



# **MEGA SQUARE SDN BHD**

**MSSB CHILD AND YOUNG PERSON LABOR**

**MONITORING AND REMEDIATION SYSTEM POLICY**

MSSB-009 Rev.00.202306

## **MSSB Child and Young Person Labor Monitoring and Remediation System Policy**

Mega Square Sdn Bhd (MSSB) will ensure to its best practice not to employ any child labour, this is aligned with our Business Code of Conduct.

### **Monitoring and Reporting**

MSSB is committed to comply with all applicable laws and do not hire anyone below the age of 18. MSSB has implemented the best level verification prior employment; candidates are screened based on their National Registration Identification Card to verify actual age for intakes which above 18 years old. In case of discrepancy between the actual age of the employee versus the age stated in NRIC , the employee shall undergo remediation as below. The remediation process shall be carried out and monitored from start to finish. Stages of the remediation will take into account the best interest of the child or the young person (where applicable).

It is the responsibility of all employees to promptly report any suspected cases of child or young workers to the P&A Manager of MSSB.

### **Child or Young Person Labour Remediation**

If a child (under the age of 15) or a young person (below age of 18 but above age of 15) is found, the following shall apply:

- MSSB shall assess the situation of the child or young person within 72 hours of notification or the case being reported. If the parents are contactable a discussing solution with parents and child or young person will be initiated.
- Pending the conclusion of the remediation solutions, the child or young person will be removed from work as the child's or young person's safety, dignity and well being will need to be assessed and in accordance with [Children and Young Persons \(Employment\) Act 1966](#) ("CAYPEA")(see more details in Appendix A)
- Verification of the fitness of the child or the young person through health examination at MSSB's costs
- Defining possible remediation solutions based on the initial suggestions such as vocational schools, or other training options including a budget for enrolment and monthly living stipend, all the action shall be alerted (or where required, registered) to Malaysian governed welfare body (Jabatan Kebajikan Masyarakat\*) ideas, suggestion and counselling services from the governed welfare body will be taken throughout the process. MSSB shall support the child or young person throughout the entire remediation process.
- Submission of the proposed remediation plan in accordance with CAYPEA to General Manager and Managing Director for approval

\* Jabatan Kebajikan Masyarakat through Talian Kasih: 15999 / +603 - 8000 800

## Monitoring and Support

- Once a remediation plan is identified and if a young person is deemed appropriate to be engaged for work at MSSB:
  - a) the relevant head of department shall be assigned to closely monitor the working condition, job scope, working hours of the child's or young person's to ensure that it is in compliance with CAYPEA and the remediation plan or any guidance from local authority
  - b) the relevant head of department shall provide training on occupational health and safety practices tailored to their needs and/or implement any adjustments where required
  - c) night shift, any work which is considered hazardous or likely to harm the health or safety of children or any work prohibited under CAYPEA shall not be carried out by anyone under the age of 18
- all relevant records related to the child or young person (e.g. age, date of birth, name, job scope, job details, wages, benefits, progress, fitness, etc) shall be maintained and kept up to date
- On-going monitoring throughout the entire remediation, including regular health examination (at MSSB's cost), regular visits or interview with the child or young person, provision of counselling services, provision of a stipend, regular updates and reports on progress will be notified to the Management of MSSB.
- As part of the remediation plan, if the child or the young person is deemed not appropriate to be engaged for work at MSSB, maintaining the contact with the child or the young person, the parents/relatives to ensure that the child or the young person is protected and safe without being at risk

**Appendix A – Relevant summary of Children and Young Persons (Employment) Act 1966 (CAYPEA)****Employment in which children and young persons may be engaged**

- Children and young persons are not permitted to engage in hazardous work stated in 4th Schedule of CAYPEA (Hazardous work refers to work conducted in a hazardous environment (e.g. physical, chemical, biological hazards) as well as exposing to hazardous machinery).
- Young persons may be engaged in hazardous work with personal supervision under an apprenticeship contract or undergoing vocational training (Section 2(1B) CAYPEA).
- A child may be engaged in the following:
  - a) employment involving light work suitable to the child's capacity in any undertaking carried on by his/her family;
  - b) employment in any public entertainment, in accordance with the terms and conditions of a license granted in that behalf under this Act;
  - c) employment requiring a child to perform work approved or sponsored by the Federal Government or the Government of any State and carried on in any school, training institution or training vessel; and
  - d) employment as an apprentice under a written apprenticeship contract approved by the Director-General of Labour with whom a copy of such contract has been filed.
- A young person may be engaged in the following:
  - a) employment involving light work suitable to the young person's capacity (whether or not the undertaking is carried on by his/her family);
  - b) employment in any office, shop (including hotels, bars, restaurants, and stalls), godown, factory, workshop, store, boarding house, theatre, cinema, club or association;
  - c) employment in an industrial undertaking suitable to the young person's capacity; and
  - d) employment on any vessel under the personal charge of the young person's parent or guardian.
- 5<sup>th</sup> schedule of CAYPEA sets out a list of work which a child or young person is strictly not permitted to be engaged (e.g. prostitution, trade of alcoholic beverages/drugs, massage services and gambling activities).

**Number of days of work**

- No child or young person engaged in any employment shall in any period of 7 consecutive days be required or permitted to work for more than 6 days.

**Hours of work of children**

- In any employment, a child is not permitted/required:-
  - a) to work in between the period of 8pm to 7am ;
  - b) to work for more than 3 consecutive hours without a period of rest of at least thirty minutes;
  - c) to work for more than 6 hours in a day or, if the child is attending school, for a period which together with the time he spends attending school, exceeds 7 hours;
  - d) to commence work on any day without having had a period of not less than 14 consecutive hours free from work.

**Hours of work of young persons**

- In any employment, a young person is not permitted/required:-
  - a) to work in between the period of 8 pm to 6 am except for those who engaged in public entertainment, agriculture undertaking, or vessel under the personal charge of his/her parent or guardian.
  - b) to work for more than 4 consecutive hours without a period of rest of at least thirty minutes;
  - c) to work for more than 7 hours in a day or, if the child is attending school, for a period which together with the time he spends attending school, exceeds 8 hours;
  - d) to commence work on any day without having had a period of not less than 12 consecutive hours free from work.