



Sample Code of Conduct – Recruitment & Hiring of Workers

SAMPLE CODE OF CONDUCT: RECRUITMENT & HIRING OF WORKERS

As an organization that promotes continuous improvement and is inspired to be a global leader in the industry, we strive to establish and realize respectful and ethical treatment of workers across the board.

This Code of Ethical Conduct (CEC) promotes and upholds ethical labour supply practices including recruitment of local and foreign workers, in line with international labour standards as well as Malaysian national labour laws and regulations. This Code applies to all labour recruitment suppliers at every level of our recruitment supply chain. In this context, labour suppliers include, but are not limited to, licensed “labour recruitment agents” in both origin and destination countries, “contractors” or “sub-contractors” or any “individual vendors” or “suppliers” who are directly or indirectly involved in recruiting and/or hiring of workers.

ELEMENTS OF CEC	DESCRIPTION
Legal Compliance	Labour suppliers shall comply with all relevant legislation, statutory and non-statutory requirements including official directives covering Private Employment Agencies and/or outsourcing.
Child Labour	Labour suppliers shall ensure no child under the age of 18, in accordance with relevant legislations, is recruited and/or employed.
Forced / Bonded Labour	Labour suppliers shall ensure forced or bonded labour, or any form of labour exploitation that amounts to human trafficking are not used or promoted.
Respect for Diversity	Labour suppliers shall ensure that no worker is subject to any form of unlawful or unethical discrimination. Foreign workers are treated no less favourably than other workers performing similar tasks.
Harassment or Abuse	Labour suppliers shall ensure that every worker is treated with respect and dignity. No worker shall be subject to any physical, sexual, psychological or verbal harassment or abuse.
Respect for Confidentiality	Labour suppliers shall ensure confidentiality in all of their dealings. They shall ensure that consent has been given and documented before disclosing, displaying, submitting or seeking confidential or personal information.

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Head of the Organisation

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Head of the Organisation

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