



FOREVER SABAH BERHAD

(Co No. 1172311-D / 201601001385)

POLICIES AND GUIDELINES ON RECRUITMENT AND OCCUPATIONAL HEALTH AND SAFETY

Recruitment Procedure

FS is committed to our equal opportunity policy at every selection stage. Hiring teams should aim for a well-planned and discrimination-free hiring process.

This recruitment and selection policy applies to all employees who are involved in hiring for FS. It refers to all potential job candidates.

Employee selection stages

Our company has a standard hiring process that may be tweaked according to a role's requirements. Our standard process involves:

1. Resume screening
2. Phone screening
3. Assignment
4. Interview

Hiring managers may choose to add/remove stages depending on the role they're hiring for. For example, they can add the following selection stages/methods:

1. Assessment centers
2. Group interviews
3. Competency/Knowledge or other selection tests
4. Referrals Evaluation
5. In most cases, the stages of resume screening and interview are compulsory.
6. Interview feedback

Occupational Health and Safety

FS is committed to promoting and maintaining a safe and healthy work environment for all employees and others who work for FS in accordance with the Malaysian national regulations on Occupational Safety and Health.

In pursuit of the above, FS is committed to the following:

1. Create a safe and healthy work environment equipped with the necessary tools and equipment that are needed in order to eliminate or mitigate any activity that presents a risk to safety and health at the workplace;
2. Ensure that each employee, contractor and visitor is responsible in safeguarding his or her own safety and that of the others;
3. Provide information, guidance, directive, training, and supervision in order to enable employees to develop a self-disciplined attitude towards performing their daily duties while exercising the highest level of safety and health practices;
4. Ensure that all individuals who deal with FS, including contractors and other stakeholders, comply with the Occupational Safety and Health rules and regulations whenever relevant to our works; and
5. Continuously review and improve this Occupational Safety and Health policy to ensure that it serves its purpose at all times.