

## **EMPLOYEE HANDBOOK**

### **COMPANY VALUES**

Integrity, Honesty, Reliability, Accountability.

#### **1 ABOUT THIS HANDBOOK**

- 1.1 On Board Marine Group Ltd (the “**Company**”) is pleased to provide you with this Employee Handbook. In the following pages, we provide you with some insights into our operating principles and our business philosophy. In addition, you will find helpful information about the policies and procedures such as paid time-off programs, performance evaluations, and leave of absence.
- 1.2 This Employee Handbook and the relevant Employment Contract between you and the Company constitutes the entire agreement between you and the Company regarding your employment relationship with the Company including but not limited to the duration of employment and the circumstances under which employment may be terminated. However, should there be any inconsistencies between the Employment Contract and this Employee Handbook, the Employment Contract prevails. The Company reserves the right to change, add to, or discontinue any of the policies in this Employment Handbook as it deems appropriate.
- 1.3 This Employee Handbook supersedes any and all prior handbooks, written documents, or oral representations issued by the Company.

#### **2 HUMAN RESOURCES POLICIES**

It is the policy of the Company to comply with all laws and regulations governing our operations and to conduct our business in full compliance with all applicable laws and regulations. To assure that these standards are not violated, employees are required to perform their duties in an ethical and legal manner.

#### **3 EQUAL OPPORTUNITIES**

- 3.1 It is the policy of the Company to provide equal employment opportunities to all applicants and employees. All individuals shall be recruited, hired, trained, advanced, compensated, and retained on the basis of their qualifications and treated equally in these and all other respects, without regard to race, religion, colour, sex, sexual orientation, national origin, ancestry, citizenship status, military status, marital status, pregnancy, age, medical condition, or disability, as well as any other characteristics protected by applicable laws. In accordance with applicable laws and regulations protecting qualified individuals with known disabilities, the Company will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on the Company.

- 3.2 Any qualified applicant or employee with a disability who requires accommodating in order to perform the essential functions of his or her job should contact Director. Please use the Open Door Policy below to address any concerns you may have.

#### **4 OPEN DOOR POLICY**

- 4.1 The Company is committed to a work environment that encourages open communications among all of us. We know that many of the best ideas for improving the Company come from our employees. We also know that most work-related problems or concerns can be best addressed through face-to-face discussion – usually between you and your immediate line manager – but sometimes more appropriately between you and another member of management.

- 4.2 If there is something about your job that is bothering you, we strongly encourage you to bring it to our attention. Our procedure for resolving problems offers all employees the ability and freedom to discuss anything they wish with their managers. If you have an employment-related problem, the Company encourages you to follow these steps:

Step 1 : To the extent possible, any problem should first be discussed with your immediate manager.

Step 2 : If your immediate manager cannot solve the problem, or if you are not satisfied after Step 1, or you are not comfortable discussing it with your manager, we encourage you to speak directly with the Director.

- 4.3 When you tell us of your concern or problem, we will try to address your concern or solve your problem as soon as possible.

#### **5 POLICY AGAINST HARASSMENT**

- 5.1 The Company is committed to providing a workplace free of harassment based on race, religion, colour, sex, sexual orientation, national origin, ancestry, citizenship status, military status, marital status, pregnancy, age, medical condition, or disability, as well as any other characteristics protected by applicable laws and regulations.

- 5.2 The Company will not, under any circumstances, condone or tolerate conduct which may constitute sexual harassment on the part of any of our employees. It is our policy that our employees have the right to work in an environment free from any type of discrimination, including sexual harassment. Any of our employees who are found to have engaged in such conduct will be subject to immediate disciplinary action, up to and including termination of employment.

- 5.3 Sexual harassment is defined as:

- (a) making an unwelcome sexual advance or an unwelcome request for sexual favours; or
- (b) engaging in other unwelcome conduct of a sexual nature in relation to the recipient in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the recipient would be offended, humiliated, or intimidated; or

- (c) a person, alone or with other persons, engaging in conduct of a sexual nature which creates a sexually hostile or intimidating work environment for the recipient.

