



ARIFA LAUNDRY

ARIFA LAUNDRY (M) SDN BHD

Company Registration No. 1419073-H

HUMAN RIGHTS 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 respects and supports the Universal Declaration of Human Rights and the United Nations Guiding Principles on Business and Human Rights, and the rights of all employees and business associates. We use these frameworks to guide the development and implementation of this policy.

2. SCOPE

- 2.1. This policy applies to all directors and employees of Arifa Laundry (M) Sdn Bhd, as well as our business associates such as agents, vendors, suppliers, contractors and any other third party who performs services for or on behalf of the company.
- 2.2. We are committed to working with our directors, employees and business associates to ensure they uphold respect for human rights as outlined in this policy, and to encourage similar commitments within their own business practices.

3. COMMITMENTS

- 3.1. As a responsible employer, we endeavour to meet standards and practices consistent with internationally recognised principles, subject to the laws and regulations of Malaysia. We do not tolerate unethical labour practices such as child labour, forced or compulsory labour, or restriction of freedom of movement.
- 3.2. We give effect to these commitments through the following, which include but are not limited to:
- a) **Providing Equal Opportunities**
We promote diversity and inclusion and do not condone discrimination on the basis of race, ethnicity, gender, religion, age, disability or nationality.
 - b) **Respecting Freedom of Association**
We respect our employees' rights to associate and to raise matters collectively, without fear of reprisal or harassment.
 - c) **Eradicating Harassment and Abuse**
We maintain a workplace free from physical, psychological or verbal abuse and from harassment, and we deal with any report promptly, fairly and confidentially.
 - d) **Enhancing Safety and Health**
We strive to provide a safe, secure and conducive workplace, and every employee must observe and comply with occupational safety and health laws and the company's procedures.
 - e) **Fair Wages and Working Hours**
We pay wages that meet or exceed the legal minimum wage and pay them on time, and we keep working hours, rest days and leave within the Employment Act 1955.
 - f) **Prohibiting Forced and Compulsory Labour**
We and our suppliers and contractors shall not knowingly use or promote the use of forced or bonded labour, and shall take appropriate measures to prevent it.
 - g) **Protecting the Rights of Children**

We adhere to the minimum age provisions of applicable laws, consistent with the United Nations Convention on the Rights of the Child and the relevant ILO standards, and we do not employ children directly or through our contractors.

4. IMPLEMENTATION

- 4.1. Our approach to prevent negative impacts on human rights has three parts: (a) a public commitment to respect human rights; (b) an ongoing process of human rights due diligence; and (c) a process for providing access to remedy to anyone who is harmed where the business caused or contributed to that harm.
- 4.2. We commit to periodic reviews of our business activities to identify positive and negative impacts on human rights, and to integrate mitigating outcomes into our internal controls where appropriate.
- 4.3. Through awareness and training, we engage and educate employees at all levels so they understand their responsibilities in respect of human rights, and we encourage our business partners to adopt similar practices.

5. RESPONSIBILITIES AND REPORTING

- 5.1. The responsibility to respect human rights resides in all of our employees. Oversight of this policy is led by the Director, and its implementation and administration is the responsibility of management.
- 5.2. The company maintains a grievance procedure available to all employees and external parties. A person who raises a concern in good faith will be accorded confidentiality of identity and protection from any adverse or detrimental action.

Concerns or reports of any breach of this policy may be raised with the Director at info@arifalaundry.com or arifalaundry12@gmail.com.

6. EFFECTIVE DATE

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