



**SKYWORLD DEVELOPMENT BERHAD**

## **HUMAN RIGHTS AND EMPLOYEE WELLBEING POLICY**

17 July 2025

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## 1.0 OBJECTIVE

SkyWorld Development Berhad ("SkyWorld" or "the Group") is committed to upholding the universal rights and dignities inherent to all human beings. This Policy affirms SkyWorld's pledge to respect internationally recognised human rights, including the International Bill of Human Rights, the United Nations Guiding Principles on Business and Human Rights ("UNGPs"), and relevant provisions of the International Labour Organisation ("ILO") conventions, as well as to promote the wellbeing of its employees. By embedding these principles into business practices, SkyWorld aims to foster a safe, inclusive, and supportive work environment while maintaining high ethical standards across all operations.

This Policy also recognises SkyWorld's extended responsibility to safeguard the human rights and wellbeing of business associates who contribute to the Group's operations through contractors or service providers.

The objectives of this Policy are to:

- a. Safeguard the fundamental human rights of all individuals associated with SkyWorld.
- b. Ensure that labour practices comply with the relevant standards and local legal requirements.
- c. Promote a work environment that supports the physical, mental, and emotional wellbeing of employees.
- d. Uphold fair and inclusive recruitment, remuneration, and employment practices.
- e. Facilitate transparent grievance mechanisms and prompt remedy for any human rights or wellbeing infringements.
- f. Integrate robust accountability and monitoring frameworks to drive continuous improvement.
- g. Promote fair and ethical treatment of business associates engaged in SkyWorld's operations and ensure business associates uphold comparable standards of wellbeing and human rights.

## 2.0 SCOPE

This Policy applies to:

- a. **Employees:** All permanent, temporary, full-time, part-time, probationary and contract staff, as well as interns.
- b. **Board of Directors and Senior Management:** Individuals responsible for providing strategic direction and overseeing SkyWorld's operations.
- c. **Business Associates:** Subsidiaries, suppliers, vendors, contractors, consultants, agents, partners, and other third parties and intermediaries engaged in delivering services or goods to or on behalf of SkyWorld.
- d. **External Stakeholders:** Individuals, groups, or entities outside of SkyWorld who may be impacted by or have an interest in the company's operations, products, or services. This includes, but is not limited to, clients, investors, suppliers, regulatory authorities, non-governmental organisations ("NGOs"), and community representatives.

All parties covered under this Policy are expected to comply with its provisions in their interactions with SkyWorld, its employees and business associates of the Group.

### **3.0 DEFINITION**

Board of Directors and Senior Management	Individuals responsible for providing strategic direction and overseeing SkyWorld's operations.
Business Associates	Subsidiaries, suppliers, vendors, contractors, consultants, agents, partners, and other third parties and intermediaries engaged in delivering services or goods, services, or labour to or on behalf of SkyWorld, thereby impacting its value chain, are distinct from external stakeholders.
Employees	All permanent, temporary, full-time, part-time, probationary and contract staff, as well as interns.
External Stakeholders	Individuals, groups, or entities outside of SkyWorld who may be impacted by or have an interest in the company's operations, products, or services. This includes, but is not limited to, clients, investors, suppliers, regulatory authorities, non-governmental organisations ("NGOs"), and community representatives.
Group	Refers to the collective of SkyWorld Development Berhad and its subsidiaries.
Policy	The term "Policy" refers exclusively to this Human Rights and Employee Wellbeing Policy, unless stated otherwise.

### **4.0 ABBREVIATIONS**

ILO	International Labour Organisation
NGOs	Non-Governmental Organisations
OECD	Organisation for Economic Co-operation and Development
SOP	Standard Operating Procedure
UNGPs	United Nations Guiding Principles on Business and Human Rights

## **5.0 POLICY**

### **5.1 Respect for International Human Rights Standards**

SkyWorld publicly commits to respect and support internationally recognised human rights. The Group's approach is guided by:

- 5.1.1 The International Bill of Human Rights and the principles encapsulated within it.
- 5.1.2 The United Nations Guiding Principles on Business and Human Rights ("UNGPs") and, where applicable, the Organisation for Economic Co-operation and Development ("OECD") Guidelines for Multinational Enterprises.
- 5.1.3 A commitment to conduct regular human rights due diligence and to provide access to remedy for any affected individuals or communities.