5.4 Conduct of a sexual nature includes making a statement of a sexual nature to a person or in their presence, irrespective of whether the statement is made orally or in writing.

5.5 Employees must be sensitive to conduct which may be considered offensive by fellow employees and must refrain from engaging in such conduct.

## **6 OTHER FORMS OF HARASSMENT OR DISCRIMINATION**

6.1 Discrimination on the basis of any other protected characteristic is also strictly prohibited, whether direct or indirect. Under this Employee Handbook, harassment or discrimination is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, religion, colour, sex, sexual orientation, national origin, ancestry, citizenship status, military status, marital status, pregnancy, age, medical condition, or disability, which has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affects an individual's employment.

6.2 Harassing and discriminating conduct include, but are not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

6.3 Regardless of legal definitions, we expect employees to use discretion and to interact with each other in a professional and respectful manner. If your conduct could be offensive to another, then that conduct is not appropriate. For these purposes the term "harassment" encompasses, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding an employee. Harassing and/or discriminating conduct also includes directing profanity at an employee or co-worker. Violation of the Company's Equal Opportunities and Anti-harassment Policy constitutes a serious violation of this Employee Handbook and will subject an employee to disciplinary action up to and including termination of employment.

## **7 REPORTING HARASSMENT OR DISCRIMINATION**

7.1 If you have any questions about what constitutes harassing or discriminatory behaviour, ask your manager or Director . If you feel that you are being harassed by another employee, you should immediately contact your manager, or Director , to report the matter. You may be assured that you will not be penalised in any way for reporting a harassment problem.

7.2 All complaints of unlawful harassment and discrimination which are reported to management will be treated with confidentiality and will be investigated and resolved promptly. The Company prohibits employees from hindering our own internal investigations and our internal complaint procedure.

7.3 Harassment or discrimination of employees in connection with their work by non-employees, such as a customer or vendor, is also prohibited. Any employee who experiences harassment or discrimination by a non-employee, or who observes harassment or discrimination of an employee by a non-employee should report such

harassment to their manager, or to Director . Appropriate action will be taken against violations of Company policy by any non-employee.

- 7.4 Harassment or discrimination of our customers or employees of our customers, vendors, suppliers or independent contractors, by our employees is also strictly prohibited. Any such harassment or discrimination will subject an employee to disciplinary action up to and including termination of employment. Please use the Equal Opportunities and Anti-harassment Policy or the Open Door Policy to bring complaints of harassment or discrimination. Your notification of the problem is essential to us. We cannot help resolve a harassment or discrimination problem unless we know about it. Therefore, bring these kinds of problems to our attention so that we can take the appropriate steps necessary to end the problem.
- 7.5 If management finds that an employee has violated the Company's Equal Opportunities and Anti-harassment Policy which constitutes a serious violation of this Employee Handbook, appropriate disciplinary action will be taken, up to and including termination of employment.
- 7.6 The Company will not retaliate, nor will it tolerate retaliation, against employees who complain in good faith about harassment or discrimination in the workplace.

## **8 VIOLENCE IN THE WORKPLACE**

- 8.1 The Company is committed to maintaining a productive and safe working environment and therefore it is paramount that our workplace is free from violence.
- 8.2 The Company has zero tolerance for violent acts or threats of violence against our employees, applicants, customers, or vendors. No employee should commit or threaten to commit any violent act against a co-worker, applicant, customer, or vendor whilst on duty or on Company business. This prohibition also includes statements or threats made in respect of the use of dangerous weapons or of bringing such weapons onto Company property. Any gestures or any activity which can be perceived as intended to inflict, or which may potentially result in, physical harm or damage to any individual or property will violate Company policy. If you are aware of any threat or act of violence, you must report this information to his or her manager as soon as possible. Please do not assume that any threat is not serious. Please bring all threats or potential threats to our attention so that we can deal with them appropriately. All threats will be thoroughly investigated, and all complaints which are reported to management will be treated with as much confidentiality as possible. Violation of Company policy constitutes a serious violation of this Employee Handbook and will subject an employee to disciplinary action up to and including termination of employment.

