
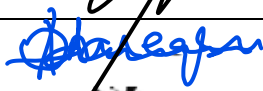
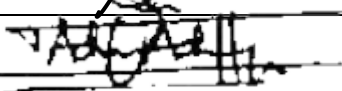


LEAVE MANAGEMENT POLICY

Reviews & Approvals

This Leave Management Policy document has been reviewed and approved by the undersigned:

Designation	Signature	Date
Chairman, Signal Alliance Technology Holding		15/7/2022
Group Executive Director		14th July 2022
Group Head, Human Resources		13th-July - 2022

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1. INTRODUCTION

This document outlines Signal Alliance Technology Holding's ("the Company" or "SATH") procedures, guidelines and processes for obtaining the various types of leave that shall be applicable in the Company.

The Company believes that work/life balance is key to optimal performance and that employees can work more successfully and efficiently if time is taken off normal work routine.

2. POLICY PURPOSE

The purpose of this Leave policy is to:

- 2.1. Provide clearly defined basic principles and guidance for eligibility and granting of the various types of leave applicable in SATH and its subsidiary companies.
- 2.2. Set out the criteria, conditions and methods under which the various leaves may be granted.
- 2.3. Ensure consistency in the granting of various leave.
- 2.4. Define Management's criteria for allowing employee vacation and time off work.

3. SCOPE

The Leave policy covers all employees in SATH and its subsidiaries, irrespective of employee's contract, department, grade, location and otherwise.

4. GENERAL LEAVE POLICY PRINCIPLES

All Leave requests shall be based on the following general principles:

- 4.1. Leave allowance will be paid when staff have completed one year and they have been confirmed.**
- 4.2. For new employees who have not been confirmed but require some leave days due to emergency or any other important needs, such leave request must be made to HR and the number of leave taken will be deducted when their annual leave is due within the applicable year.**
- 4.3. The requesting employee must complete the leave form through the HRIS (HR Information System)/ERP platform provided by the Company.
- 4.4. The requesting employee must obtain his/her Line Manager's approval before the leave commences.
- 4.5. All leave requests MUST be approved by the respective Head of Department ("HOD") of the initiating employee.
- 4.6. Employees are only allowed to carry over leave days from one calendar year up to the end of January in the following year – this is only in exceptional cases arising out of business exigencies.

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- 4.7. The Company shall pay a leave allowance that is 10% of the annual basic salary.
- 4.8. If any staff proceeds on leave without approval or following due process, the unapproved days taken will be deducted from the salary and no leave allowance will be paid.
- 4.9. It is mandatory for employees embarking on leave to submit detailed handover document which must be consented by the duty reliever.
- 4.10. All outstanding leave allowances shall be paid to all confirmed employees at the end of the year, whether or not the employee has utilized his/her leave days for the year.
- 4.11. Employees may be recalled from leave or notified to resume earlier than scheduled, only if there are extenuating business exigencies or projects that require employee's physical presence. In such instance, the number of unused leave days must be added to the employee's leave balance. The employees must have done at least eight hours of work in a day to qualify for recall.**

5. TYPES OF LEAVE

The Company has different types of leave that cater to employees' varying needs. The available types of leave are as documented below:

- Annual Leave
- Casual Leave
- Maternity Leave
- Paternity leave
- Exam Leave

5.1. Annual Leave

- a. The Company's leave year runs from 1st January to 31st December, during which full time and confirmed employees are entitled to their leave days excluding public holidays as declared by the Federal Republic of Nigeria each year. The Company considers only Federal Government Public Holidays as legal public holidays. All other public holidays declared by State Governments will only be considered in the event of security concerns.
- b. Confirmed employee can only take their leave days based on the number of months already completed within the year. However, in a full calendar**

year (January to December), employees can take their full leave days from October.

