



Equal Employment Opportunity Policy

It is the policy of the Company to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis. This is in line with the Company's Culture, Beliefs & Principles which is the foundation of Cincaria. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The focus will be on the best interest with minimum risk from the health and safety aspect to the employee and applicants for employment. The Chief Executive Officer of the Company and all managerial personnel are committed to this policy and its enforcement.

Employees have a duty to co-operate with the Company to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination. Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or the Management. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including dismissal. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved

We reserve the right to amend this policy from time to time without prior notice. This policy may be amended from time to time and would be in effect on the date as determined by Cincaria Sdn Bhd. Any amendment to this policy shall be published via hard copy or whichever medium Cincaria Sdn Bhd deems fit. Your continued employment or term of Cincaria Sdn Bhd shall be deemed to be your agreement to the said amendment of this policy.

Please contact the Human Resources Personnel should you have any queries:

Cincaria Sdn. Bhd.,
Block 1 & 2, Wisma Bluemetal,
106 & 108, Lintang Kampung Jawa,
11900 Bayan Lepas,
Pulau Pinang.
Tel: 04-2221222

Thank you.

CINCARIA SDN BHD
Marco Wong
Chief Executive Officer