## **9 TERMS OF EMPLOYMENT**

### **9.1 Recruitment**

The Company welcomes you to refer friends or relatives for prospective employment. However, to avoid conflict of interests, relatives shall not be employed in the same office. The Company will seek to avoid having relatives working across departments where they may be privy to confidential information, for example Finance or HR.

### **9.2 Probation Period**

- (a) Subject to individual employment contracts, new employees who are not employed on short fixed-term contracts are required to serve a probation period prescribed in their employment contracts upon starting work with the Company.
- (b) The Company may prolong the probation period of an employee if additional time is required to observe his or her performance.
- (c) Unless otherwise agreed, termination of employment by either party is possible by giving the appropriate notice or payment in lieu of notice as stipulated in the employment contract.
- (d) The probation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Company uses this period to evaluate employee capabilities, work habits, and overall performance.
- (e) During this probation period, your performance, attendance, attitude, and overall enthusiasm for your job will be monitored by your manager. Employees who fail to demonstrate the commitment, performance, and attitude expected by the Company may be terminated at any time during this period with the necessary prior written notice pursuant to applicable laws and regulations.

### 9.3 Confirmation

The employee's supervisor or manager will conduct a performance evaluation with the employee upon completion of the probationary period. This will be an important occasion for both parties to formally exchange comments on the employee's job and performance.

### 9.4 Attendance

The Company works best when employees work as a team and can count on each other. Being a team member requires a commitment to your co-workers and this starts with your attendance, your punctuality, and - in short - your reliability. When you miss work and you also fail to notify the office of your absence, it places an even greater burden on your manager and your colleagues and, as such, is a violation of Company policy. Accordingly, for each day that you are absent from work, you must personally notify your immediate supervisor. If your immediate supervisor is unreachable, you should call his or her direct manager by or before the start of each missed workday. It is not acceptable to simply leave a voice mail. If you are absent and have not notified us for two (2) consecutive scheduled workdays, unless there are extenuating circumstances, you may be summarily dismissed. If you cannot avoid being late for work or are unable to work as scheduled, you must notify your supervisor as soon as possible on the day you expect to be late informing them the reason for your lateness and the expected time of arrival or why you cannot attend work.

Employees who must leave work early are required to notify their supervisor before leaving work.

Excessive absences or tardiness, whether excused or unexcused, constitutes a serious violation of this Employee Handbook and can result in disciplinary action, up to and including termination of employment.

When an absence is due to illness, the Company may require appropriate medical documentation. For an absence due to private affairs or which is not supported by medical documentation, unless prohibited by the Hong Kong laws, the Company will deduct a corresponding amount from the employee's salary.

#### 9.5 Transfer

The Company reserves the right to transfer employees from one job to another and/or from one locality to another so as to maximise effectiveness. If an employee rejects a reasonable and lawful transfer, he or she is in violation of the Company order and may be subject to dismissal.

- (a) A transfer does not necessitate a change or increment in wage and benefits status, unless appropriate.
- (b) The transfer will be activated through a letter from Department Manager .

#### 9.6 Promotion

It is Company policy where desirable to offer internal promotions/placement opportunities to all suitably qualified employees to a higher position when vacancies arise. Your performance will therefore be the determining factor to your future development in the Company.

#### 9.7 Company Property/Monies

Employees who are leaving the Company must return all Company property/monies in their possession on the date, as agreed. This includes keys, electronics, or any company material or property.

- (a) All Company property to be returned must be in good and working condition.

#### 9.8 Appearance

- (a) Our employees are expected to maintain a high standard of personal hygiene and appearance for their job responsibilities.
- (b) The Company enjoys an excellent reputation within our sector. While there are many reasons for this reputation, one of the ways to help maintain it is for our employees to present a professional image to the public. It is important that our customers have confidence in our employees and that our employees have confidence and pride in themselves when transacting business.
- (c) To help present this image and foster public confidence, employees must dress appropriately for work.