### **5.2 Labour Rights and Fair Treatment**

SkyWorld is dedicated to ensuring ethical and fair treatment for all employees and business associates through the following measures:

- 5.2.1 Child Labour Prohibition: SkyWorld adheres to all applicable local laws and international best practices to ensure that no child labour is employed or contracted, reaffirming its commitment to the children's rights and business principles.
- 5.2.2 Forced or Bonded Labour Prohibition: SkyWorld prohibits any form of forced or compulsory labour and maintains strict compliance with local and international norms to prevent human trafficking and modern slavery.
- 5.2.3 Working Hours and Rest: SkyWorld ensures compliance with local laws governing working hours and overtime while implementing additional measures to prevent excessive working hours and promote work-life balance.
- 5.2.4 Fair Wages and Remuneration Benefits: Beyond mere compliance with legal minimums, SkyWorld is committed to providing fair wages, ensuring employees and business associates earn at least a minimum wage.
- 5.2.5 Equal Opportunity and Non-Discrimination: SkyWorld promotes diversity and inclusion. Equal employment opportunities are provided regardless of age, gender, race, religion, nationality, or disability. This commitment also extends to recruitment, development, and progression.

### **5.3 Employee Wellbeing**

SkyWorld recognises that robust employee wellbeing is key to sustainable business performance. The following commitments affirm this stance:

- 5.3.1 Holistic Wellbeing: SkyWorld will nurture an environment that promotes physical, mental, and emotional health. Initiatives include comprehensive health and safety programmes, support for mental health and stress management, and fostering a respectful, harassment-free workplace.
- 5.3.2 Professional Development and Training: Continuous learning and training opportunities are provided to empower employees, bolster career progression, and enhance overall productivity.
- 5.3.3 Inclusive and Supportive Work Culture: An emphasis is placed on work-life balance, flexible working arrangements where feasible, and the integration of diversity and inclusion practices within all aspects of employment.

#### **5.4 Wellbeing of Business Associates**

SkyWorld recognises that its responsibility to respect human rights extends beyond its direct employees to include business associates. To uphold the wellbeing of these business associates, SkyWorld expects its business associates to:

- 5.4.1 Uphold Labour Standards: Ensure all business associates enjoy fair and ethical working conditions, including protection from child labour, forced or bonded labour, excessive working hours, and unfair wage practices.
- 5.4.2 Ensure Occupational Health and Safety: Provide a safe, healthy and hazard-free work environment for all business associates involved in SkyWorld's operations, in line with SkyWorld's occupational health and safety requirements and applicable legal standards.
- 5.4.3 Respect Freedom of Association and Non-Discrimination: Allow freedom of association and collective bargaining beyond compliance with local laws, while ensuring all business associates are treated with respect, free from harassment, bullying or discrimination of any kind.
- 5.4.4 Promote Worker Voice and Grievance Mechanisms: Enable business associates to raise concerns safely and ensure protection against retaliation or punitive actions.

SkyWorld will communicate these expectations through its procurement processes and may conduct risk-based assessments or audits to verify alignment. Business associates found to violate these expectations may be subject to corrective actions, including contract suspension or termination, in accordance with SkyWorld's supplier policies.

## **6.0 PROCEDURES**

### **6.1 Implementation and Governance**

- 6.1.1 The Board of Directors, along with the Sustainability Management Committee and Talents Function holds overall responsibility for the governance and periodic review of this Policy.
- 6.1.2 Human rights due diligence will be integrated into business processes. Each business unit is responsible for implementing the Policy, monitoring compliance and reporting on performance indicators.
- 6.1.3 Regular training and communications will ensure that all employees, suppliers, and relevant stakeholders are fully aware of their responsibilities under this Policy.

### **6.2 Grievance Mechanisms and Remedy**

- 6.2.1 SkyWorld provides secure and confidential channels, including the established whistleblowing email ([whistleblower@skyworld.my](mailto:whistleblower@skyworld.my)), for reporting any breaches of this Policy.
- 6.2.2 SkyWorld is committed to providing prompt and effective remedies to those adversely affected by any human rights or employee wellbeing violations.
- 6.2.3 All employees and stakeholders who report concerns in good faith will be protected from reprisal or retaliation.

### **6.3 Policy Communication**

- 6.3.1 This Policy will be communicated both internally and externally through appropriate channels, ensuring that all employees, business associates, and relevant stakeholders are informed of its provisions.
- 6.3.2 The Policy shall be available in local languages, supporting the global understanding of our commitments.

### **6.4 Policy Review and Approval**

- 6.4.1 The Policy will be reviewed at least annually (or more frequently as needed) to ensure it remains aligned with evolving legal, industry, and best practice standards.
- 6.4.2 This Policy has been reviewed and approved by the Board of Directors on 17 July 2025.

====THE END====