



MEGA SQUARE SDN. BHD.
PREGNANCY IN WORKPLACE POLICY

Version Feb 2023

Pregnancy in Workplace Policy

This Policy applies to all pregnant workers and new mothers and this Policy is complemented by the other applicable rights and entitlements as stipulated in other policies of Mega Square Sdn Bhd (the “Company”).

The objective of this Policy is to sets out the measures to safeguard the reproductive health of new and expectant mothers. The Company and the employee will engage in an interactive process to explore reasonable measures that would enable the employee to perform the essential functions of their job.

The Company may request documentation from an appropriate health care provider or the relevant professional to support the need for certain measures to be implemented for an employee.

Informing the Head of Department and HR Department

It is important that for the new/expectant mother to inform their Head of Department and HR Department when she is pregnant as this Policy and its measures only applies when the new/expectant mother has officially inform the Company.

The new/expectant mother shall provide a certificate (or relevant document) from your doctor to confirm the pregnancy or any pregnancy-related medical conditions raised by the new/expectant mother.

The Company shall consider the medical advice provided by your doctor and review in light of the job scope and working condition

Individual risk assessment

The Company shall conduct an assessment on any potential risks to new/expectant mother when you tell them you are pregnant and such assessment shall be repeated every three months until the maternity leave commences (Exhibit-1).

If required, the new/expectant mother should seek medical advice or understand from a doctor on the risks to pregnant women before performing such assessment with the Company.

Measures to be implemented

Following the assessment, the Company shall review the results of the assessment and identify if there is any gap which carries significant risks to new/expectant mother.

If the Company identifies a gap that could cause harm to you or your child, the Company must firstly decide

- a) if it can be controlled;
- b) If the gap cannot be controlled or removed, the Company should discuss with the new/expectant mother on the possible adjustments to her working conditions
- c) If that is not possible, the Company may consider a suitable alternative work for the new/expectant mother on the same terms and conditions, including pay

The assessment and the measures to be taken shall be an interactive procedure and considered on a case-by-case basis. for any concern or issue, it is important for the new/expectant mother to initiate discussions with the Head of Department or HR department as and when required.

Lactation in the workplace

Before the mother returns to work after maternity leave, she should send the Company a written notification that she is breastfeeding and she has the needs to pump/express milk in the workplace.

Within two weeks from the return date of the mother, the relevant Head of Department shall issue a survey form to the mother to assess the need for lactation in the workplace (exhibit-2).

For the purpose, the Company has set up an area for lactation. This room is located at P1 and P2 sickbay room. In the event the room is occupied, the mother shall from HR department immediately to assign an alternate room for the mother.