

## UNOFFICIAL TRANSLATION

### MEDIA RELEASE

#### MINISTRY OF INTERNATIONAL TRADE & INDUSTRY

#### ECONOMIC SECTOR RECOMMENDED TO IMPROVE PRACTICE OF WORKING FROM HOME FOR MANAGEMENT AND SUPERVISORY STAFF

The National Security Council's Conference (NSC) chaired by YAB Prime Minister yesterday discussed the feedback on the current situation of the COVID-19 pandemic. As a preemptive measure to curb the spread of COVID-19, Ministry of Health Malaysia (MOH) feels that there is an urgent need to tighten the SOP during the Conditional Movement Control Order (CMCO) period i.e. to restrict the movement of people, especially in the State of Selangor and Kuala Lumpur which has a dense population and is among the major industrial hubs of the country.

Ministry of International Trade & Industry (MITI) supports MOH's call, advising people to stay home so we can flatten the curve in the near future. As a caring and responsible Government, there is a need to have a balance between public health protection and the continuation of economic activity which is equally important.

Based on MITI's COVID-19 Intelligence Management System (CIMS), the number of registered workers in the manufacturing sector, services and construction in Sabah, Labuan, Kuala Lumpur, Selangor and Putrajaya amounts to 3.1 million people. In order to take a collective responsibility to protect the health of the people and employees, MITI will immediately implement the NSC's decision for the industry to introduce Work From Home (WFH) policies or allow those in the management and supervisory department to Work From Home (WFH) as measures to reduce risk transmission of COVID-19 pandemic infection especially in CMCO areas.

Of the above number of employees, based on the feedback received from industries, a total of 776,135 employees or 25 per cent are employees in the managerial and supervisory level. This group is required to Work From Home (WFH) starting October 22, 2020 in line with the NSC's decision.

However, taking into account the requirements of the industry to have at least a small number of employees (managerial and supervisory level) in the office, MITI has agreed to allow a maximum of 10% of employees in the office. This includes those involved in accounting, finance, administration, legislation, planning and ICT to be in the office, limited to 4 hours only from 10 a.m. to 2 p.m. for 3 days a week.

Companies do not need to submit applications for this purpose. Employers only need to issue a travel letter for each staff allowed to work in the office during the CMCO period. Employers need to set appropriate WFH guidelines as required by respective companies.

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The Government will continue to work with the private sector and the domestic industry to enhance the implementation of WFH as a new norm in line with the digital age and online applications. MITI will continue to rigorously monitor and continue with enforcement efforts to ensure implementation and compliance of SOPs among industry parties.

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YB Dato 'Seri Mohamed Azmin Ali  
Senior Minister  
Minister of International Trade and Industry  
October 21, 2020

**DISCLAIMER: The original document is written in Malay language. EUROCHAM Malaysia has translated this from the original Malay version at our best understanding and knowledge. Should there be any inconsistency or difference between the English translation and the original Malay version, kindly note that the original Malay document is the final governing and prevailing version.**

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