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1.Introduction

KBZ principles express our conviction that our company's success depends on the talent and performance of dedicated employees. In adopting the present policy, KBZ commits itself to the employment practices as set forth in the KBZ Code of Conduct in addition to those outlined within this stand-alone policy. These principles define expectations of our current and future employees. KBZ strives to be a company that enjoys the pride of its employees by offering an innovative, ethical, growth-oriented and challenging workplace with the expectation that everybody contributes to our success and shares in the rewardsthereof. We are committed to promoting mutual respect, trust and integrity. We believe each employee is entitled to fair, courteous and dignified treatment during the hiring process, while employed and on completion of employment. KBZ takes appropriate measures to ensure that the rights of employees within the company are protected. KBZ employees have a duty to follow the principles set out in this policy, and to ensure that they understand those policies, laws and regulations that apply to them in their positions within KBZ. It is the responsibility of senior management to ensure that all employees are fully aware of KBZ's policies and to lead by example and demonstrate the highest standards of integrity in carrying out their duties on behalf of KBZ.

2.Statement of policy

KBZ is committed to fostering a diverse and tolerant work environment. KBZ prohibits discrimination against and harassment of employees and applicants for employment. KBZ is committed to the principles of equal opportunity and non-discrimination and strives to ensure that applicants and employees have the same employment opportunities at all levels of KBZ. Employees are KBZ's greatest assets; we respect the differences in all the diverse environments and cultures in which we do business and our goal is to combine the best from each to create an outstanding team in each of our subsidiaries. Our goal is to create teams with the capacity to think both independently and as a collective to develop ideas and identify solutions to fulfill our ambitions as a Group. We believe this will key to achieving both success in our business as well as positioning ourselves as exemplary corporate citizens. We are committed to full and complete compliance with all labor and employment laws and other regulations applicable wherever we do business. KBZ also upholds the human rights of all its employees and supports the principles set out within the United Nations Universal Declaration of Human Rights, the International Labor Organization's Core Conventions and the United Nations Global Compact. Such principles are embodied in this policy.

3. Freedom of association and collective bargaining

Freedom of association is the right of all workers and employers without exception to establish and join organizations of their own choosing without prior authorization and without interference from government or from one another.

KBZ is committed to providing a positive work environment for our employees and to being an employer of choice for capable, talented and ambitious personnel across the spheres in which we work. We have a long and rich history of treating our employees with dignity and respect, with providing competitive wages and benefits, having open and honest communications and providing an open door policy that ensures our employees can bring up issues without fear of censure or retaliation.

We respect our employees' rights to associate freely in accordance with local laws. We also believe our employees, our company and our customers are best served when managers and employees deal openly and directly with each other regarding working conditions without fear of reprisal, intimidation or harassment. Collective bargaining is the process of negotiation between organizations of workers and their employers (or a single employer).

4. Remuneration and Wages

KBZ remunerate competitively according to the skills, performance and experience of our employees in comparison to local market practices. We also offer other benefits on a similar basis. We provide our employees with services to help prevent and protect against illness and injuries at work, and we support our employees in building financial provisions for their retirement in accordance with local labor and social security laws.

Compensation and benefits provided to workers shall comply with all applicable laws and regulations, including those relating to minimum wages, overtime hours and any legally mandated benefits.

5. Non-discrimination and harassment

KBZ does not permit nor tolerate unlawful discrimination based on race, color, age, gender, gender identity, sexual orientation, ethnicity, disability, religion, political affiliation or marital status in hiring, compensating employees or other employment practices such as promotions, rewards and access to training.

KBZ will create a work environment free of discrimination or harassment based on equality and tolerance encompassing all the above categories and any other potential causes for discrimination.

6. Forced or involuntary labor

KBZ will not use forced or involuntary labor of any type (e.g., forced, bonded, indentured or involuntary prison labor); employment is voluntary.

7. Child Labor

KBZ will not use child labor. The term "child" refers to any employed person under the age of 16, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest.

Workers will be hired only after they have presented legitimate proof of age which meets local age qualification laws. The use of legitimate workplace apprenticeship programs that comply with all applicable laws and regulations is supported.

8. Communication

KBZ consider information-sharing and open communication essential to achieving our goals. KBZ maintains channels for direct contact with the relevant Head of Department for employee complaints, including any form of harassment including sexual harassment. Our employees will be able to communicate openly with management regarding work place issues without fear of reprisal, intimidation or harassment.

9. Working hours

KBZ will comply with all local laws and regulations regarding rest days, vacation, holidays and leaves of absence for maternity/paternity leave, sick leave or other causes for compassionate leave. Staff will continue to be remunerated according to their regular pay scale during such periods of absence in line with standard terms of contract.

10. Health, Safety and Environmental Protection

KBZ is committed to providing our employees with a safe and secure work environment. Equally, KBZ employees must comply with Health, Safety and Environmental protection regulations as outlined in our Health, Safety & Environmental (HSE) policy.

11. Implementation & Reporting

KBZ is committed to enforce this policy across all its subsidiaries and all their areas of interest. It is essentially a foundation on which our employment processes are designed and monitored. Likewise, the company expects all employees to act in accordance with the policy. If any employee suspects this policy is being violated, they should bring this to the attention of their manager or the head of Legal and Compliance immediately. The responsible KBZ manager is required to take the necessary steps to terminate any violation of the provisions within this Policy with immediate effect. KBZ will not take any steps to penalize or reveal the identity of employees reporting violations of this Policy. KBZ will not tolerate retaliation by managers, co-workers or other employees. KBZ will ensure that this Policy is properly implemented in all their local employment practices. To do so, it will assess the prevailing parameters and inform all employees accordingly. KBZ provides appropriate training for new staff as part of their induction program and is in the process of ensuring all current employees are updated on the policy on a regular basis. The policy will be reviewed annually or more often as required. Reporting on violations of the policy will be provided by each subsidiary on a regular basis according to our Group implementation and reporting system. We will publish this information in our annual sustainability report on our Group website.



EMPLOYMENT POLICY



KBZ GROUP