#### 9.9 Annual Leave Entitlement

- (a) All permanent employees are entitled to paid annual leave in accordance with the Employment Ordinance.
- (b) Employees are not allowed to carry forward their untaken holidays to the next calendar year.

- (c) Applications for annual leave must be submitted to the Company in writing in advance for approval. Application for leave must be made fourteen (14) day(s) in advance. Such leave may be treated as unpaid leave at the discretion of the Company.
- (d) The Company reserves the right to decline an employee's leave application due to the exigencies of staffing during a busy holiday period. Employees are encouraged to use up their annual leave during off-peak seasons.

#### 9.10 Unpaid Leave

- (a) If an employee requires time off to attend to personal matters during working hours, they may apply for unpaid leave. The Company will consider such an application on an individual basis.
- (b) No pay in lieu of vacation.
- (c) No employee will receive payment in lieu of their annual leave entitlement except upon the termination of their employment.

#### 9.11 Sick Leave

- (a) If an employee, during the first month of employment, needs to take sick leave, the days on which they are absent will not be paid.
- (b) During the first year of an employee's employment (except for the first month), his or her sick leave allowance shall be two (2) days for each completed month and four (4) days for each completed month from the second year onwards of his or her employment. An employee's sickness allowance may be accumulated up to a maximum of one hundred and twenty (120) paid sickness days.
- (c) If an employee requires to take sick leave of not less than four (4) consecutive days (either in-patient or home rest), the sickness allowance shall be equivalent to four-fifths (4/5) of the employee's average daily wages.
- (d) To be eligible for sickness allowance, you shall:
  - (i) have completed a minimum of one (1) month's service;
  - (ii) have sufficient sickness day accumulation; and
  - (iii) produce a sick leave certificate issued by a registered doctor or hospital doctor for claiming sick leave.
- (e) Employees must submit their medical certificates together with a leave application form to their supervisor or manager for approval.

#### 9.12 Maternity Leave

- (a) Any female employee who has completed not less than forty (40) weeks' service before the expected date of commencement of maternity leave is entitled to a continuous period of ten (10) weeks' paid maternity leave at the rate of 80% of the daily average of wages during the period of twelve (12) months immediately before the commencement of her maternity leave.

- (b) Any female employee who has been with the Company under continuous employment for a period less than forty (40) weeks before the commencement of the leave is entitled to unpaid maternity leave.
- (c) The employee may decide to commence her maternity leave from two (2) to four (4) weeks before the expected date of confinement.
- (d) The employee shall give notice of her pregnancy and of her intention to take maternity leave after her pregnancy has been confirmed by a medical certificate to the HR Department which specifies the expected date of confinement.
- (e) If the actual birth falls before the commencement of the maternity leave, then the ten (10) weeks maternity leave starts on the actual date of the birth.
- (f) If the date is earlier than expected, the whole maternity leave period will not be shortened accordingly and the employee will still enjoy a total number of ten (10) weeks starting from the date the maternity leave commences.
- (g) If the employee gives birth later than expected, the employee can extend the maternity leave by the number of days between the expected date of birth and the actual date of birth. This period is unpaid.
- (h) If illness or disability arises out of the pregnancy or childbirth, the employee can apply for additional leave before or after the maternity leave. This period is unpaid. If the employee meets the requirements of sick leave, she may elect to use paid sickness allowance to cover this period.
- (i) Any rest day or general holiday that falls within the paid maternity leave will be paid at maternity leave pay rate (80% of average daily wages). Any rest day or general holiday that falls within non-pay maternity leave is at holiday pay rate.

#### 9.13 Paternity Leave

- (a) All male employees are entitled to up to five (5) days of paternity leave in accordance with the Employment Ordinance during the period between four (4) weeks before the date of the expected delivery of his child and ten (10) weeks after the actual date of delivery. The employee is required to notify the Company of his subsequent intention to take his paternity leave at least three (3) months before the expected date of delivery of the child and two (2) days before the intended date of his leave, and notify the Company of that date. If the employee fails to notify the Company his intention to take paternity leave at least three (3) months before the delivery of his child, he is required to give notice according to the statutory requirement: the employee must notify his intention to take paternity leave three (3) months before the expected date of delivery of his child, and give two (2) days' notice before the intended date of leave. If the employee fails to notify his intention to take leave three (3) months before the expected delivery date, he is required to give five (5) days' notice before the intended date of leave.
- (b) The employee intending to take paternity leave shall deliver to the Company a written statement signed by the employee that he is the child's father with the name of the child's mother and the expected or actual date of the delivery (if the child has been born).
- (c) During the period of his paternity leave, the employee shall be paid four-fifths (4/5) of his average daily wages.



