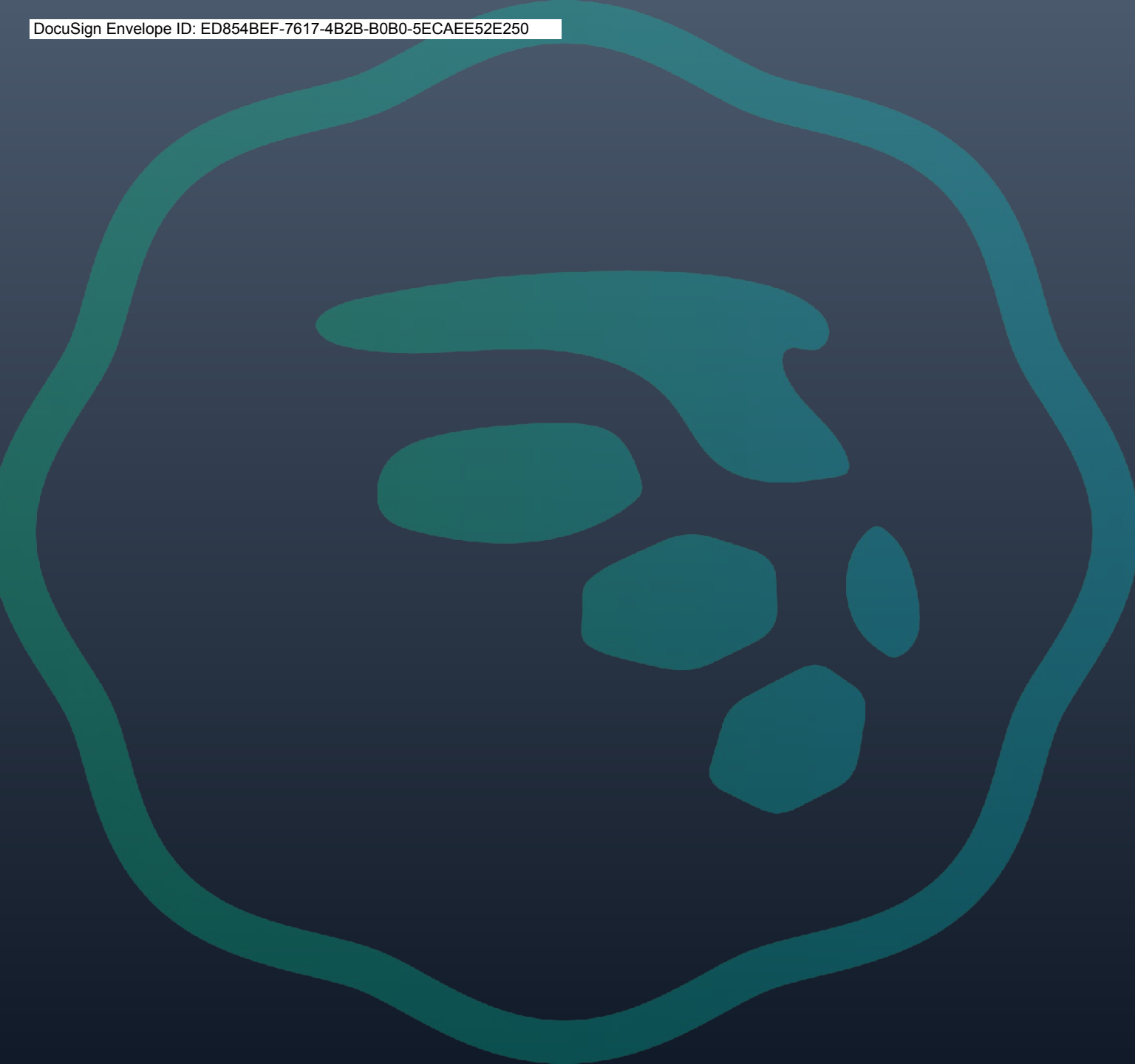




MoneyLion[®]

