

MENGHORMATI HAK KARYAWAN DAN PEKERJA

RESPECTING THE RIGHTS OF EMPLOYEES AND WORKERS



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Kirana Megatara berkomitmen untuk menghormati hak asasi manusia terkait karyawan, pekerja, dan masyarakat. Kami percaya hubungan harmonis dengan seluruh pemangku kepentingan adalah salah satu faktor utama bagi keberlanjutan bisnis kami. Untuk itu, penting bagi kami memastikan bahwa praktek bisnis kami sejalan dengan kebijakan tersebut.

Ketenagakerjaan

Melaksanakan praktik ketenagakerjaan yang bertanggung jawab adalah wujud pelaksanaan komitmen kami. Kirana Megatara telah memenuhi ketentuan dalam peraturan ketenagakerjaan yang berlaku dan menjamin terpenuhinya hak-hak pekerja, mendorong keragaman, dan memberikan kesempatan yang sama bagi semua karyawan.

Sebagai bentuk komitmen kami untuk bertumbuh bersama masyarakat, kami berusaha menyerap tenaga kerja dari komunitas di sekitar lokasi kerja kami. Saat ini, sebagian besar pekerja kami berasal dari wilayah di sekitar lokasi operasional kami dan kami menargetkan untuk menjaga rasio ini.

Kami juga memastikan tidak ada praktek-praktek kerja paksa dan pekerja anak dalam semua lini operasi kami. Sesuai peraturan, usia minimum untuk bekerja di perusahaan adalah 18 tahun, dan kami memastikan hanya mempekerjakan orang berusia minimal 18 tahun.

Kirana Megatara is committed to respecting the human rights of its employees, workers, and communities. We believe that maintaining positive relationships among all of our stakeholders is fundamental to our organization's sustainability. Therefore, we must ensure that our business practices are consistent with this policy.

Labour

Implementing responsible labor practices is a way to demonstrate our commitment. Kirana Megatara has followed the regulations of the appropriate labor laws and ensuring the fulfillment of workers' rights as well as encouraging diversity, and ensuring equal opportunities for all employees.

We constantly recruit workers from the local communities to be the backbone of our local factory workforces. This is also part of our commitment to have our business grow together with the community. Currently, a majority of our factory workforces come from the surrounding community, and we intend to maintain this ratio.

We also ensure that there are no forced labor practices or child labor in any of our business sectors. According to regulations, the minimum age to work in the company is 18 years, and we only hire those who are at least 18 years old.

Tabel 1. Jumlah Karyawan Berdasarkan Status Karyawan
Tabel 1. Number of Employee by Status

| | 2022 | 2023 | 2024 |
|----------------------|--------------|--------------|--------------|
| Karyawan Tetap | 3.854 | 3.794 | 3.588 |
| Karyawan Tidak Tetap | 559 | 411 | 514 |
| Total | 4.413 | 4.205 | 4.102 |

Tabel 2. Jumlah Karyawan Berdasarkan Rentang Usia
Tabel 2. Number of Employee by Range of Age

| Age | 2022 | 2023 | 2024 |
|---------------|--------------|--------------|--------------|
| < 18 Years | 0 | 0 | 0 |
| 18 - 35 Years | 2.277 | 2.030 | 1.944 |
| 36 - 40 Years | 740 | 772 | 786 |
| 41 - 45 Years | 591 | 595 | 592 |
| 46 - 50 Years | 438 | 411 | 401 |
| 51 - 55 Years | 339 | 375 | 360 |
| > 55 Years | 28 | 22 | 19 |
| Total | 4.413 | 4.205 | 4.102 |

Perekrutan Karyawan dan *Recruitment and Workforce Plan* Perencanaan Tenaga Kerja

Kirana Megatara memiliki program rencana tenaga kerja yang berfokus pada upaya perekrutan talenta-talenta terbaik dan berpotensi. Dalam proses perekrutan karyawan, kami berkomitmen mencegah adanya diskriminasi atas dasar jenis kelamin, usia, status perkawinan, orientasi seksual, agama, keyakinan politik, suku, atau asal bangsa. Dalam proses perekrutan, kriterianya adalah kompetensi yang sesuai dengan standar kompetensi perusahaan, baik *soft competency* maupun *hard competency*, dan karakter yang sejalan dengan nilai-nilai perusahaan.

