



ASIA FILE CORPORATION BHD

(313192-P)

(Incorporated in Malaysia)

SLAVERY AND HUMAN TRAFFICKING STATEMENT

Introduction

We are committed to preventing slavery and human trafficking in our corporate activities, and ensure that our supply chains are free from any element of slavery and human trafficking.

Organization Structure and Supply Chains

Asia File Group was founded in 1980s and listed on the Stock Exchange of Malaysia since 1996.

We are the largest files manufacturer and market leader in Malaysia and we export to various countries in the world including the United States, United Kingdom, Europe, Asia Pacific and Middle East.

Asia File Group comprises its holding company (i.e. Asia File Corporation Berhad) and various subsidiaries. Among its major subsidiaries are:-

- Asia File Products Sdn Bhd (Malaysia);
- AFP Composite Sdn Bhd (Malaysia);
- Premier Stationery Limited (United Kingdom);
- Plastoreg Smidt GmbH (Germany and United Kingdom);
- Higher Kings Mill Limited (United Kingdom);
- ABBA Marketing Sdn Bhd (Malaysia);
- Supportive Technology Sdn Bhd (Malaysia).

During the financial year ended 31 March 2023, the Group's annual turnover is in excess of £ 58 million. Our manufacturing facilities comprise of an operation area of more than 1 million square feet and have approximately 760 employees worldwide.

Asia File Group develops, manufactures and markets a wide range of filing products which include lever arch file, ring file, box file, index dividers, manila files, insert binders, sheet protectors and others. As part of its product diversification plans, the Group has recently ventured into recyclable food wares and household products. For more information, please visit <https://www.asia-file.com/products.html>.

To date we haven't been made aware of any slavery or human trafficking activities within our supply chain, but if any were highlighted to us, we would act immediately in accordance with our local legal and moral obligations.

Our Policies and Due Diligence Process

As part of our initiatives to identify and mitigate the risk of engaging in modern slavery and human trafficking we have in place systems to:-

- Identify and assess potential risk areas when considering taking on new suppliers and regularly review our existing supply chains;
- Mitigate the risk of slavery and human trafficking occurring in our supply chains;
- Monitor potential risk areas in our supply chains; and
- Protect whistle blowers.

The following policies describe Asia File Group's approach to the identification of slavery risks and steps to be taken to prevent slavery and human trafficking within the Group activities:-

a) *Employment Policy*

As part of our employment policy, we are committed to creating and maintaining an environment that respects and supports basic human rights of the employees.

All employees are free to choose to work for their employer and to leave the Company upon reasonable notice.

All employees are provided with a clear contract of employment, which complies with local legislation.

All employees are treated in a fair and equal manner and with dignity and respect. We promote principles of equality and practises no discrimination, victimisation or harassment against employees on gender, age and ethnicity. A grievances policy had been established to provide a mechanism for our employees to raise their grievances during their employment with the Group. This policy ensures such grievances are dealt with promptly, fairly and in accordance with other related policies of the Group.

In support of this, the Group prohibits the recruitment of child labour as well as all forms of slavery and human trafficking through compliance with all related employment laws and regulations.

b) *Procurement Policy*

Our procurement policy details the processes we will follow in relation to procuring products and services and ensuring that we comply with all relevant legislation. We are committed to ensuring that our suppliers adhere to the highest standards of ethics. Suppliers are expected to have in place a policy recognising, respecting and protecting the human rights of their employees, those of their suppliers and business partners and the communities affected by the suppliers' operations.

As part of our procurement procedures, we will require our suppliers to complete a set of

self assessment questionnaire and declaration of conformity on policies in relation to slavery, human trafficking and human rights. Any serious violations of our code of conduct will result in termination of business relationship.

c) Recruitment Policy

We will use only reputable employment agencies to source for labour and will always verify the practices of any new agency before accepting any employees from that agency. The established Foreign Workers Recruitment Procedure provides clarity and transparency on the processes of hiring foreign workers. The Group recognizes its social responsibility to eradicate forced, bonded or indentured labour and human trafficking of foreign workers.

d) Whistleblowing Policy

We encourage all our staff, customers and business partners to report in good faith any issue or concerns about potential unethical business practices, such as fraud and bribery or slavery and human trafficking through the reporting channels as stated in our Policy. Our policy is designed to provide a secured channel for all staff, customers or others to make disclosures, without fear of retaliation. All reports will be fully investigated and appropriate remedial actions will be taken. Details of the Whistleblowing Policy can be obtained from our website at <https://www.asia-file.com/ir>.

Training

We will provide our staff with ethical training, which includes issues on slavery and human trafficking in order to create awareness among them in relation to issues of modern slavery on an annual basis.

This statement is made pursuant to section 54 (1) of the Modern Slavery Act 2015 and constitutes our Group's slavery and human trafficking statement for the financial year ending 31 March 2023.

The Management

1 July 2023