#### 9.14 Compassionate Leave

- (a) All permanent employees shall be eligible for five (5) consecutive days' compassionate leave with pay in the event of the death of the employee's spouse, parent, brother or sister, child, parent-in-law, or grandparent.
- (b) The employees must notify their immediate supervisor in the event of a death in the family and documentary proof must be submitted with the application for leave or as soon as possible after.

#### 9.15 Apply all types of Leave

It is mandatory to apply for all types of leaves using the HR platform called 'Telanox'. Please note that any leave requests sent over WhatsApp or email will not be considered valid. It is important to apply for leave requests on the platform as the first point of contact, otherwise, they will not be accepted.

### 10 COMPENSATION ADMINISTRATION

#### 10.1 Payment of Salary

- (a) A salary period starts on the first day of each month and ends on the last day of the month. If a scheduled pay day falls on a Saturday, Sunday, or public holiday, the Company will arrange for payment of wages either on the preceding day or the following day.
- (b) Employees are required to provide their bank account details so that the Company can arrange for their salary to be paid by remittance to their account.

#### 10.2 Salary Deductions

The Company has the right to make any deductions authorised by the employee or government authorities.

#### 10.3 Hours of Work

- (a) All permanent employees are required to work eight (8) hours per day including a one-hour paid meal break.
- (b) The meal break will not constitute an hour worked unless the employee actually works during the meal break. Working hours may vary from time to time according to the roster scheduled.

#### 10.4 Commission

Employees who are eligible to earn commission on sales can refer to their employment contract for further details or speak to their supervisor/manager.

#### 10.5 Overtime Procedure

- (a) Overtime work is an inevitable fact of life in the business world. The nature of overtime is that it sometimes is needed with little or no advance notice. Accordingly, the Company expects employees to be flexible in being available to work overtime when required.

- (b) All overtime must be approved by an employee's supervisor or manager before the overtime is worked.
- (c) Failure to comply with this policy constitutes a serious violation of this Employee Handbook and will subject the employee to disciplinary action up to and including termination of employment.

#### 10.6 Statutory Holidays and General Holidays

- (a) Employees who have been employed for more than four (4) weeks are entitled to a day off on statutory holidays. Employees who have been employed for a period of three (3) months immediately preceding the statutory holiday are entitled to holiday pay for the statutory holiday.
- (b) Where an employee is required to work on a statutory holiday, the employee will be provided with an alternative day off in lieu. The alternative day off should be taken within sixty (60) days immediately before or after the statutory holiday in question.

The first day of January (statutory)

Lunar New Year's Day (statutory)

The second day of Lunar New Year (statutory)

The third day of Lunar New Year (statutory)

Good Friday (general)

The day following Good Friday (general)

Easter Monday (general)

Ching Ming Festival (statutory)

Labour Day (statutory)

The Birthday of the Buddha (general)

Tuen Ng Festival (statutory)

HKSAR Establishment Day (statutory)

The day following the Chinese Mid-Autumn Festival (statutory)

National Day (statutory)

Chung Yeung Festival (statutory)

Christmas Day (statutory)

The first weekday after Christmas Day (general)

#### 10.7 Private Medical Insurance

Upon successful completion of the employee's probation period, the Employee will be eligible to participate in the Company's private medical insurance scheme, subject to the terms and conditions of that scheme in force from time-to-time.

