



Myanma Awba Group

CORPORATE HR POLICY



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Myanma Awba Group (herein after MAG) is committed to taking all reasonable steps to prevent the right and social security of employee. To ensure its meeting requirements of national labour law, ILO conventions, all applicable legal and regulatory requirements, the company shall adopt the following policy.

- Company will recruit highly motivated personnel meeting the required qualification for the job, medical fitness, and experience.
- The company will recruit the employee who should not be less than 18 years of age and must be medically fit and denies the employment on the basis of his/her name being on an illegal blacklist.
- The company with due regards to the right of employee to privacy and need to protect confidentiality, maintains appropriate conditions for processing the employee' personal data.
- The company will prevent its employees from Harassment/Discriminations so as to provide a safe, comfortable and productive work environment.

Equal Employment Opportunities (EEO)

Myanma Awba Group believes that the work conditions, wages and benefits it offers to its employees are competitive with those offered by other employers in this industry. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Myanma Awba Group will be based on merit, qualifications and abilities. As per recruitment policy of Myanma Awba Group does not discriminate in employment opportunities and all employees will be treated equally regardless of their race, color, religion, sex, marital status, age and maintain a work environment free of harassment whether physical, verbal or psychological.

The aim of the Recruitment and Selection Policy is to ensure that the company selects the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds including:



- Race
- Color
- Nationality
- Religion
- Sex
- Ethnic or national origins
- Sexuality
- Marital status
- Age
- Social background

Complaint Policy

- In addition to a copy of employment agreement, all employees will be provided with a copy of worker's grievance procedures. This will include contact information for responsible person in the labour union who can provide with impartial advice confidentially.
- 1) Worker shall execute the appropriate complaint procedures to lodge complaints relating to any matter that is alleged to constitute a breach of the requirements of National Labour Law
 - 2) The complaint will be handled in accordance with the general employment agreement and, notice or procedures defined by the Worker's Grievance Procedure.

Social Security and Life Insurance Policy

The company shall provide the social security benefits for sickness, maternity, death, invalidity benefit and work- related injury. The company shall provide life insurance cover for marketing staffs from Insurance Company in accordance with Government Insurance Policy.

Travel Policy

The company shall provide the travel expenses for the employee on duty trips including airfares, meals, accommodation, transport, etc.