



ARIFA LAUNDRY

ARIFA LAUNDRY (M) SDN BHD

Company Registration No. 1419073-H

ANTI FORCED LABOUR POLICY

Process Owner: Management (Director)

Intended Users: Arifa Laundry (M) Sdn Bhd - All Employees and Business Associates

Last updated: July 2026

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1. PURPOSE

- 1.1. Arifa Laundry (M) Sdn Bhd prohibits forced, bonded, compulsory and trafficked labour in all its forms. This policy sets out the company's commitment to ensuring that all employment is entered into freely and can be ended freely, and to protecting workers, including migrant workers, from exploitation.

2. SCOPE

- 2.1. This policy applies to all employees, including migrant workers, and to labour supplied by recruitment agencies, contractors and other third parties across all sites of Arifa Laundry (M) Sdn Bhd.

3. COMMITMENTS

- 3.1. We employ all workers on a voluntary basis and apply the employer-pays principle to recruitment. No worker will be held in employment against their will, consistent with the Anti-Trafficking in Persons and Anti-Smuggling of Migrants Act 2007.
- 3.2. We give effect to these commitments through the following, which include but are not limited to:
 - a) **Voluntary Employment**
We employ all workers freely and voluntarily, with no forced, bonded, indentured or trafficked labour.
 - b) **Freedom of Movement and Documents**
We never withhold passports, permits or identity documents to keep a worker in employment, and workers are free to move about outside working hours.
 - c) **No Recruitment Fees**
We do not charge workers recruitment fees; any such costs are borne by the company.
 - d) **Freedom to Resign**
We allow employees to resign with reasonable notice in line with their contract.
 - e) **Voluntary Overtime**
We keep overtime voluntary and within the limits of the Employment Act 1955.
 - f) **Responsible Recruitment**
We provide clear written terms of employment before work begins, and we require recruitment agencies and contractors to meet the same standard.

4. IMPLEMENTATION

- 4.1. We provide written contracts in a language the worker understands before employment, and we confirm that no recruitment fees have been charged to the worker.
- 4.2. We return and never retain personal identity documents, and we keep working hours and overtime within legal limits.
- 4.3. We provide a confidential channel for workers to report concerns without reprisal, and we investigate and remediate any indicator of forced labour promptly.

5. RESPONSIBILITIES AND REPORTING

- 5.1. Oversight of this policy is led by the Director, who ensures the company operates free of forced labour. Supervisors and administration staff ensure recruitment, documents and working-hours practices comply, and all employees work voluntarily and report any coercion.
- 5.2. Recruitment and working-hours records are reviewed for compliance, and agency and contractor undertakings are kept on file and checked periodically.

Any concern about coercion, document retention or recruitment fees may be raised with the Director in confidence.

6. EFFECTIVE DATE

This policy was approved by the Director and is effective as of 2 July 2026.