#### 10.8 Mandatory Provident Fund

The Company will comply with the statutory requirement under the Mandatory Provident Fund Schemes Ordinance (MPFSO) for contributing five per cent (5%) of relevant income of the employee to a maximum of thirty thousand Hong Kong dollars (HKD 30,000) equating to a contribution of one thousand five hundred Hong Kong dollars (HKD 1,500). Employees earning less than seven thousand one hundred Hong Kong dollars (HKD 7,100) a month do not need to make a contribution to the fund.

#### 10.9 Employees' Compensation

- (a) An employee is entitled to Employees' Compensation if the employee suffers an injury arising out of and in the course of their employment. The employee is entitled to four-fifths (4/5) of average daily wages that they could have earned during their absence.
- (b) Time off for attending assessment diagnosis during this period is paid.
- (c) In case of a permanent incapacity, the employee shall be entitled to a lump sum compensation as determined by the Employees' Compensation Assessment Board appointed by the HKSAR as prescribed by the Employee Compensation Ordinance.

### 11 EMPLOYEE DEVELOPMENT

#### 11.1 Training and Development

The Company provides to its employees training and development programmes to equip them with skills and know-how in order to maximise their effectiveness in their present jobs and their ability and to prepare them for future opportunities.

#### 11.2 Performance Appraisal

For the purpose of evaluating your job performance, planning work objectives and developing your potential, your superior will conduct a formal performance evaluation for you when the following events take place:

#### 11.3 Completion of Probation;

- (a) Promotion or transfer; or
- (b) Annual review.
- (c) Your supervisor may conduct a special performance evaluation at any other time when the situation warrants.
- (d) Your participation in the performance evaluation is extremely important in determining its success. You are expected to express your own comments and opinions during the process and submit evaluation forms when appropriate.

#### 11.4 Employee Communications

The Company believes that people management can only be successful when mutual trust, respect and understanding are established between employer and employees. You are therefore encouraged to:

- (a) put forward suggestions;
- (b) seek advice on job related or personal issues;
- (c) discuss personal development plans; and
- (d) express grievances.

### 12 EMPLOYEE CONDUCT

#### 12.1 Disciplinary Rules and Procedures

In our Company, our aim is to encourage improvement in individual performance and conduct. Employees are required to treat members of the public and other colleagues equally in accordance with Equal Opportunities and Anti-harassment Policy. This procedure sets out the action which we undertake when disciplinary rules are breached.

##### (a) Principles

- (i) The list of rules is not to be regarded as an exhaustive list.
- (ii) The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.
- (iii) At every stage employees have the opportunity to state their case and have a right to be accompanied by a fellow colleague of their choice at the hearing.
- (iv) Supervisors or managers have the right to issue verbal or written warnings to employees.
- (v) Only Director has the right to suspend or dismiss employees.
- (vi) Employees have the right to appeal against any disciplinary decision.

##### (b) Misconduct

Breaches of the Company disciplinary rules that can lead to disciplinary action are:

- (i) Failure to observe a reasonable order or instruction;
- (ii) Failure to observe a health and safety requirement;
- (iii) Inadequate time keeping;
- (iv) Absence from work without proper cause;

- (v) Theft or removal of Company property;
- (vi) Loss, damage to, or misuse of Company property through negligence or carelessness;
- (vii) Conduct detrimental to the interests of the Company;
- (viii) Incapacity to work due to being under the influence of alcohol or illegal drugs;
- (ix) Physical assault or gross insubordination;
- (x) Committing an act outside work or being convicted of a criminal offence which is liable to adversely affect the performance of the contract of employment and/or the relationship between the employee and the Company;
- (xi) Failure to comply with Company policies against harassment and discrimination.

A full copy of the Disciplinary Policy and Procedure is available from Director .

## 12.2 Termination

- (a) Subject to individual employment contracts, employment may be terminated by the employee or the Company by giving written notice or payment in lieu of notice.
- (b) If an employee is in serious breach of the Company rules, the Company may summarily dismiss an employee without giving notice period or payment in lieu of notice.

## 13 GENERAL

### 13.1 Personal Data Changes

Employees are responsible for notifying the Company of changes to their personal data, including, personal mailing addresses, telephone numbers, emergency contact telephone numbers, their dependants, or other applicable information.

