

**HOSTEL POLICY**  
**HUMAN RESOURCE DEPARTMENT**

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Process Owner		
NO	NAME	DESIGNATION
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Control Owner		
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**1) OBJECTIVE**

The objective of this policy is establish to ensure a safe, respectful, and comfortable living environment for all employees residing in the hostels.

**2) SCOPE**

This policy is applicable to all entities operating under Jaya Grocer, encompassing permanent employees, contract employees, secondees, and interns engaged in any capacity, hereinafter collectively referred to as “employee”.

**3) CONTROL MANAGEMENT**

- 3.1 Jaya Grocer holds the sole and ultimate discretion to decide to provide hostel facilities for those employees who require accommodation free of any rental.
- 3.2 Each of those hostels shall/will be equipped with the basic amenities such as mattresses, pillows, beds, gas stove, and fans.
- 3.3 All hostel residents must appoint one of the residents to be Head of the Hostel and plan a cleaning schedule. All occupants **MUST** keep their hostel clean by following the cleaning schedule that has been prepared by the Head of the Hostel.

- 3.4 The hostel resident **MUST** keep the company property in good condition. If any damage, all costs of repairs will be borne by the hostel resident.
- 3.5 Make sure all switches and electrical items such as fan, lights, rice pots, radio, tv, hand phone charger and other appliances are turned off before leaving the hostel.
- 3.6 It is not permitted to cook in areas outside of the kitchen, e.g; bedroom or living room.
- 3.7 Not allowed to use/reconnect the water heater and air-conditioner without permission from the Management.
- 3.8 Not allowed to bring/keep pets in the hostel e.g; cat, dog, fish, hamster etc.
- 3.9 Any foods **NON-HALAL** and **LIQUOR** are strictly prohibited from entering the hostel.
- 3.10 All occupants of a hostel must be **RESPONSIBLE** for the security of his or her hostel and make sure that the gate must be locked at all times.
- 3.11 Visitor(s) are not allowed in the hostel.
- 3.12 No gathering is allowed at the hostel unless authorized by the Store Manager or Human Resource Department.
- 3.13 Male employee(s) are not allowed to enter the female employees hostel and the female employee(s) are not allowed to enter the male employees hostel.
- 3.14 The hostel residents should **NOT** engage in any dangerous goods such as explosive, immoral and criminal activity/keep illegal substances such as drugs, marijuana, and others inside/outside the hostel area and you are not allowed to smoke in the hostel.
- 3.15 In order to maintain the safety and dignity of the residents, hostel residents are prohibited from making **NOISE** especially at night after 9.00 pm.
- 3.16 The hostel residents should also be respectful of one another regardless of religion, race and culture and the residents are prohibited to put the place of worship inside/outside of the hostel.
- 3.17 Changing keys and locks without permission from Store Manager or Hostel Management is prohibited. If the hostel resident changes the padlock, the spare key needs to be kept at the outlet.
- 3.18 All hostel residents **MUST** be in the hostel before 12.00 am.

- 3.19 Management does not tolerate with any **SEXUAL HARASSMENT, BULLYING** and **VANDALISME** in the hostel.
- 3.20 Residents who are vacating the hostel are not allowed to take out any of the locker keys, access cards (if any). It must all be returned to the Store Manager.
- 3.21 The Head of Hostel is required to forward the assessment statement and maintenance charges statement to the Leasing & Hostel department.
- 3.22 The Head of Hostel **MUST** ensure that the monthly electricity and water bills are forwarded to the Accounts Department for payment.
- 3.23 The Head of Hostels is required to report any leaking or building structure issue to the Leasing & Hostel Department. The head of the hostel is required to assist to report to JMB/MC if necessary.
- 3.24 If any repeated damages, defects and malfunctions or regular things (bulbs, door knobs, door, water tap etc.) provided by company & landlord, the hostel resident is RESPONSIBLE to bear all the rectification cost.
- 3.25 If there are any damages, defects and malfunction (kitchen cabinets, piping & sanitary system and leaking issues) which involve outsource contractors, the cost will **BE DETERMINED & ASSESSED** by referring to the photo of original condition (during handover key LL to JG) and site inspection conducted by the company.
- 3.26 The Head of the Hostel is **REQUIRED** to issue the complaint as soon as possible to prevent any dispute in future which will follow our SOP to address the complaint as sent to all store managers previously.
- 3.27 The Head of the Hostel is **REQUIRED** to acknowledge Store Manager, Operations, Head of Department for HQ and Manager of DC in regards to the maintenance issues (regular maintenance, vandalism and outsource contractor).
- 3.28 Company shall **NOT** be liable for any loss of personal property by theft, fire or by any other events.
- 3.29 The management, which may include Hostel Management, Store Manager, Human Resource Department or Management, has the rights and authority to conduct random spot checks.
- 3.30 Hostel is eligible for the staff that stay outside the area or the country where they work. If management found out that the staff did not stay in the hostel or rarely stay in the hostel, the management will take action by removing the staff from the hostel.

**IMPORTANT NOTE:**

Notwithstanding the provisions above, the Management reserves the sole and absolute discretion to amend, modify, or delete any part of this policy at any time without prior notice.