Kirana Megatara has a workforce plan program that focuses on recruiting the best and most potential candidates. We are committed to prohibiting discrimination on the basis of gender, age, marital status, sexual orientation, religion, political opinions, ethnicity, or national origin during the recruitment process. In this process, the criteria are competency in compliance with company competency standards, both soft and hard skills, and character that are aligned with the company's values.

Tabel 3. Perekrutan Karyawan Baru
Tabel 3. New Employee Hires

| | 2022 | 2023 | 2024 |
|--------------|------------|------------|------------|
| Laki-Laki | 452 | 357 | 357 |
| Perempuan | 109 | 49 | 70 |
| Total | 561 | 406 | 427 |

Tabel 4. Perputaran Karyawan Baru
Tabel 4. Employee Turnover

| | 2022 | 2023 | 2024 |
|--------------|--------------|------------|------------|
| Laki-Laki | 1.278 | 523 | 436 |
| Perempuan | 102 | 91 | 61 |
| Total | 1.380 | 614 | 497 |

Remunerasi

Kami memastikan bahwa sistem pemberian upah kami bebas dari diskriminasi, dan memastikan bahwa gender tidak mempengaruhi keputusan kompensasi. Upah ditetapkan untuk memenuhi atau melebihi upah minimum regional yang ditetapkan, yang dapat bervariasi berdasarkan lokasi. Kirana Megatara juga memberikan tunjangan hari raya, upah lembur, jaminan sosial, asuransi kesehatan, dan bonus sesuai performa perusahaan.

Remuneration

We ensure that our pay system is free of discrimination and that gender has no bearing on the compensation decisions. Wages are adapted to meet or surpass regional minimum wages, which may vary depending on location. Kirana Megatara also offers holiday compensation, overtime pay, social security, health insurance, and performance-based bonuses.

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Rasio gaji pokok dan remunerasi antara karyawan perempuan dan laki-laki/*Base salary and compensation ratio between female and male employees*

