

## **Sharing Group- 'Employee Policy for Full-Time Employment'**

### **Code of ethics**

Sharing Group (LILLE) welcomes and supports individuals of all backgrounds and identities. This includes (not limited to) individuals of any sexual orientation, race, ethnicity, culture, national origin, social and economic class, age, sex, color, political belief, religion, gender identity and expression, mental and/or physical disability. This policy overrules the employment contract previously signed by any employee (if their contract does not state the same as this employee policy).

1. Employees shall not engage in any form of harassment online or offline.
2. Sharing Group expects collaboration and support coming from employees to one another, in order to produce the best work possible that can be produced as a company.
3. Disagreement shall not lead to disrespectful behavior. Warnings will be issued for cases in which the employee becomes verbally abusive.
4. Physical altercations will not be tolerated, and will result in immediate termination
5. Always conduct yourself professionally, as you represent the company and other employee's well-being is at stake. Threats of violence, discriminatory jokes and language (including jokes regarding gender), sharing sexually explicit or violent material via electronic devices or other means, personal insults, specifically those using racist or sexist terms, unwelcomed sexual attention, or advocating/encouraging the above behavior will lead to warnings (or termination).
6. Repeated harassment may lead to termination of employment.

### **Training**

Continual self-learning, education and training are encouraged by the Group. The Group will pay for selected seminars and job-related courses, subject to the Chief Executive Officer's approval. Vocational training shall be provided, funded in the following manner:

- After 1 year of employment: 50% from one month's paid basic salary (based on the employee's base salary).
- After 2<sup>nd</sup> year of employment: 100% from one month's paid basic salary
- After 4<sup>th</sup> year of employment: 200% from one month's paid basic salary

-Training is only available after the first year of employment

-Each employee is entitled to at least 1 training per year.

### **General**

1. The employee must have demonstrated the capacity and motivation to make a greater contribution to Sharing Group and that additional education will promote that contribution.
2. The employee's training objectives must align with the Group's objectives and must be mutually beneficial.
3. The employee must have at least 1 year of continuous employment service with the Group.
4. The employee must have satisfactory overall performance

5. The employee shall be entitled to training after one year of employment with the Group.

### **Health Insurance**

The employee will be entitled to health coverage or insurance, at the company's discretion of choice (Per year)

**-Choice 1:** private insurance with our health care provider

**- Choice 2:** Minimum \$300 USD up to 50% of your base salary (if your salary is less than \$600 USD, we will cover \$300 USD by default) but the employee must pay for these first and then send HR the invoice of the health expense in order to be reimbursed.

→ **Medical expenses:** hospital admission, nursing related, non-cosmetic surgeries, laboratory testing (when prescribed), treatment and testing as prescribed, medication prescribed by qualified physician, transport for medical emergency, physiotherapy as prescribed, dental (non-cosmetic), medical devices, child birth (delivery).

### **Salary**

The employee's salary is paid by the end of each Gregorian month, not exceeding of 7-working days of the following month.

- i. Employees are entitled to a 11% annual increase of the basic salary, 1 year from the last date of increase.
- ii. Annual bonuses will be provided only based on "top" performance, which will be based on the performance evaluation policy.
- iii. 2.5%-5% from the net profit will be bonus for all employees yearly, based on the employee's level of position.

### **Vacation**

The employee is entitled to 21 working days' paid vacation per calendar year. Once the employee has spent at least 5 years in service at Sharing Group, the entitled paid vacation period will be 30 working days per year.

- i. Vacations that are longer than 5 working days (due to the nature of work), must be requested 90 days prior to the date of vacation.
- ii. The Group may buy vacations from employees (in case they do not wish to use those days), and based on those purchased vacation days, the Group will provide double the salary for those days (based on daily income, e.g. (daily wage: 20 USD, purchased vacation day: 40 USD). Purchased vacations from employees may only be done with the employee's approval.

→ Vacation days that are not taken can be sold to Sharing Group (please refer to the statement above)

- iii. Employees over the age of 50 are entitled to a paid vacation period of 30 working days per year.
- iv. Employees are entitled to have a paid day off on their birthday.
- v. The Group has a flexible policy on national days. All the employees will receive these 3 days: 1 day Eid al Fitr, 1 day of Eid Al Adha, and Christmas.
  - The employee is entitled to an extra **7** paid days of national holidays during the Gregorian year (apart of the **3** days provided by the company)
  - The employee must send us at the beginning of the year (or beginning of employment) a list for which national days they will take from the national days
- vi. National holidays are not counted as vacation days. If the employee is required to work on a holiday, the Group shall pay them triple their salary for that day (only in highly needed events).
- vii. Vacation request must be reported in writing to the employee's supervisor, and then the supervisor must email HR for final approval once the supervisor has approved.
- viii. Vacation may only be taken by halves after the first 6 months (e.g. 11 days in July, and 10 days in August)
- ix. After a year of employment, the employee may take the full 21 days off vacation at once. If the employee chooses to break the vacation days, the employee is not allowed to break vacation days into 2 weekends if these are not long vacations, for example- taking 5 working days off would be considered a long vacation (employee needs to request these 90 days prior to the date). Short vacations would be no longer than 4 working days if the employee chooses to break their vacation

Sharing Group cares for the well-being of its employees and vacations are important for well-being and productive efforts of all employees, therefore, it is urged that they be taken.