America's Most Powerful Financial Membership



People Handbook

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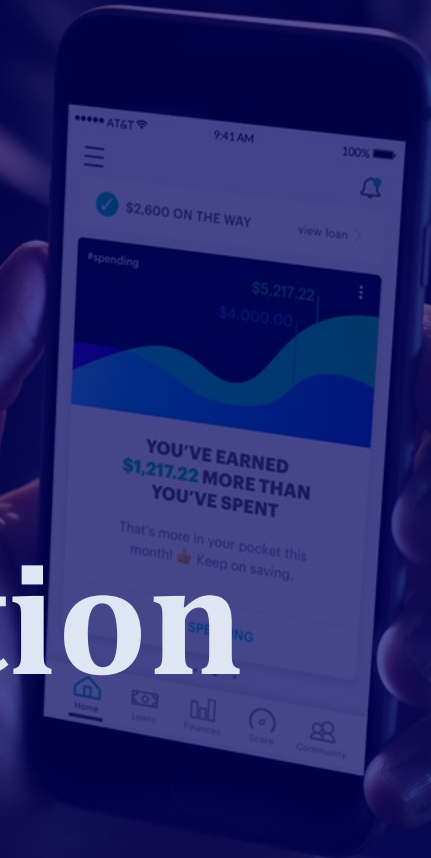
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Section 1 - Introduction



Welcome to the PRIDE!

We would like to CONGRATULATE you on your appointment with the best team ever! The BEST decision ever made in your life.

This Handbook will be able to give you an overview of our Company and act as a reference for you throughout your employment here.

It will be updated from time to time and accessible throughout your journey with us.

Feel free to reach out to our People Operations team if you have any comments, queries or concerns that requires addressing.

We look forward to your contribution and support.

The Pride Managers

About Us

MoneyLion Malaysia is a wholly-owned subsidiary of MoneyLion Inc., a digital bank that empowers consumers to take control of their financial lives through better products for borrowing, saving, and investing.

Founded in 2013 by a team of leading technologists and financiers, MoneyLion uses superior analytics and machine learning-based technology to gain a 360-degree view of its users' personal finances, enabling uniquely personalised advice and underwriting.

With its built-in system of rewards, points, and incentives, MoneyLion encourages good financial behaviour and better financial outcomes.

MoneyLion is headquartered in New York with offices in San Francisco, Salt Lake City, Sioux Falls and Kuala Lumpur, Malaysia.

Purpose & Use of this Handbook

This handbook shall apply to all permanent employees of MoneyLion Malaysia which shall serve as a guide on the terms and conditions of service, benefits and other related matters pertaining to the employees's services with the Group.

All permanent employees of the Company are required to be conversant with this Handbook together with the Terms and Conditions of Service as stated in their Letter of Employment.

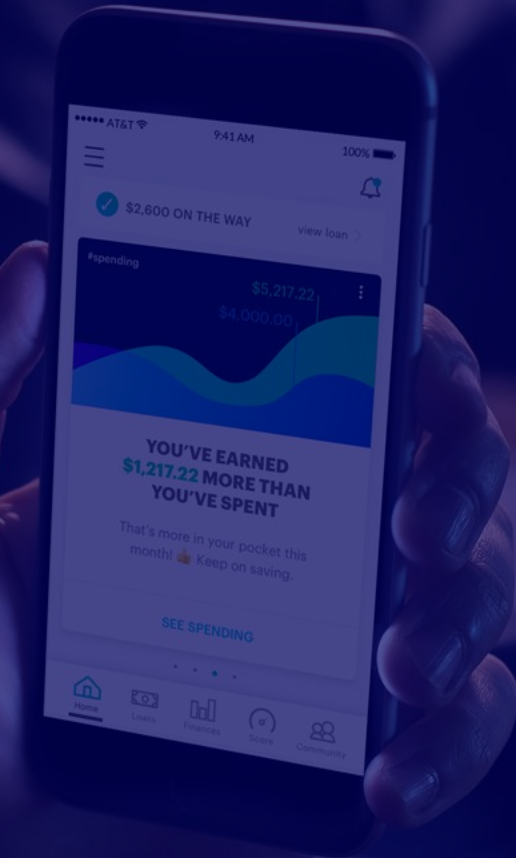
Provided however...

