

KMG RECRUITMENT PRINCIPLES

Kirana Megatara Group (KMG) always regards people as the company's significant and dynamic asset. Getting the best available talent therefore becomes a paramount objective of the recruitment process. Good talent is akin to good quality seeds. When planted on fertile soil, nurtured with fertilizers, and appropriately cared for, they will grow to become productive trees. Talented hirees are expected to develop into highly productive workforce given the conducive working environment that the company provides.

However, it is not only important for KMG Recruitment to be able to spot good talent but also to carry out the process in accordance with the corporate's values and mission. Below are the list of principles that serve as a guidance for the process. Based from this list, a set of detailed procedures have been formulated and codified making up as the recruitment SOP.

1. RESPECTING PRIVACY

It is the commitment of KMG to protect the privacy of applicants as well as all hirees.

- Information submitted through the recruitment process will remain confidential and be only used for the purposes set out in this list of principles.
- The applicant's curriculum vitae (CV) and records will be stored in the recruitment database, and will be accessible only by recruitment staffs.
- CV and other personal data can be submitted through KMG website, email or by physical means, such as public mail. The applicant is to be made aware that by communicating electronically with KMG Recruitment through the internet including the website, he/she agrees to the processing of personal data in such a way.

2. USE OF COLLECTED INFORMATION

- KMG Recruitment may collect relevant information beyond CV and personal details such as criminal records as it sees fit to the job requirement.
- Any collected information is held and disclosed for the following purposes:
 1. To provide services for the applicant/hiree;
 2. To match details with existing job vacancies within KMG and find a position most suitable for the applicant/hiree;
 3. To fill in positions in other affiliated business units as part of promotion and/or career development;
 4. To fulfill requests made by regulatory or law enforcement agencies should the company is required to do so by law.

3. PERSONAL INFORMATION ACCESS

- Applicant/hiree has the right to ask for his/her information supplied to KMG Recruitment and has the right to update the CV at any time.
- Where KMG Recruitment refuse to applicant/hiree's request, it has to give reasons for doing so.
- KMG Recruitment may not be able to acquiesce a request for file deletion.

4. EQUAL OPPORTUNITIES

- KMG is an equal opportunities employer and is committed to diversity. Recruitment will not discriminate on grounds of gender, race, religion, sexual orientation, disability, marital status, age or national origin.
- Recruitment for positions at KMG factory sites shall adopt social inclusion from the local community or population.
- KMG is committed to promote gender equity in its workforce.

5. COMPLIANCE WITH LAWS AND REGULATIONS

KMG is committed to comply with all national and local laws with regards to labor and employment. With regards to the recruitment process, this commitment includes:

- meeting minimum wage requirements;
- meeting worker's minimum age disallowing the practice of child labor;
- prohibiting forced labor.