


Title: Visa Coverage Policy

Revision	Written By	Reviewed By	Approved By	Effective Date
A	Director Human Resources	N/A	General Director	1 st January 2009
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Revision tracking

Revision	Date of change	Content of change
A	N/A	The first initial
B	1st January 2019	To be reviewed and updated for improvement purpose

Purpose: To inform all foreign employees and collaborators of the terms under which they, and their families, are provided with visas by the Archetype Group.

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1. Scope

This Visa Coverage Policy ("the Policy") applies to all foreign employees and collaborators at the Archetype Group and all of its subsidiaries (collectively referred to as "the Archetype Group" in this document).

2. Eligibility for Employees and Collaborators

The Archetype Group provides assistance to, and pays for the visa for, all employees and collaborators for the country(s) where they are required to work, or travel to during the course of their work, in case if such visa is required. If the employee or collaborator already has a visa, which is valid during a part of or the full period of the employment, Archetype Group will not automatically reimburse the expenses incurred for this visa, unless it is with prior written agreement.

At the conclusion or termination of the engagement, the employee/collaborator assumes the responsibility for the payment of their own visas. Where an employee/collaborator's employment is terminated for any reason, the pro rata cost of the current visa for the employee/collaborator will be deducted from their final account at the conclusion of their engagement.

Should the employee/collaborator provide notice of their intention to terminate their employment/collaboration, and the employee/collaborator's visa is due for renewal, the cost of the visa will be proportionally split between the Archetype Group and the employee/collaborator. For example, if

the employee/collaborator provides three (3) months notice and they need to renew a six (6) month visa at the same time, the Archetype Group will pay 50% of the cost of the visa.

It is the employee/collaborator's responsibility to notify the Archetype Group of the expiry date of their visa, and to ensure this is updated in the intranet.

3. Eligibility for Family Members

The Archetype Group also provides assistance to, and pays for the visa, for immediate family members of the employee/collaborator in line with the eligibility criteria outlined in this policy.

"Immediate family members" include: the employee/collaborator's spouse and children (including step children and adult children) who have relocated with the employee/collaborator and cohabit with them. Coverage is not extended to more distant family members, or family members who have not relocated or reside with the employee/collaborator.

The Archetype Group will only pay for the visa for an immediate family member, where the employee/collaborator has successfully completed their probationary period and had their contract confirmed. In this circumstance, the next visa renewal for the employee/collaborator's family member may be claimed as a redeemable expense by the employee/collaborator. The employee/collaborator may not claim the expense (either fully or proportionally) for any visa for their family member that was entered into during the probationary period.

Should the employee/collaborator conclude or terminate their engagement during the period of a visa of their family member(s) that has been paid for by the Archetype Group, the proportionate amount of the cost of the visa will be withheld from the employee/collaborator's final account. For example, if the employee/collaborator finishes their engagement four (4) months into a twelve (12) month visa for their family member(s), 66% of the cost of the visa will be deducted from the employee/collaborator's final account.