Whenever any Terms or Conditions of this Handbook differs from an employee's letter of employment, the General Terms and Conditions in the Handbook and Specific Terms and Conditions of the beholder in the Letter of Employment shall prevail.

The General Terms and Conditions are not exhaustive and the Company reserves the right to vary or amend the clauses in this Handbook at its sole discretion and all employees would be informed accordingly.



Section 2 - Basics





New Pride Member

EMPLOYEE PERSONAL INFORMATION

Every new employee is required to fill in the Personal Data Form. It is the responsibility of every employee to notify People Operations of any changes in status concerning family, address, telephone number or etc. This will enable the Company to maintain up-to-date records.

PROBATION & CONFIRMATION

- a. All permanent employees are required to serve THREE (3) months probation from date of employment after which the employee will be required to attend a confirmation review discussion with the employee's superior.
- b. The Company shall inform an employee in writing, as to whether the employee has been confirmed in the employment or otherwise.
- c. In the event the employee's performance does not meet with the Group's expectations, the probationary period may be extended for another period of not more than **one (1) month**
- d. The Company reserves the right to terminate an employee on performance grounds if he does not fulfil the expectations during or at the end of the probationary period or extended probationary period.



Salary Administration (Pg 1)

PAYMENT OF SALARY

All salary payments shall be paid on the 26th of each month.

EMPLOYEE PROVIDENT FUND (EPF)

The Company shall contribute to the employee's EPF according to the statutory requirements as below

- Employee Contribution = 11% of gross monthly salary
- Employer Contribution = 12% if gross monthly salary is above RM5000 ; 13% if gross monthly salary is below RM5000
- Including expats - optional

SOCIAL SECURITY CONTRIBUTION (SOCSO)

The Company shall contribute to the SOCSO according to the regulations stipulated in the Employee's Social Security Organization Act, 1969 (Act 4).



Salary Administration (Pg 2)

INCOME TAX

- a. The Company shall make the Income Tax deduction for all employees in accordance to the prevailing rates as stipulated in the latest Income Tax Schedule published for each year.
- b. All forms of income paid to an employee shall be subjected to Income Tax deduction.
- c. All employees are responsible for settling their own salary tax liabilities unless otherwise specified in the employment terms.

INCREMENT & BONUS

Both increment & bonus payment shall be at the discretion of the Company.



Normal Hours of Work

The working hours of the company are from 9am to 6pm, Monday to Friday.

However, we allow our employees the flexibility of managing their own time according to their schedule, as long as 8 hours of work a day is fulfilled.

**Work-from-home (one day per week) is also allowed but subjected to the approval of their managers in deciding whether their tasks at hand would allow for it; as well as understanding that being available and contactable is a requirement when working-from-home.*



Unlimited Personal Time Off (PTO)

UNLIMITED PERSONAL TIME OFF OFFICE POLICY (PTO)

MoneyLion believes that it is important for employees to take time away from work to relax and refresh. The company provides a generous vacation package to eligible employees to enable them to meet both their work and personal needs. What this means is that MoneyLion won't be setting a vacation schedule and it's something that the individual employee needs to be able to own and self-manage.

This policy would replace

- Annual Leave
- Emergency Leave
- Medical Leave
- Compassionate Leave
- Birthday Leave
- Marriage Leave

Policy requirements:

- Employees are encouraged to take a minimum of **20 days** of Personal Time Off (PTO) each year. This measure is to ensure that our employees take PTO and avoid exhaustion.
- **There is no maximum** of PTO attached to this policy. However we do expect each of our employees to recognise that the needs of the Company and its customers, both internal and external, must take precedence over PTO unless being used for medical related reasons.
- Employees do not accrue paid PTO, but may instead take PTO whenever they desire, subject to the approval of the Manager, the status of their workloads, and internal/external customer needs.
- Unlimited does not equal 'infinite'





Public Holidays

Public Holidays Entitlement

(a) The Company shall observe eleven public holidays in accordance with the public holidays gazetted by the Federal Government of Malaysia and the respective Government of the State in which an employee is serving. The Company shall also observe any additional special public holiday declared by the Federal Government of Malaysia and the respective Government of the State in which an employee is serving.