- c. The Annual Leave must be taken at a time suitable with the operational requirements of the Department and may be agreed in advance with the Line Manager/Head of Department.
- d. Annual leave must be taken within each calendar year and Line Managers / HODs must ensure employees utilize their leave days, in order to ensure a healthy workforce.
- e. Annual leave will not be public holiday consuming. All gazetted public holidays will be granted, i.e. where a public holiday falls during an employee's annual leave, additional day(s) will be granted in lieu. However, the employee must align with his / her Supervisor on the additional days.
- f. If an employee has a life-threatening accident or illness during his or her annual leave and could not resume as planned, the employee must contact HR and the line manager, showing the Doctor's report, as stipulated with the Medical Policy.**
- g. There shall be no conversion of unused leave days for cash. All unused Leave days will be forfeited after December 31st of the year. Extension of leave days will only be granted till 31st January, provided there are business reasons to justify this and is granted at the discretion of top management.
- h. Employees' outstanding or unused leave days shall not be accepted as notice period for resignation.**
- i. Employees who have tendered their resignations and are serving their notice periods shall not be permitted to apply for their annual leave or other types of leaves. It is expected that the notice period provided by the exiting employee will allow such employee to close out on all pending tasks and conclude necessary handover processes. Therefore, granting a leave request during notice period defeats this purpose. However, such employee's outstanding leave allowance (if any) shall still be paid to them as part of their exit entitlements.**
- j. Upon return from leave, employee is expected to fill the required information on the ERP to indicate return and compliance to the Company's Leave Policy.

5.1.1. Annual Leave Entitlement for confirmed staff:

EMPLOYEE GRADE	Number of Days
Management Staff	21 Working Days
Senior Staff	21 Working Days
Junior Staff	14 Working Days
Drivers	10 Working Days

At the Management's discretion, all graduate trainees/interns shall be granted a time off during December and the number of days shall be communicated from time to time.

5.2. Casual Leave

Employees may be granted casual leave for the purpose of sickness, weddings, illness or death of immediate family members or for other pressing issues. **In the event of all such pressing issues, the employee shall first exhaust the available annual leave days.** Where such annual leave days have been exhausted by the employee at the time of application, the casual leave requested will be treated. For unconfirmed employees, management may approve a casual leave application provided that it is proven to be exigent and necessary in the circumstance. The maximum days granted should not exceed **five (5) working days in a calendar year**. Any such additional leave granted to employee (confirmed or unconfirmed) shall be at the discretion of the Company.

In the event of prolonged illness, kindly refer to the Medical Policy on prolonged illness.

5.3. Maternity Leave

SATH's Maternity Leave outlines the Company's provisions for female employees who are expecting or adopting a child, and/or require time to care and bond with their new-born / child, while this policy relates to and outlines the leave period accrual. In the case of Adoption, this policy applies to those who have recently become legal guardians of a child less than 1 year of age.

The Company endorses the right of its employees to become parents. We are also aware that pregnancy or caring for an infant or a newly adopted child may cause difficulties for employees in relation with their job duties. We are, therefore, prepared to support pregnant employees and allow new mothers enough time to recover from childbirth and care for their child.

In the context of this policy and relevant legislation, adoption of a child is also grounds for requesting a maternity leave. Parents may need to utilize time off to meet appointments related to the adoption process or to bond with a recently adopted child. The same guidelines and procedures apply for these cases.

The Company will offer at least the minimum benefits mandated by law and this policy is merely complementary to the existing legal guidelines.

Essentially, the maternity aspect of this policy is applicable to pregnant female employees as well as female employees adopting a child.

- a. To be eligible for maternity leave, a female employee must have been confirmed and must have completed at least 12 months of service.
- b. Female employees shall be granted maternity leave of 3 months (inclusive of public holidays).**
- c. **Confirmed female employees shall be entitled to receive full compensation during the period of maternity leave.** However, interns/unconfirmed female employees (who have been in the employ of the Company for six months and above) and require maternity leave (if there's any by circumstance) shall be entitled to 3 months maternity leave (inclusive of public holidays) with at least 50% of the pay. Where the female employee has been in the Company's employ for less than six months, the employee shall be entitled to 3 months maternity leave (inclusive of public holidays) without pay.
- d. The Female employees due for maternity leave within a year shall NOT be entitled to their annual leave in the same year.**
- e. Concessionary work hours shall be allowed a nursing mother upon return from maternity leave, for a period of three (3) months, during which she shall be allowed to either resume a maximum of one (1) hour later than the official resumption time or to close one (1) hour before the official closing time.
- f. Employees going through an adoption process should submit legal papers of adoption to go on Maternity leave. All policy items listed above letters 'a – e' are also applicable to female employees with newly adopted babies or children.
- g. On resumption of duty after childbirth / adoption, the female employee shall submit the child's birth notification and also update their HMO records with the HR department.