Tabel 5. Rasio Upah Minimum Tahun 2024
Table 5. Ratio of Minimum Wage in 2024

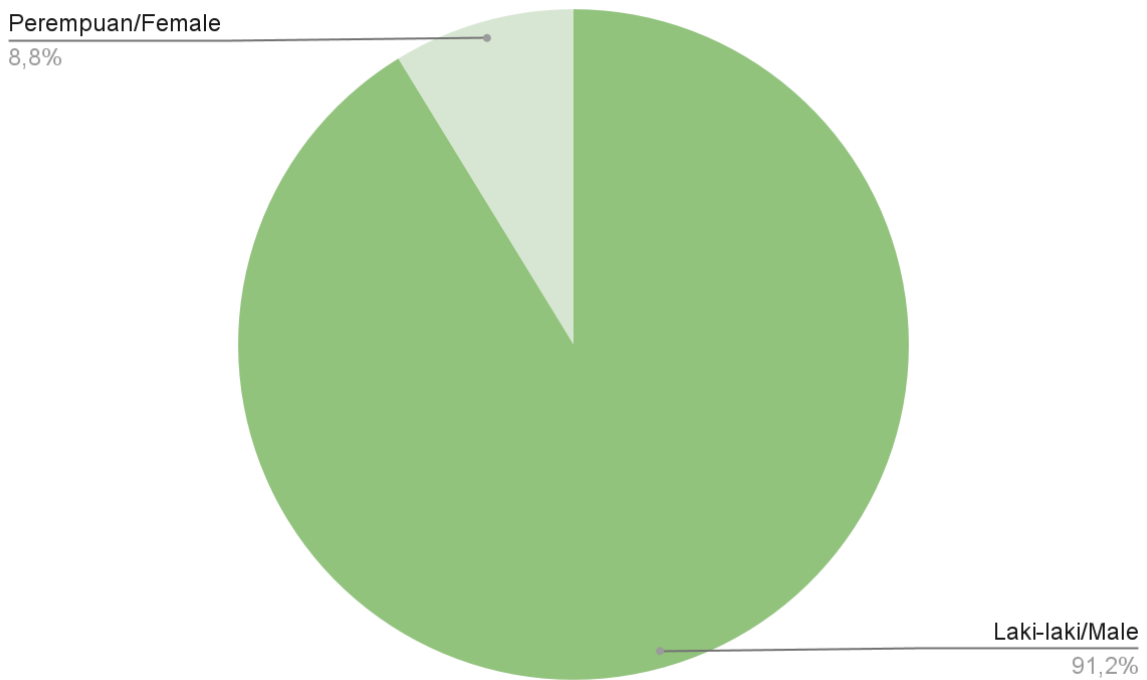
| Wilayah Operasional Operational Area | Dasar Penetapan Upah Minimum/ Basis of MW | Besar UM Provinsi/ Kabupaten (Rp) Provincial/ Regency MW (Rp) | Besaran Gaji Dasar Karyawan Golongan Terendah Sebagai Karyawan Laki-laki Baru (Rp) Lowest Basic Salary for New Employees (Rp) | Besaran Gaji Dasar Karyawan Golongan Terendah Sebagai Karyawan Perempuan Baru (Rp) Lowest Basic Salary for New Employees (Rp) | Rasio UM Dibandingk an Gaji Dasar (Rp) Ratio of MW Compared to Basic Salary (%) |
|---|--|---|---|---|---|
| Kota Jakarta Selatan | UMP | 5.067.381 | 5.067.381 | 5.067.381- | 100% |
| Kota Jambi | UMK | 3.387.064 | 3.387.064 | 3.387.064 | 100% |
| Kabupaten Bungo | UMP | 3.037.121 | 3.037.121 | 3.037.121 | 100% |
| Kabupaten Bungo | UMP | 3.037.121 | 3.037.121 | 3.037.121 | 100% |
| Kabupaten Sanggau | UMK | 2.789.563 | 2.789.563 | 2.789.563 | 100% |
| Kota Pontianak | UMP | 2.702.616 | 2.702.616 | 2.702.616 | 100% |
| Kabupaten Bangka | UMP | 3.640.000 | 3.640.000 | 3.640.000 | 100% |
| Kabupaten Lampung Tengah | UMK | 2.716.496 | 2.716.496 | 2.716.496 | 100% |
| Kabupaten Indragiri Hulu | UMK | 3.477.189 | 3.477.189 | 3.477.189 | 100% |
| Kabupaten Musi Rawas Utara | UMK | 3.564.933 | 3.564.933 | 3.564.933 | 100% |
| Kabupaten Musi Banyuasin | UMK | 3.547.745 | 3.547.745 | 3.547.745 | 100% |
| Kabupaten Muara Enim | UMK | 3.627.622 | 3.627.622 | 3.627.622 | 100% |
| Kabupaten Banyuasin | UMK | 3.488.289 | 3.488.289 | 3.488.289 | 100% |
| Kota Medan | UMK | 3.769.082 | 3.769.082 | 3.769.082 | 100% |
| Kabupaten Langkat | UMK | 2.943.343 | 2.943.343 | 2.943.343 | 100% |
| Kabupaten Tapanuli Selatan | UMK | 3.105.469 | 3.105.469 | 3.105.469 | 100% |
| Kabupaten Simalungun | UMK | 2.900.330 | 2.900.330 | 2.900.330 | 100% |
| Kabupaten Sintang | UMK | 2.854.277 | 2.854.277 | 2.854.277 | 100% |
| Kabupaten Katingan | UMK | 3.343.905 | 3.343.905 | 3.343.905 | 100% |
| Kabupaten Kutai Timur | UMK | 3.515.324 | 3.515.324 | 3.515.324 | 100% |
| Kabupaten Kutai Timur | UMK | 3.515.324 | 3.515.324 | 3.515.324 | 100% |

Keberagaman dan Kesetaraan Gender

Kirana Megatara sangat menghargai adanya keberagaman dan menentang adanya diskriminasi di lingkungan perusahaan. Kami memberikan kesempatan yang setara bagi setiap orang untuk berkembang tanpa memandang perbedaan agama, etnis, ras, status sosial, warna kulit, gender, ataupun kondisi fisik lainnya. Kami memiliki prosedur pengembangan karyawan yang jelas mengatur tata-cara promosi dan pengembangan karyawan berbasis kinerja.

Diversity and Gender Equality

Kirana Megatara strongly believes in diversity and opposes discrimination in the workplace. We give equal development opportunities for everyone, regardless of religion, ethnicity, race, social status, skin color, gender, or other physical issues. We have employee development procedures in place that clearly define performance-based employee promotion and development.