Public Holidays to be observed on Gazetted Days

(a) The five gazetted public holidays stated below shall be observed on the days declared to be public holidays and cannot be substituted:

- (i) National Day;
- (ii) Birthday of the Yang di-Pertuan Agong;
- (iii) Birthday of the Ruler of the State;
- (iv) Workers' Day (Labour Day); and
- (v) Malaysia Day.





Parental Leave

Notwithstanding MoneyLion's Unlimited PTO,

- a) All female employee are eligible for paid maternity leave of ninety eight (98) days.
- b) All male employees are eligible for paid paternity leave of fourteen (14) days.

Any additional leave beyond the maximum period of days will be deemed as unpaid leave.

Please refer to the Parental Policy for further details on the People Operations page.





Hospitalisation Leave

Notwithstanding MoneyLion's Unlimited PTO, if an employee is hospitalised, the employee is only entitled to a maximum of sixty (60) days of paid sick leave in total in a calendar minus the sick leave already taken. Any sick leave beyond the maximum period of sixty (60) days will be deemed as unpaid leave.





Travel Arrangements

TRAVEL OUT OF MALAYSIA

- a. Employees are required to submit the approved Travel Requisition form completed with reasons for traveling and any special requests i.e. allergies, required arrival or departure time, etc., to Admin for processing at least 1 month before the estimated flight date.
- b. All employees will be provided with a daily per diem (will be reviewed based on the country of destination & purpose of travel), which will be directly banked in latest 3 days before the traveling date.
- c. All other expenses during the travel will NOT be claimable as the per diem should be enough to cover.
- d. Airport transfers are claimable.



CASH PAYMENT

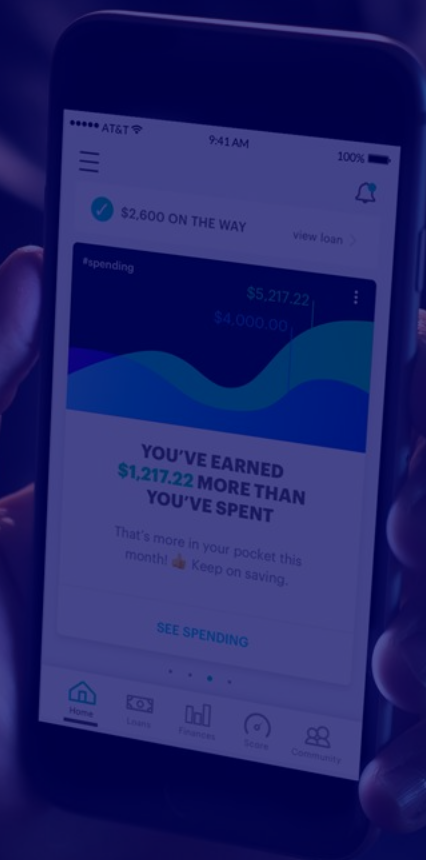
- a. Payments for any products or services, approved by the management, required for work, is claimable monthly via submitting the approved claim form within 30 days from the date of receipt on the 15th of every month or when notified otherwise.

ONLINE/ CREDIT PAYMENT

- a. Payments for any products or services, approved by the management, required for work, are required to go through the corporate credit card.
- a. Any transaction made under a personal credit card and claimed via submission of the claim form is strictly PROHIBITED and DISALLOWED, except any special circumstances with the approval of the Management of the company. Without prior approval, HR has the rights to reject the claim(s).