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- h. **Female employees are to manage the frequency of their maternity leave such that it will not affect their job performance, as female employees are only eligible for maternity leave once in every 2 (two) years.**
 - i. All applications for Maternity Leave must be approved by the HOD and Group Head of HR before the female employee proceeds on Maternity leave. Maternity leave applications must be approved at least 3 weeks before the Leave commences to enable the company plan.
 - j. **A maternity eligible female employee who had a stillbirth or neonatal death, (where a baby lives for only a few hours or days after birth) any time after the 28th week of pregnancy), shall be entitled to half the period of Maternity Leave with pay (i.e., one and half month's maternity leave with pay).**
 - k. An employee who wishes to resign during maternity leave, must give the required period of notice in writing to HR through the line manager. Where an employee wishes to resign (due to medical reason from child birth) at the early stage into her maternity leave, the remaining two months should be given in lieu of notice. If the decision to resign is not on medical grounds, the employee shall be required to use the remaining maternity leave months as in lieu of notice with half salary.
 - l. **An employee, who without a reasonable written explanation or certification from a licensed medical practitioner, fails to resume work after the expiration of maternity leave, will be deemed to be on leave without pay. Continuous absence from work after 2 (two) days without a doctor's report will be deemed as work abandonment and the exit policy shall apply.**
 - m. The positions of employees and the benefits associated with them shall not be affected during the maternity leave. The Company reserves the right during that time to fill the position with a temporary replacement (Maternity Cover). Employees are encouraged to arrange a meeting with their Line Managers to agree on ways of keeping in touch while away on leave.
 - n. In the event of gross misconduct of an employee, investigation into the misconduct shall be temporarily suspended once the employee proceeds on her maternity leave and shall commence upon employee's resumption after maternity leave.

5.4. Paternity Leave

- a. The Company grants five (5) working days leave to any male and confirmed employee whose wife is delivered of a baby. This is also applicable in the case of adoption. For unconfirmed male employees, the number of paternity leave days shall be at the Company's discretion. Paternity leave

may be applied for whether or not the employee has outstanding annual leave days and is exclusive of Public Holidays.

- b. Paternity Leave must be taken within the initial 7 (seven) days of the birth or adoption of the child, except in exceptional circumstances.

Paternity leave can only be taken once in 2 (two) years.

5.5. Exam Leave

It is the policy of the Company to provide Employees with opportunities for self-development. If an employee has enrolled for educational courses and wishes to write examinations, such employee shall be allowed leave for that purpose.

Where the company approves such examination as job related and is in the interest of the employee's career, the leave will be treated aside the annual leave. However, in all other cases, the leave shall be annual leave consuming and therefore deductible.

The under listed guidelines are to be considered for all Examination Leave matters in SATH and its subsidiary Companies:

- a. Subject to the provisions of the exam timetable, approved examination leave entitlement shall not be more than **10 (ten) working days per annum**. The professional or academic examinations must be relevant to the employee's role/career growth in the organization. The exam leave is not deductible from the Annual leave, may be applied for whether or not the employee has outstanding annual leave days and is exclusive of public holidays.
- b. Examination leave granted beyond the above provision will be deducted from the annual leave days, **except where the exam timetable provides otherwise**.
- c. The courses recognized as qualifying for examination leave shall include: Certification courses, Degree qualifications and professional courses relative to the employee's role in SATH.
- d. An examination timetable and details of the course must be submitted/uploaded by employee when applying for examination leave.
- e. Exam leave only covers the days of exams and not the periods of study.

6. ENFORCEMENT & CONTROLS

The Overall responsibility for the enforcement of compliance with the Leave Policy guidelines shall reside with the Human Resources department. The Group Head, Human

Resources or any of the assigned HR representatives shall drive compliance with the guidelines and will serve as the enforcement secretariat for any deviance to the guidelines.

This policy document will be revised periodically as the need arises or as the business environment dictates. The responsibility for reviewing these guidelines and updating as necessary shall reside with the Human Resources department.