



List of Company Policies for Bayam Training Center, Kemaman

- 1) Health Safety and Environment Policy
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- 4) Drugs and Alcohol Policy
- 5) Food Safety Policy
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- 7) Smoking Policy
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HEALTH SAFETY AND ENVIRONMENT POLICY

Our Standard

Bayam Enterprise Sdn Bhd is committed to providing a productive, safe and healthy work environment for its employees, contractors, clients, customers and visitors on its premises or that of its clients. This commitment extends to ensuring that the company's operations do not place the local community at risk of injury, property damage, and to ensuring its works are conducted in an environmentally sustainable and responsible manner. Our commitment will be communicated to all employees, contractors and suppliers.

Our Commitment

Bayam Enterprise Sdn Bhd will:

- Use safe systems of work that are environmentally sustainable and supported by documented procedures and audited systems.
- Be proactive in assessing health, safety and environmental hazards for new business, new and existing work systems, practices and equipment.
- Encourage team problem solving at all levels of the organization to implement work practices that continually improve safety, environmental standards and productivity.
- Report and investigate incidents and implement systems and practices that prevent recurrence.
- Ensure compliance with legislative requirements and current industry standards.
- Train managers and employees to competently perform work described in safe work procedures.
- Provide information to all employees, contractors and customers that inform them of health, safety and environment issues relevant to the company's operations.
- Ensure products are safe and without adverse environmental impact.
- Reduce, re-use and recycle waste materials wherever practical, and dispose of waste material in an environmentally responsible manner.

Responsibilities

Management is accountable for implementing this policy and performance will be measured as part of annual performance reviews.

Management is responsible for:

- Complying with Bayam Enterprise Sdn Bhd's health, safety and environment standards.
- The provision and maintenance of workplaces in a safe condition.
- Involvement in the development, promotion and implementation of procedures which incorporate health, safety and environmentally safe systems and practices.
- Training employees and line managers in the competent performance of their assigned tasks.
- Effectively use company resources to meet the health, safety and environment commitment.

Employees, Contractors and Suppliers are to:

- Comply with all company policies, procedures and systems of work.
- Report all known or observed hazards to their immediate supervisor or manager.
- Actively support the company's safety and environment program.
- Contribute ideas that make our workplaces safer and more productive.

Consultation

Management and employees will participate in constructive and cooperative consultation on safety and environment matters. The organization will consult with employees and contractors in any workplace change that may effect their health and safety.



FOOD QUALITY POLICY

Our Standard

We are committed to providing high quality food that is safe, nutritious and wholesome, and which meets the expectations of our clients and customers. Our standards will be delivered and maintained by our employees, contractors and suppliers.

Our Commitment

Bayam Enterprise Sdn Bhd will:

- Use an effective management system to ensure the quality of our food product.
- Conduct our food preparation in accordance with the FoodSafe Programme and respective state legislative requirements.
- Ensure our food preparation is conducted sanitarily and utilize facilities that do not expose the food product to contamination.
- Be proactive in assessing potential food safety risks and implementation of risk control measures.
- Encourage a partnership relationship with our clients.
- Encourage team problem solving through all levels of the company to identify and implement work practices that continually improve food safety standards and productivity.
- Report and investigate incidents, to implement systems and practices that prevent recurrence.
- Train employees to competently prepare food in accordance with company procedures and standards.
- Continually develop managers and supervisors food quality and safety skills and practices.
- Provide information to all employees, contractors, suppliers, customers and client's that inform them on food safety and quality issues.

Responsibilities

Management is accountable for implementing this policy and performance will be measured as part of annual performance reviews.

Management is responsible for:

- Complying with Bayam Enterprise Sdn Bhd's food safety and quality policies and standards.
- Involvement in the development, promotion and implementation of food quality procedures.
- Training employees and line managers in the competent performance of their assigned duties.
- Effectively use company resources to meet the food safety and quality commitment.

Employees, Contractors and Suppliers are to:

- Comply with all Bayam Enterprise Sdn Bhd's policies, procedures and standards on food quality.
- Report all known or observed hazards to their immediate supervisor or manager.
- Actively support the company's food safety and quality programme.
- Contribute ideas which will improve our product on food safety and quality.

Consultation

Management and employees will participate in constructive and cooperative consultation on food safety and quality matters.



INJURY MANAGEMENT POLICY

Our Standard

Bayam Enterprise Sdn Bhd is committed to preventing work related injury or illness by providing a safe and healthy working environment. In the event of work related injury or illness, we will actively encourage the rehabilitation of the employee to pre injury employment.

Our Commitment

The injury management process is a shared responsibility between the injured employee, the organization and service providers in facilitating early management of the employee's return to full and productive employment.

Bayam Enterprise Sdn Bhd is committed to:

- Ensuring that rehabilitation activities start as soon as possible after injury or illness, and every effort is made to provide suitable duties consistent with the nature of the injury or illness, after seeking appropriate medical treatment and advice.
- Providing support throughout the rehabilitation process in minimising the effects of the injury and ensuring that an early return to work is the normal practice and expectation.
- Consulting with employees and where applicable employee representatives to ensure that the rehabilitation program/return to work plan is working effectively.
- Ensuring injured or ill employees are treated in a fair manner where their rights, welfare and confidentiality are respected and that participation in a rehabilitation program will not, of itself, prejudice and injured/ill employee.

Responsibilities

Management is accountable for implementing this policy and performance will be measured as part of annual performance reviews.