Section 3 - Benefits





Outpatient Panel Clinics/Hospitals

1. Unlimited and cashless outpatient coverage
2. For all full time employees; not applicable for interns and family members
3. Covers only for panel clinics



Inpatient Medical - AIA

- Inform People Operations at least 1 week in advance for non-emergency cases
- Limit RM50,000/policy year
- For family (spouse and kids) - The AIA form must be filled up per family member
- There's a waiting period of 3 months upon your first joining date
- The coverage for preexisting medical condition will be effective after 1 year of your joining date



Additional Medical Benefits

YEARLY HEALTH SCREENING / SPECIALIST / OPTICAL / DENTAL

- For confirmed employees only; not applicable for interns and family members.
- Any clinic/hospital is acceptable.
- To be reimbursed through Healthmetrics mobile app.
- The combined limit is capped at RM1500 per year; unlimited visits (*1 visit only for Health Screening)

PAP SMEAR (for female employees)

- All confirmed employees will be entitled for pap smear check up of UP TO RM200/ year.
- Only a single receipt claim allowed.

COVID-19 SCREENING (for employees only)

- Healthmetrics panel clinic**
 - Unlimited visit
- Non-panel clinic**
 - Capped at RM200 per visit



Vacation Claim

Our main goal is to encourage each of you to take time off. Therefore we would give each employee **RM500** per year to spend on vacations of at least 4 business days. All you have to do is to claim it at the end of the month with your salary and attach a receipt(s).

Claimable items include:

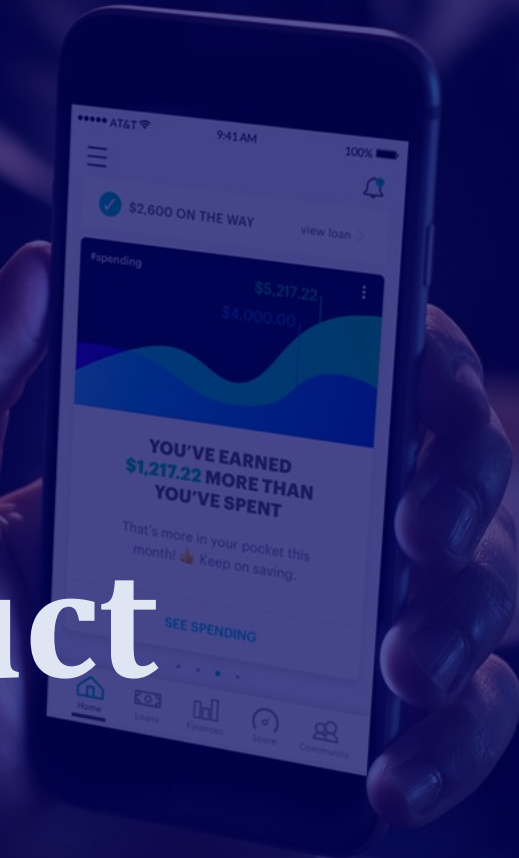
- Accommodation
- Dinner
- Flight
- Spa
- Beauty services (facial, manicure, pedicure)
- Grocery shopping
- Entry fees (theatre, museums, theme parks)
- Entertainment activities (movies, video games)
- Hardware purchase

Terms

- It has to be a single claim per year but, the claim may contain more than one receipt.
- If the claim is lesser than RM500, the claim amount will be paid out and the unused amount will be forfeited.
- The receipt date should be within your holiday period.
- The claim should be submitted during your employment with us. If you do resign from your role, you will not be eligible for this claim within your notice period.
- The claim should be submitted within 30 days from the date of receipt (The claim of Dec must be submitted by Jan of the following year).



Section 4 - Misconduct





Disciplinary *(Pg 1)*

TYPES OF MISCONDUCT

- a. Minor Misconduct *(sample of offences but not limited to the following)*
 - i. Being absent from work without prior approval or notice.
 - ii. Operating unauthorised or pirated computer software on company's computer/ laptop.
 - iii. Failing to update important personal information with the Human Resources Office such as marital status, address, contact number, children information etc.
 - iv. Failing to report problems or unusual incidents to respective superiors while on duty.
 - v. Negligence of duties or neglect of work.