Gambar 1. Perbandingan Pekerja Laki-Laki dan Perempuan 2024

Tabel 6. Rasio Pekerja Wanita
Tabel 6. Ratio of Female Workers

| Level | 2022 | | 2023 | | 2024 | |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | Laki-laki (%) | Perempuan (%) | Laki-laki (%) | Perempuan (%) | Laki-laki (%) | Perempuan (%) |
| Komposisi Dewan Komisaris | 89% | 11% | 100% | 0% | 100% | 0% |
| Komposisi Dewan Direksi | 80% | 20% | 80% | 20% | 80% | 20% |
| Komposisi Senior Manajemen* | 86% | 14% | 85% | 15% | 85% | 15% |

| | | | | | | |
|-------------------------|-----|-----|-----|-----|-----|-----|
| Komposisi Manajemen | 86% | 14% | 86% | 14% | 87% | 13% |
| Komposisi Non-manajemen | 91% | 9% | 92% | 8% | 94% | 6% |

Kebebasan Berserikat

Kirana Megatara menghormati hak karyawan atas kebebasan berpendapat, berekspresi, dan berunding bersama dalam wadah yang tersedia, termasuk serikat pekerja. Perusahaan membina hubungan yang saling mendukung dengan pekerja, yang dihasilkan melalui proses perundingan mengenai hal-hal terkait hubungan industrial yang memuat syarat-syarat kerja, kondisi dan lingkungan pekerjaan serta hak dan kewajiban masing-masing pihak yang dituangkan dalam Perjanjian Kerja Bersama (PKB) dan/atau Peraturan Perusahaan yang telah disahkan di instansi terkait.

Saat ini, 78,1% pekerja tetap kami dilindungi oleh Perjanjian Kerja Bersama, dan 21,9% lainnya dilindungi oleh Peraturan Perusahaan.

Freedom Of Association

Kirana Megatara respects employees' freedom of expression, opinion, and collective bargaining in any available forum, including labour unions. The company has fostered a mutually beneficial relationship with its employees, which has resulted from a negotiation process regarding industrial relations issues such as employment terms, conditions, and work environment, as well as each party's rights and obligations, as outlined in the Collective Labor Agreement and/or Company Regulations that have been ratified by the relevant institution.

Currently, 78.1% of our permanent workers are protected by the Collective Bargaining Agreement, and another 21.9% are protected by Company Regulations.

78,1%

pekerja tetap kami dilindungi oleh Perjanjian Kerja Bersama/our permanent workers are protected by the Collective Bargaining Agreement

21,9%

lainnya dilindungi oleh Peraturan Perusahaan/protected by Company Regulations.

Lingkungan Kerja Yang Aman

Kesehatan dan keselamatan karyawan adalah prioritas utama kami. Kirana Megatara berusaha menyediakan lingkungan kerja yang aman dan sehat untuk mencegah penyakit, cedera, dan korban jiwa. Untuk itu, kami mengadopsi standar nasional sistem manajemen kesehatan dan keselamatan kerja yang diatur melalui regulasi pemerintah.

Safe Working Environment

Employee health and safety are our top priorities. Kirana Megatara aims to provide a safe and healthy work environment in order to prevent illness, injury, and fatality. We adopt national standards for occupational health and safety management systems defined by government regulations.

Kirana Megatara memiliki prosedur sistem manajemen kesehatan dan keselamatan kerja yang mencakup pelaksanaan kerja dengan aman, pencegahan terjadinya kecelakaan, serta alur pelaporan dan pencatatan semua insiden. Insiden diselidiki untuk mengidentifikasi penyebab dan memastikan tindakan korektif untuk menghindari perulangan. Peringatan juga dibuat untuk insiden signifikan sebagai pelajaran bagi semua karyawan. Kirana Megatara telah mengidentifikasi risiko umum kecelakaan kerja yang berpotensi menimbulkan konsekuensi tinggi di industri kami melalui Sistem Manajemen Kesehatan dan Keselamatan Kerja kami. Kami melakukan inspeksi berkala dan penilaian risiko untuk mencegah potensi terjadinya kecelakaan. Kami juga menyediakan alat pelindung diri bagi pekerja sesuai dengan risiko yang telah diidentifikasi.

Kirana Megatara has occupational health and safety management system procedures in place, which include safe work implementation, accident prevention, and incident reporting and recording. Incidents are investigated to determine the root causes and ensure that corrective action is taken to prevent a recurrence. Significant incidents are also subject to warnings as a lesson for all staff members.

Through our Occupational Health and Safety Management System, Kirana Megatara identified the typical hazards of workplace accidents that have the potential to have significant consequences in our industry. Routine inspections and risk assessments were conducted to avoid potential incidents. We also provided workers with personal protective equipment based on the hazards assessed.