

 <small>pt. sansan saudaratex jaya</small>	<b>POLICY</b>	Document No	PS-386/0/HR-01/15	
		Edition / Revision	0	
	<b>RECRUITMENT</b>	Effective date	30 October 2015	
		Acknowledged by	Approved by	

PT. Sansan Saudaratex Jaya in the process of acceptance of new employees will provide the same opportunities to workers who meet the requirements and job qualifications to get a job and place workers in the right position according to the expertise, skills, talents, interests and abilities with regard dignity, prestige, human rights, and legal protection.

Things that will be considered in the process of recruitment:

1. Not use child labor in the production process in accordance with Law No. 20 of 1999 on the ratification of ILO convention No. 38 on the minimum age for admission to employment. And in accordance with Law No.13 of 2003 concerning the employment of article 68 that "Employers are prohibited from employing children" and where the notion of children under article 26 that "A child is every person under the age of 18 (eighteen) years.
2. There is no discrimination in the recruitment process for religion, nationality, ethnicity, race, gender, skin color and political beliefs or social origin, which refers to Law No. 21 of 1999 concerning discrimination in terms of jobs and positions.
3. Not have a pregnancy test to recruitment process unless required as consideration for certain levels that are dangerous to pregnancy as the company's efforts to provide protection for pregnant women.
4. It does not cost anything in the recruitment process.
5. Not leave a job or creating employment in custody.
6. Not hold the original documents such as employee ID cards, diplomas, etc.
7. Not carry out by threat of violence, kidnapping, use of force, illegal confinement, fraud, forgery, abuse of power or debt bondage in accordance with Law No. 21 of 2007 on the eradication of trafficking in persons (no human trafficking).
8. Not leave the job under the threat of sanctions or punishment in which workers do not have the freedom to agree on the implementation of the job or not done voluntarily or not given wages in accordance with Law No. 19 of 1999 on the ratification of ILO convention 105 concerning the elimination of forced labor.
9. Each employee received a copy of the contact on the first day of work.

Cimahi, October 2015



**pt. sansan saudaratex jaya**  
 Bandung - Indonesia  
 Gunaras Danubrata  
 President Director