Procedure	
1st Offence	Counseling or Verbal Warning
2nd Offence	1st Warning Letter
3rd Offence	2nd Warning Letter



Disciplinary (Pg 2)

Procedure	
1st Offence	1st Warning Letter
2nd Offence	2nd & Final Warning Letter
3rd Offence	Show Cause Letter

TYPES OF MISCONDUCT

- b. Major Misconduct (*sample of offences but not limited to the following*)
 - i. Any act of discourtesy/ disrespectful conduct towards superiors and colleagues.
 - ii. Threatening or intimidating superiors or colleagues in any form.
 - iii. Indulging in gossip or prying in personal/ private affairs of colleagues.
 - iv. Failure to perform work assignments without justifiable reasons.
 - v. Misbehaviour during an inquiry being held into the charges of misconduct.

Disciplinary (Pg 3)

TYPES OF MISCONDUCT

- c. Grave Misconduct *(sample of offences but not limited to the following)*
 - i. Any form of dishonesty.
 - ii. Revealing company confidential information to competitors without prior approval.
 - iii. Being involved in activities which conflict with our company's operations or business.
 - iv. Deliberately releasing confidential information and/or copying company's documents, manuals, computer files to others without prior permission.
 - v. Fighting, challenging or provoking superiors, colleagues to fight, all parties will be disciplined irrespective of who initiated the fight.
 - vi. Quarrelling or fighting with co-workers within the company premises.
 - vii. Spreading any vicious statements or rumours about company's employees, company or company services, thereby damaging company's reputation.
 - viii. Conviction of any offence under the laws of Malaysia and/or detention for any criminal offence
 - ix. Making or publishing false, derogatory or malicious statements, against the company or destruction of the records of the company.

*Grave offences will warrant strict disciplinary action that may at Management's discretion, result in dismissal from service under the guidelines of the company. The seriousness of the grave offence will be dealt with on a case-to-case basis with mitigating circumstances being taken into account.



Termination (Pg 1)

TERMINATION OF EMPLOYMENT

- a. Either party may terminate the contract of service by giving to the other party the following notice in writing or payment in lieu as follows:

During Probation/Upon Confirmation: 2 weeks to one month depending on what is stated in your Letter of Employment.

- b. The Company shall reserve the right to terminate the service of any employee for poor performance or for failure to achieve minimum targets set.
- c. An employee shall also be required to settle all outstanding liabilities, loans and other obligations owed to the Company prior the last day of work, failing which, the Company shall offset the monies and liabilities from all payment due to the employee i.e. salary, allowances and leave balances.



Termination (Pg 2)

TERMINATION PROCEDURE

- a. An employee's service can be terminated by either the Company or the employee by serving the other party a written notice or payment in lieu of the notice period.
- b. Upon termination of services whether by resignation or otherwise, the employee shall surrender all Company's property and settle all ones and liabilities due to the Company before leaving the service of the Company.
- c. For employees that resign, they are will be given the option of an exit interview upon receiving their resignation letter.

JOB ABANDONMENT

- a. In the event an employee fails to report for work without notifying for two (2) or more consecutive workdays, it will be construed as job abandonment in accordance to Section 15-2 of the Employment Act, 1955.
- b. If an employee has abandoned his/her job, the employee will be terminated with immediate effect and shall not be eligible for rehire and shall not be entitled to any recourse against the Company.



Termination (Pg 3)

RETIREMENT

- a. On his/her birth date of sixty (60) years, an employee will have reached the official age for retirement.
- a. The Company may however at its absolute discretion offer re-employment on a contractual basis to the employee who has retired. The employee shall then no longer be a permanent employee of the Company but instead shall be a contractual employee.



Sexual Harassment (Pg 1)

The Company views sexual harassment by an employee as a serious violation of the Company's rules and regulations and work values. An employee found guilty of such misconduct faces severe punishment, which may include dismissal depending on the severity of the offences committed and may lead to personal, legal and financial liability.

