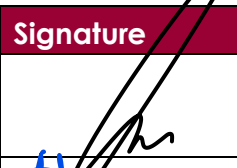
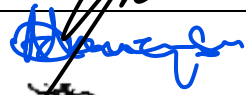
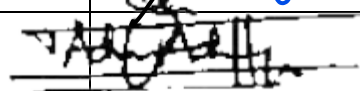


EMPLOYEE REMOTE WORK POLICY

Reviews & Approvals

This Employee Remote Work 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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1.0. INTRODUCTION

Signal Alliance is committed to policies and procedures which support flexibility in the workplace. Signal Alliance understands that encouraging a staff member to regularly work from home can boost productivity and, may assist the staff member to balance his/her work, health issues and/or family or other responsibilities. Signal Alliance also considers remote work to be a viable alternative work arrangement in cases where the individual employee, the job, and the supervisor are well suited to such an arrangement.

2.0. PURPOSE

Specifically, the purpose of this policy is to:

- 2.1. To provide procedural guidance to both employees and their supervisors
- 2.2. To promote telecommuting as a means of achieving administrative efficiencies, reducing traffic congestion, supporting Continuity of Operations plans, and sustaining the hiring and retention of a highly qualified workforce by enhancing work/life balance.

3.0. SCOPE

This policy covers all employees that have been engaged by SATH on a permanent basis or where it is specified in employee's contractual terms that such confirmation will occur after specific number of years/months in the Company, subject to satisfactory performance.

4.0. GENERAL POLICY PRINCIPLES

The following are the guidelines on remote work in SATH.

Employee's Responsibilities

- 4.1. The preferred video and audio-conferencing platform is Microsoft Teams.
- 4.2. Employees shall adhere to their normal work schedule unless they receive their Manager's prior approval to adjust the schedule.
- 4.3. Employees shall remain productive and responsive during their scheduled work hours.
- 4.4. Employees shall maintain a presence with their department and supervisor while working remotely. Presence may be maintained by using appropriate technology including but not limited to a computer, email, messaging application, video conferencing, instant messaging, Google sheets, and/or text messaging.
- 4.5. To ensure maximum productivity on remote work, the employee shall choose an environment that is free from distraction, ensure there is good internet connection and dedicate their time and attention to their work.

- 4.6. SATH shall not be responsible for operating costs of any personal equipment (including, but not limited to, computers, personal devices or cellular), home maintenance of personal equipment, or any other incidental costs (utility provider costs, telephone costs or for any supply costs used in the home) associated with the use of an employee's alternative work arrangement.
- 4.7. Employees may be required, at any time, to commute to their onsite work location. This is considered commute time, and telecommuters are not eligible to receive reimbursement for this travel.
- 4.8. Personal offices or workstations at onsite work location may be withdrawn to maximize utilization of office space. Employees are encouraged to conduct all remote work activities in a quiet and conducive environment devoid of distraction, and enjoined to desist from conducting work related activities in a public place where access to the Company's private information will be put on display.
- 4.9. Employees shall not hold business visits or in-person meetings at their alternate work location unless approved by their supervisor.
- 4.10. Under no circumstance must an employee work for another Company while working remotely. Where it is established that an employee is working for another organization, it shall be a ground for termination for breach of employment terms and conditions.**
- 4.11. Employees are expected to deliver all their deliverables while working remotely. Where there are consistent gaps in delivery, the employee shall be issued a query to explain the observed performance gaps. If response is not satisfactory, the HR department shall implement sanctions based on the provisions of the Company's Disciplinary Policy.
- 4.12. Employees will be expected to ensure the protection of the company's information accessible from their alternate work location. Disparagement of the Company, its activities and its customers on any media outlet is not allowed. Employees understands that data breach occasioned by the Employee shall be a ground for termination. Please refer to the Information Security Policy for more information.
- 4.13. Employees shall be responsible for notifying their employer of any injuries sustained while at their alternate work location.
- 4.14. Company tools used at alternate work locations, should be handled with care, protected against theft, and should be used for business purposes only. Employees shall be held liable for damage caused by negligence.
- 4.15. Remote work may be discontinued, at will, at the request of either the remote worker or the company.
- 4.16. The Employee shall maintain same or similar standard and accepted Dress Code while meeting with the Employer or Customers via the preferred video conferencing platform.

- 4.17. Employees working remotely have the same right as the in-office staff; right to make requests and complaints, and the right to attend conferences and training.

Supervisor's Responsibilities

- 4.18. Setting clear expectations and regular meetings with employees to ensure their availability, schedules, communication protocols and methods, engagement, etc.
- 4.19. Assess the performance of the employee to ensure that the employee is in good standing and to determine if the employee's work habits display the traits customarily recognized as appropriate for successful telecommuters, such as reliability, responsiveness, and the ability to work independently.
- 4.20. Determining whether telecommuting or remote work arrangements are formal or informal.
- 4.21. Set up daily (or more frequent) checkpoints with teams, set apart some time for non-work related catch up so that your teams and colleagues feel connected.

5.0. EQUIPMENT

To enhance productivity, the Company through its departmental Heads shall ensure that all Employees working remotely in each department have a working computer. It is the responsibility of the Employee to ensure that all Company's property provided for remote working are kept safe. To ensure this, employees working remotely are expected to:

- a. Keep all such equipment password protected.
- b. Store equipment in a safe and clean space when not in use.
- c. Follow all required data encryption, protection standards and settings.
- d. Refrain from downloading suspicious, unauthorized or illegal software.

6.0. STATEMENT OF TRUST

Signal Alliance trusts its employees and knows that everyone is working towards a common goal for the good of the Company.. Therefore, the Company expects all employees to show accountability for their actions and not abuse the remote work option. All remote Employees must follow the Company's policies as if they were present at the Corporate offices.

7.0. MODIFICATION OF THIS POLICY

The Company reserves the right to modify the policy. Changes to the policy will be communicated to the employees accordingly.