

Hawk Filtration (SEA) Sdn Bhd

Zero Recruitment Fee Policy

Effective Date: 1 August 2025

1. Purpose

This Zero Recruitment Fee Policy aims to uphold Hawk Filtration (SEA) Sdn. Bhd.'s commitment to ethical employment practices and to ensure full compliance with Malaysian law, international standards, including the International Labour Organization (ILO) conventions, and audit protocols such as Workplace Conditions Assessment (WCA) and Sedex SMETA. This policy seeks to eliminate the financial burden on workers during the recruitment process and to prevent any form of exploitation or unethical recruitment practices.

2. Scope

This policy applies to all employees, contractors, recruitment agents, suppliers, and subcontractors engaged with Hawk Filtration (SEA) Sdn. Bhd., including individuals acting on its behalf for hiring, sourcing, and placement activities.

3. Policy Statement

Hawk Filtration (SEA) Sdn. Bhd. is firmly committed to enforcing a zero-recruitment fee policy. Under no circumstances shall any worker—whether prospective, current, or former—be required to pay recruitment-related charges to obtain or maintain employment at the company. These include payments made directly or indirectly to recruitment agents, sub-agents, labor brokers, or any third-party representatives, locally or internationally.

4. Definition of Recruitment Fees

Recruitment fees refer to all costs associated with obtaining employment, including but not limited to:

- Agent commissions, processing charges, and placement fees
- Medical examination costs that are not required legally
- Visa, permit, and travel-related expenses unless mandated by law
- Orientation or pre-departure training not funded by the company
- Charges for transportation, lodging, or administrative services during recruitment

5. Company Responsibilities

- Hawk Filtration (SEA) Sdn. Bhd. shall bear all legally permitted costs associated with hiring and onboarding.



- The company has reimbursed recruitment fees previously paid by foreign workers as of April 2025.
- Internal assessments will be conducted regularly to identify and address any future non-compliance.

6. Recruitment Agent Accountability

- Only ethical recruitment agents pre-approved by Hawk Filtration (SEA) Sdn. Bhd. may be engaged.
- All recruitment agents must formally agree to comply with this policy and sign binding agreements.
- Any agent or labor supplier found violating this policy will be subject to contract termination and may be reported to the authorities.

7. Employment Terms and Worker Protections

- Workers shall not be subject to coercion, deception, or contract substitution.
- All workers will receive clear employment contracts in their native language before departure from their home country.
- Contracts must not be modified without the worker's informed and voluntary consent.
- Workers shall not be required to surrender personal documents or pay any form of deposit.
- Grievance mechanisms are available for confidential reporting of any violations.

8. Monitoring and Compliance

- The Human Resources Department will maintain documentation and conduct periodic audits to ensure policy adherence.
- Any internal or external breach will be addressed through disciplinary actions or termination of business relationships.

9. Reporting and Remediation

- Workers may report suspected violations of this policy through designated grievance channels.
- Valid claims will be investigated and rectified, including full reimbursement of verified fees.
- Corrective actions will be taken following applicable law and company procedures.

10. Review of Policy

This policy will be reviewed annually or as necessary to ensure continued compliance with Malaysian laws and international labor standards.