Sexual harassment is defined as any unwanted conduct of a sexual nature, unwelcome sexual advances, requests for sexual favours or other verbal, non-verbal or physical conduct of a sexual nature, where :-

- a. that might, on reasonable grounds, be perceived by the recipient as placing a condition of a sexual nature on her/his employment; or
- a. that might, on reasonable grounds, be perceived by the recipient as an offence or humiliation, or a threat to her/his well-being, but has no direct link to her/his employment.
- a. Submission to such conduct is made either explicitly or implicitly or term or condition of a person's employment.
- a. An employment decision is based on a person's acceptance or rejection of such conduct; or
- a. Such conduct unreasonably interferes with a person's performance or creates an intimidating, hostile or offensive working environment.





Sexual Harassment (Pg 2)

Sexual Harassment may be divided into two categories, namely **Sexual Coercion** and **Sexual Annoyance**.

- a. **Sexual coercion** is sexual harassment that results in some direct consequence to the victim's employment. An example of sexual harassment of this coercive kind is where a superior, who has the power over salary and promotion, attempts to coerce a subordinate to grant sexual solicitation, job benefits will follow. Conversely, if the subordinate refuses, job benefits are denied.
- a. **Sexual annoyance**, the second type of sexual harassment, is sexually related conduct that is offensive, hostile or intimidating to the recipient, but nonetheless has no direct link to any job benefit. However, the annoying conduct creates a bothersome working environment, which the recipient has to tolerate in order to continue working. A sexual harassment by an employee against a co-employee falls into this category. Similarly, harassment by a company's client against an employee also falls into this category.

Within the context of this policy, sexual harassment in the workplace includes any employment-related sexual harassment occurring outside the workplace as a result of employment responsibilities or employment relationships. Situations under which such employment-related sexual harassment may take place includes, but is not limited to:

- a. at work-related social functions;
- b. in the course of work assignments outside the workplace;
- c. at work-related conferences or training sessions;
- d. during work-related travel;
- e. over the phone; and
- f. through electronic media





Sexual Harassment (Pg 3)

Sexual harassment does not refer to behaviour or occasional compliments or exchanges of a socially acceptable nature. It refers to a sexual behaviour that is unwelcome, is personally offensive, debilitates morale, and clearly goes beyond the bounds of reasonably accepted norms. Sexual harassment encompasses various conducts of a sexual nature which can manifest themselves in five possible forms, namely :-

- a. Verbal harassment - offensive or suggestive remarks, comments, jokes, jesting, kidding, sounds, questioning of a sexual nature, sexual propositions, threats.
- a. Non-verbal/gestural harassment - leering or ogling with suggestive overtones, licking lips or holding or eating food provocatively, hand signal or sign language denoting sexual activity, persistent flirting, display of sexually - suggestive objects or picture, graphic commentaries.
- a. Visual harassment - showing pornographic materials, drawing sex-based sketches or writing sex-based letters, sexual exposure.
- a. Psychological harassment - repeated unwanted social invitations, relentless proposals for dates or physical intimacy.
- a. Physical harassment - inappropriate touching, patting, pinching, stroking, brushing up against the body, hugging, kissing, fondling, sexual assault, coerced sexual intercourse.





