

## MAX MYANMAR GROUP

### Labor Standard and Employee Relations Policy

#### PURPOSE

This Policy specifically sets out our commitment to labor standard and employee relations policy. Our commitment is based on the International Bill of Human Rights, the UN Guiding Principles on Business and Human Rights, the ILO Declaration on Fundamental Principles and Rights at Work, the Myanmar Investment Law and Myanmar Employment Law.

This policy is in effect at all subsidiaries of Max Myanmar Group and applies to all Max Myanmar employees. Our Board of Directors, all management and employees bear a responsibility to act in a way that respects social and labor standards as outlines in this policy.

We aim to respect the principles outlined to the highest extent while ensuring legal compliance in our operation. In case of contradictory standards provided by local policies and international policies, the highest standard will always apply, except in circumstances where the Group HR Director has approved a lawful local policy.

#### SCOPE

##### **Forced Labor, Child Labor and Human Trafficking**

Max Myanmar Group does not accept any form of forced or compulsory labor or human trafficking in any of our global operations or facilities. Practices such as confiscating or withholding worker identify documents or other valuable items such as work permit and travel documentation are prohibited. Max Myanmar is committed to ethical recruitment and the pay associated with an employee's hire.

Max Myanmar Group prohibit Child Labor in our workplaces to protect children from working conditions that are harmful to their physical and emotional well-being.

##### **Corporate Labor Priorities**

Max Myanmar promotes a continuous improvement of the working conditions, giving attention to the following corporate labor priorities. We believe that the company and its employees are best served through a favorable, collaborative work environment with direct communication between management, employees, and where employees have chosen to organize, their representatives. We endeavor to establish such favorable employment conditions, to promote positive relationships between employees and managers, to facilitate employee communications, and to support employee development.

Employees and/or their representatives (if applicable) shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation, or harassment.

### **Fairness and Respect**

Max Myanmar Group believes a diverse workforce is essential to a thriving, innovative business and strive to attract and retain employees from a wide range of backgrounds. Merck does not tolerate discrimination based on race, color, age, gender, gender identity or expression, sexual orientation, language, religion, political affiliation, union membership, disability, nationality, social or ethnic origin, or on any other basis prohibited by law including but not limited to protected classes. We recruit, hire and promote our employees based on this principle. We proactively flight intolerance and promote equal employment opportunity and workplace diversity.

Ma Myanmar has no tolerance for sexual harassment. We promote a workplace that is free from any form of physical and verbal harassment and abuse. We do not tolerate any conduct that creates, encourages or permits a humiliating or intimidating work environment.

### **Working Time, Parental Leave and Remuneration**

Working hours are not to exceed the maximum set by Myanmar Law. Overtime work shall in principle be voluntary and shall not be requested on a regular basis. Where overtime work is required to meet short-term business demand and is permitted by Myanmar Law and or relevant bargaining agreement.

We provide our employees with fair and competitive compensation and benefits. Remuneration meets or exceeds local compensation conditions and guidelines and thus ensures an adequate standard of living for our employees and their families. Compensation in Max Myanmar Group is based on the requirements of each position and employee performance. We are committed to the principle of equal pay for equal work.

### **Occupational Health and Safety**

Our approach to occupational health and safety is outlined in our Corporate Occupational Health and Safety Policy (OHS Policy). This is an integral part of our OHS management system, which undergoes an external audit every year. Our Group OHS Policy defines how we ensure workplace safety for our employees while also promoting their health and welfare at work and beyond. This policy details our Group-wide approach regarding safety and health management to prevent workplace accidents and occupational diseases.

## **POLICY IMPLEMENTATION**

The Policy will be delivered to all directors, officers and employees and other designated persons at the start of their relationship with the Company. Copies of this Policy are made available to employee of Max Myanmar Group, either directly or by posting of the Policy on the Group Website.