Management is responsible for:

- Providing sufficient resources to maintain a successful injury management program.
- Complying with Bayam Enterprise Sdn Bhd's Injury Management Procedures.
- The provision of meaningful alternative duties for injured employees.

Employees are to:

- Report their injury immediately to their supervisor or manager.
- Actively participate in the injury management process
- Cooperate in the rehabilitation of fellow employees

Consultation

Management will consult its employees on any changes made in the Injury Management Policy which may affect their rehabilitation program/return to work plan.



DRUGS AND ALCOHOL POLICY

Our Standard

In line with the existing law under Dangerous Drug Act 1952, the Company will view any employee involved in drugs very seriously. Any personnel involved in other substances not defined in the DDA but which affects the person's performance and safety at work place will also be dealt with seriously. As BC is a service industry its employees shall be informed to observe any client's policy in places where it conduct its business.

The Company will, and continue to educate its employees through health talk or providing necessary information on the dangers of involving in dangerous drugs, substance abuse and alcohol. Employees must be aware of any usage will increase the risk of the employee, and can lead to a serious threat to safety and that of others at work place.

All employees will be informed of the seriousness of this offence and may be liable to due process of the law and/or termination of employment by the company. This policy shall also be observed strictly when travelling to and from work and/or when using any company transport.

Azman Haji Ismail
Managing Director
January 2017



FOOD SAFETY POLICY

I. PURPOSE

Good health is one of life's most precious gifts. Therefore, high standards of sanitation are strategic and essential to good physical and mental health.

Sanitation is defined as a way of life, it is the quality of living that is expressed in the clean home, the clean farm, the clean business and industry, the clean neighbourhood, the clean community. Being a way of life, it must come from within the people, it is nourished by knowledge and grows as an obligation and an ideal in human relations.

In any food service operation, the primary objective is to serve food that is safe, wholesome, attractive and nutritious in an environment that is safe and clean.

This objective can be achieved only if everyone who works in the catering industry assumes his individual responsibility. Each food service worker must know and practice high standards of sanitation to protect the consumer from health hazards and illness.

II. IMPLEMENTING INSTRUCTIONS

It is hereby the policy of Bayam Enterprise Sdn Bhd, that high standards of sanitation be practiced in all its Catering & Hospitality Services Operations to ensure that the food served is safe, wholesome, attractive and nutritious in an environment that is safe and clean.

III. TARGET

Be it known further that Bayam Enterprise Sdn Bhd, in its quest for excellence has set a target of **ZERO** incidence on food poisoning.

Azman Haji Ismail
Managing Director
January 2017



HIV / AIDS AND HEPATITIS POLICY

Our Standard

Bayam Enterprise Sdn Bhd will not encourage its employees to engage in any unhealthy activities but on contrary will promote, educate and discourage its employee from any activities that may endanger the employee's health and family and others.

However, in the event employees and or its dependents are afflicted with HIV/AIDS or Hepatitis B, Bayam Enterprise Sdn Bhd will give them the same consideration as individuals suffering from other form of illnesses.

Bayam Enterprise Sdn Bhd will encourage any or its employees who have contracted either HIV/AIDS or Hepatitis B to seek necessary medical treatment or counseling. The confidentiality of the illness will be safe guarded on advice of the company's approved Medical Practitioner.

Bayam Enterprise Sdn Bhd will strive to ensure to provide the affected employee appropriate employment until certified unfit on advice of the company's Medical Advisor.

It is the duty of the employee when afflicted by HIV/AIDS or Hepatitis B to avoid the spread of his illness to another person in line with the existing laws.

Azman Haji Ismail
Managing Director
January 2017



SMOKING POLICY

Our Standard

Bayam Enterprise Sdn Bhd jointly issues this smoking policy in line with its clients, that Smoking is a recognized hazard at the workplaces, as it has caused numerous fire accidents or smoking related incidents with some resulting in huge losses, environment damage, injuries and fatalities.

It is therefore the policy of Bayam Enterprise Sdn Bhd to discourage all employees from smoking at its' workplaces. For those who are smokers in the company, Bayam Enterprise Sdn Bhd will encourage them quit smoking totally.

Bayam Enterprise Sdn Bhd will educate and provide information to its work force and others at the workplaces on the hazards of smoking as well as the threat of cancer and the benefits of healthy living.

All employees are to be aware of this policy and to observe the smoking regulations and guidelines issued by the local government or clients of Bayam Enterprise Sdn Bhd.

All employees are to be aware that at the worksites, specific designated areas have been made available for smokers to smoke.

Employees are reminded to strictly observe this policy, as any violation may be liable to disciplinary action and which may lead to dismissal.

Azman Haji Ismail
Managing Director
January 2017



STOP WORK POLICY

Our Standard

It is the policy of Bayam Enterprise Sdn Bhd that all employees, including its subcontractors, shall have the right to stop any work when there is an immediate threat to the Safety and Health of the employee or that of others at work.

Bayam Enterprise Sdn Bhd will fully encourage and support any employee's decision to STOP WORK of which he considers dangerous and/or of which could lead to serious environmental damage. Should there any reasonable doubt, the employee shall immediately consult his immediate superior to seek a better way to do the work safely.

The management of Bayam Enterprise Sdn Bhd will pursue and endeavor to ensure that this policy is enforced through the line responsibilities at its workplaces.

Azman Haji Ismail
Managing Director
January 2017