Section 5 - IT Equipment



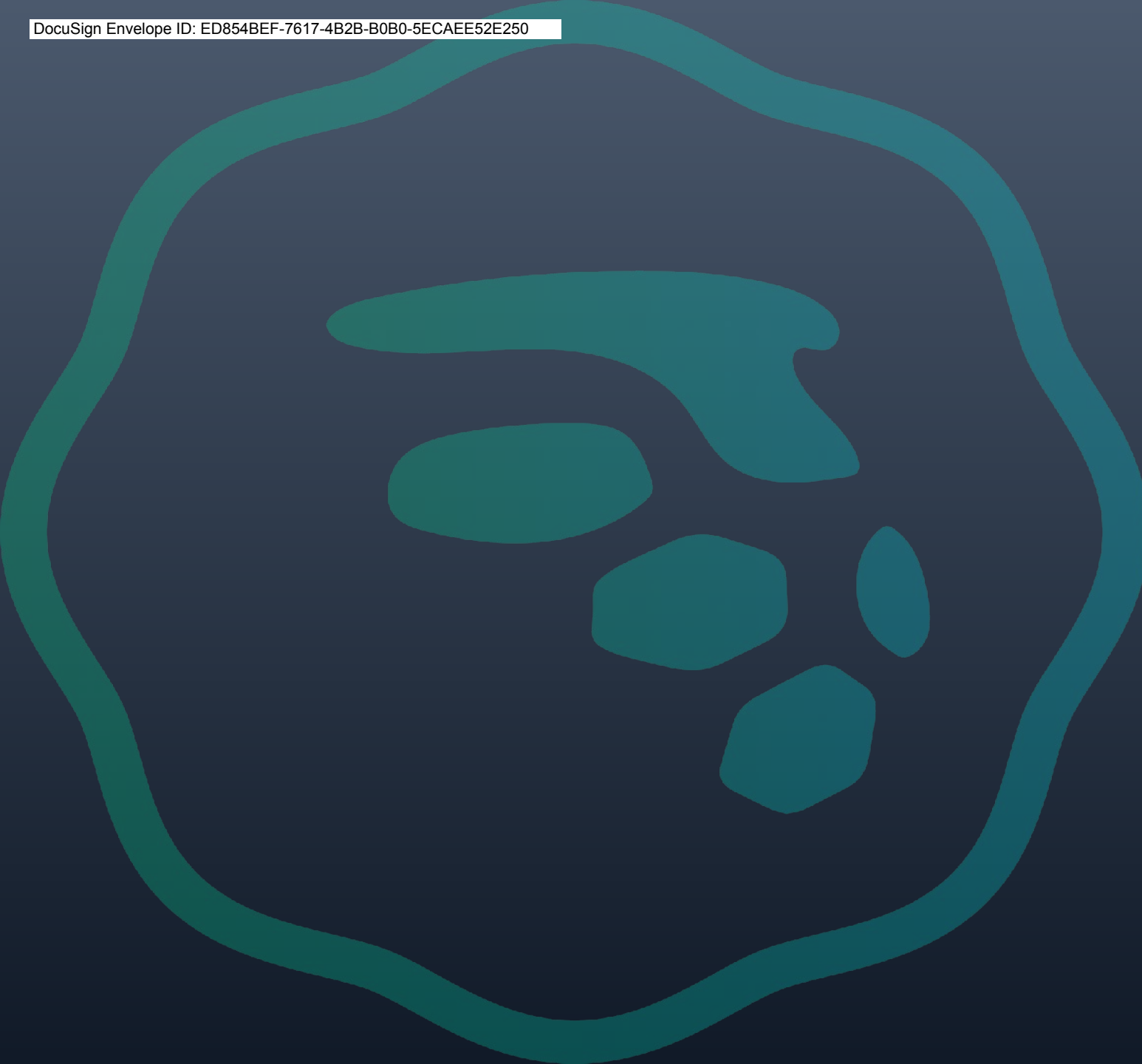


MacBook / Laptop

The Company will provide a laptop (MacBook Pro/ MacBook Air) to every new employee (when necessary). The laptop provided remains as the Company's property throughout. However, it is the responsibility of the employees to safeguard and maintain the laptop provided in good working condition at all times. In the event that the laptop was stolen or requires technical attention, the employee is to immediately report it to the IT team.

If due to the negligence of the employee that the laptop is stolen or no longer usable or requires repair, the following compensation by the employee to the Company is as follows:

Years of Service	Compensation
< 1 year	75% (R.P.) = a
> 1 year, < 2 years	75% (a) = b
> 2 years, < 3 years	75% (b) = c
> 3 years	75% (c)



The End