's commitment to good labour and social compliance practices;

7. In upholding this Zero Recruitment Policy, Hexcare has and is extending the act of reimbursement and/or remediation to former foreign workers who have resigned or departed Hexcare before this Policy was put in place; this is to ensure a thorough and fair treatment to all foreign workers whether currently in or previously under the employment of Hexcare.

August 2023 (Updated)