### 13.2 Conflicts of Interests

In order to avoid employees creating situations where their interests are in conflict with the interests of the Company, if an employee engages in other employment or business operations outside the Company, he or she must inform the supervisor of such activities. Unless prior written consent is sought from the Company, an employee is not allowed to carry on concurrent employment, business operations, trade, or occupations that conflict with the interests of the Company.

### 13.3 Business Travel and Expenses

- (a) Employees may be required to travel overseas on business. The employee shall fill in the request for travel arrangement for their supervisor or manager's approval prior to going on the business trip. Upon their return, the employee is required to complete the overseas travelling expenses report.

- (b) All bills, as well as boarding passes or air ticket coupons, have to be attached to this report for the supervisor's or manager's approval. Once approved, all relevant documents must be sent to Department Head for reimbursement.

#### 13.4 Company Assets

- (a) The Company prohibits the use of Company assets for an employee's personal benefit. This includes, among all other physical items, Company-owned computers and software, electronic mail systems, Internet access, and voice mail. The Company acknowledges the employee's use of the Company's telephones, supplies, and equipment from time to time on an incidental basis; each employee is expected to monitor his or her own behaviour in this regard. Employees should not expect privacy in their communication through the Company's systems which are monitored from time to time to ensure that customer standards are being maintained.
- (b) In addition, it is the Company's policy that no confidential or proprietary documents or other materials may be copied, either electronically or by hard copy, without prior consent of the Director of Operations. This includes any forms, manuals, emails, or documents that contain the Company's name or trade marks, or any document that has been published by the management of the Company.

#### 13.5 Health and Safety

- (a) The Company promotes the maintenance of a safe and healthy environment in the workplace. Employees should familiarise themselves with the Company's fire procedures to ensure they know what to do in the event of an emergency.
- (b) A copy of the Health and Safety Policy is available from Department Head .

#### 13.6 Security

In order to protect the safety and property of all of our employees, the Company reserves the right to inspect employees' lockers, desks, cabinets, briefcases, toolboxes, purses, personal computers, personal motor vehicles, and any other personal property or belongings brought onto Company property. Employees are expected to cooperate in any search. Failure to cooperate constitutes a serious violation of this Employee Handbook and will result in disciplinary action up to and including termination of employment.

#### 13.7 Theft

Our society has laws against theft and so do we. To safeguard Company property, where there is a need to remove Company property from the premises, you must obtain written permission in advance from your manager prior to doing so.

#### 13.8 Smoking Policy

The Company is dedicated to providing a healthy, comfortable, and productive work environment for our employees. We are also committed to complying with applicable laws and regulations. Smoking is therefore prohibited in all enclosed buildings on our premises at all times. Employees who smoke during their breaks off the premises should not do so around entrances where other people could be exposed to second-hand smoke.

## **14 DRUG AND ALCOHOL POLICY**

### **14.1 Purpose**

- (a) Alcohol and drug abuse is a major health problem. Our employees are our most valuable resource, and their safety and health is of paramount concern.
- (b) We are committed to providing a safe working environment to protect our employees and others, to provide the highest level of service, and to minimise the risk of accidents and injuries.

### **14.2 General Policy**

- (a) Every employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of narcotics or abuse of alcohol or prescription drugs can impair reflexes and judgement. This impairment, even when not readily apparent, can have catastrophic results. For these reasons, we have adopted a policy that all employees must report to work and remain completely free from the presence of drugs and the effects of alcohol during work hours.
- (b) Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, as well as drugs that are legally obtainable but used for illegal or unauthorised purposes. We expect all employees to report for work free from these effects and to be able to fully perform their job duties.
- (c) While on Company premises and while conducting business-related activities off Company premises, you may not be under the influence of alcohol or illegal drugs. You must also not be in any condition that impairs your work performance due to drug or alcohol use or abuse. You may not engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences. The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. If you are taking prescribed drugs which may affect your attentiveness, cause drowsiness, or otherwise impair your abilities, please notify your supervisor/manager or Department Manager of this fact so modifications to job duties can be made if appropriate.
- (d) If you have a drug or alcohol problem that has not resulted in and is not the immediate subject of disciplinary action, you may request approval to take unpaid leave to participate in a rehabilitation or treatment program. Leave may be granted if you agree to abstain from use of the problem substance and you abide by all Company policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave will not cause the Company undue hardship. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor/manager or Director to receive assistance or referrals to appropriate resources in the community.