### **Working Hours**

The maximum working hours are eight hours a day (8 hours per day) or forty hours a week (40 hours per week on 5-day work day week), excluding meals or rest breaks. The worker shall not carry on working more than five unbroken hours, the remaining 3 hours will be based on a flexible schedule. The employee is required to start for example from 7:00 AM to 12:00 or 9:00 AM to 2:00 PM (or based on your team's needs, 5 unbroken hours), and then the employee may choose when to work the remaining 3 hours.

### **Overtime**

The employee should not work any over time except if this has been requested (written) directly by their direct manager (this should not be a monthly occurrence) and approved by HR, prior to doing the overtime. The employee is entitled to be paid double the amount of their hourly base salary based on the amount of overtime hours. (E.g. hourly wage= 1.9, then this would be  $1.9 * 2$ , and then this would be multiplied by the number of overtime hours). **This only applies if the employee has not taken any days off within that month.**

### **Sick Leave**

-An employee with proven record of sickness, is entitled to a paid sick leave of full salary for the first 6 days

-after the 6 days of sick leave, if the employee becomes sick, they will be entitled to 6 days of sick leave with 75% of the base salary

-after the 6 days of the sick leave, if the employee becomes sick, they will be entitled to 6 days sick leave with 50% of the base salary

-after the 6 days of the sick leave, if the employee becomes sick, they will be entitled to 6 days sick leave with 25% of the base salary

-after the 6 days of the sick leave, if the employee becomes sick, they will be entitled to 6 days sick leave with no salary.

This entitlement is the total entitlement for a year and not per period of sickness

### **Data Protection and Employee Privacy**

Employees have the right to obtain any of their personal information being held by Sharing Group, as long as it is limited to the normal course of business.

### **Confidentiality**

The employee or former employee must maintain work and trade secrets, as to protect the employer (or former employer's) interest. The breach of confidentiality may result in a monetary penalty of no more than 100,000.00 United States Dollars.

- i. The employee may not engage directly or indirectly, in any business competing with Sharing group as the employer (or former employer) for no less than 3 years.
- ii. LILLE is entitled to the sole legal ownership of any (not limited to): Work inventions, ideas, and processes, technology works, design plans, etc.

### **Discrimination**

Sharing Group will not terminate employees based on their social status, race, gender, religion, pregnancy or family obligations, the employee's affiliation to any organization, syndicate or union, or for using the period of vacation and/or leave that the employee is entitled to. Employees' payment of salary will not be discriminated based on sex, origin, language, religion, or creed.

### **Parenthood**

After 2 years of official employment and upon a medical certificate indicating on which date the delivery (or adoption) will occur, female employees are entitled to paid (at 75% of her last wage) maternity leave up to 100 days, including the period before and after delivery (or adoption). Female employees are not required to work during the 45 days following child birth. Nevertheless, a female employee is not entitled to more than 2 maternity leaves during her term of employment. Female employees are required to cease work and go on paid maternity leave 30 days prior to child birth, and 50 days after childbirth. Sharing Group will not terminate female employees during the term of their maternity leave.

- i. During the 24 months after childbirth (or adoption), female employees are allowed to have two breastfeeding breaks (no less than half an hour) in addition to regular breaks. Breastfeeding breaks will be counted as official working hours, and therefore there is no salary deduction.
- ii. Male employees who are expected to have a child, can take up to 1 week of paid leave after childbirth (or adoption), in order to help care for the infant. A male employee is not entitled to more than 2 paternity leaves during his employment period. Male employees may take 1 week of unpaid leave after childbirth in order to help care for the infant, within the first 24 months.

Paid parental leave shall not exceed 2 times during the employee's term of employment.

### **Termination of Employment and Resignation**

Employees who are **not** on probation period will have a 3-month notice prior to their dismissal. If the period of employment exceeds 6 years, the employee will receive a 4-month notice on their dismissal.

During the period of dismissal, Sharing Group may suspend an employee for a period not exceeding 60 days with full pay, if it is believed that such action is in the interest of the investigation, or if Sharing Group has requested the Labor Court to dismiss the employee.

1. 3 written warnings shall result in employment termination for the employee. Sharing Group will hold discretion on whether an employee will pursue his/her work during the termination period.

In the event that Sharing Group does not have a justified reason to terminate the employee's indefinite-term employment agreement, the employee shall be entitled to compensation of no less than 2-month's gross salary for each year that the employee remained in service. In the case of a fixed-term employment contract, the employee will be provided the salary of the remainder of the contract period.

→For employees who wish to resign from Sharing Group, a **3-month** notice period shall be provided to the Manager as well as Human Resources.

- i. If an employee resigns 3 (or less) months after being provided training, the employee must pay back 100% of the cost of the training to the Group
- ii. If an employee wishes to resign, they must create a handover file and provide it to their manager, at least 3 weeks prior to the end of their employment

### **Reasons for Employee Dismissal**

- i. The employee becomes fully physically incapacitated (in which case Sharing Group will provide the equivalent to 3-months' worth of salary)
- ii. If the employee is sentenced to an honor crime, crime against honesty, or public moral
- iii. If the employee is proven to be incompetent (after 2 evaluations the employee performs unsatisfactory)
- iv. After 3 "poor" performance evaluations
- v. If the employee commits an act of gross conduct

Kindly note that these policies will be revised yearly, and employees will be informed upon the changes.