- (e) If you have questions on this policy or issues related to drug or alcohol use in the workplace you may discuss them with Director without fear of reprisal. If the Company has a reasonable suspicion that an employee has violated this policy, it will conduct an investigation, which may include an unannounced search of Company premises or property and/or the employee's personal property in the workplace. The Company may also order any employee reasonably suspected of having used or being under the influence of alcohol or illegal drugs while on duty to take a test for the presence of drugs or alcohol. Such a test will be conducted by an independent laboratory at the Company's expense. Any employee asked to undergo a test will be suspended from work until further notice.
- (f) Violation of this policy or any of its provisions constitutes a serious violation of this Employee Handbook and may result in discipline up to and including termination of employment.

#### 14.3 Employee Assistance

- (a) The Company expects employees who have an alcohol or drug problem to seek treatment. The Company will help employees who abuse alcohol or drugs by providing a referral to an appropriate professional organisation. However, it is the responsibility of the employee to seek and accept assistance before drug and alcohol problems lead to disciplinary action, including termination of employment. Failure to enter, remain in, or successfully complete a prescribed treatment program constitutes a serious violation of this Employee Handbook and may result in termination of employment. Confidentiality of records and information will be maintained in accordance with all applicable laws and regulations.
- (b) Entrance into a treatment program does not relieve an employee of the obligation to satisfy the Company's standards regarding an employee's performance, and participation will not prevent the Company from administering discipline for violation of its policies or relieve the employee of his or her responsibility to perform his or her job in a satisfactory, safe, and efficient manner.

### 15 ADVERSE WEATHER

#### 15.1 Typhoons

- (a) If typhoon signal No. 8 (or above) is hoisted during working hours, the supervisor will order employees to return to their homes and for the office to be closed. The Company may also release earlier pregnant or disabled employees and those with difficulty travelling to or living on outlying islands on receipt of government advice that typhoon signal No. 8 (or above) is about to be hoisted to enable them to return home safely.
- (b) However, the Company has the right to request employees to continue their duties as usual. If the No. 8 typhoon signal is lowered at any time up to and including 4:00 pm, the office will re-open within an hour after the lowering of the typhoon signal No. 8.
- (c) If you have been approved to take leave on the day when typhoon stoppage occurs, you will still be treated as being on leave during that day and no compensation will be granted.

#### 15.2 Rainstorms



If a black rainstorm warning signal is issued during or before working hours, employees are expected to work as usual. The employee shall inform Department Head if they have difficulty in traveling to work.

## **16 CONCLUSION**

- 16.1 This Employee Handbook highlights the opportunities and responsibilities at the Company. It is a guide to your future here.
- 16.2 By complying with the contents of this Employee Handbook, you should be successful and happy in your work at the Company. Once again, welcome to On Board Marine Group Ltd , and we look forward to working with you.

If you have any questions about this Employee Handbook then please contact Director

**Updated on : 07 March 2024**

## **EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT**

I have received and reviewed my copy of the Employee Handbook. I understand that this Employee Handbook represents the current policies, expectation, goals, and benefits of the Company, as well as my responsibilities as an employee. I understand that the Handbook is subject to revision by the Company from time to time without prior notice and at the sole discretion of the Company. By my signature below, I understand, acknowledge, accept, and agree to comply with the information contained in the Handbook, I also understand that the Handbook supersedes all prior versions of an employee Handbook or manual that the Company has issued.

Signature : \_\_\_\_\_

Name :

Role :

Date :

**RETAIN IN EMPLOYEE PERSONNEL FILE**

**EMPLOYEE ACKNOWLEDGMENT & AGREEMENT**