

# Healthy Lifestyle Allowance Policy

## Purpose

At RightShip, we are committed to the health and well-being of our employees. To reflect this commitment, we offer a Healthy Lifestyle Allowance to encourage all permanent employees to participate in activities that benefit their health and wellbeing.

## Scope

This Policy applies to all full time, part time and fixed term RightShip employees.

The terms of this Policy do not form part of an employee's contract of employment and the Policy may be varied, replaced, or terminated at any time without notice at RightShip's discretion.

## Principles

Eligible employees will receive an allowance via payroll to spend on any activity that enhances their health and wellbeing. The allowance amounts (net) will be suitable to reflect the costs associated with healthy activities.

### New amounts:

Exchange rate changes and local costs are considered when calculating these allowances. The revised allowance amounts have been grossed up for tax to reflect most accurate net income result in those locations where this had not been done previously.

Region	Paid	Amount	Currency
AUS	Fortnightly	\$32	AUD
UK	Monthly	£41	GBP
USA	Bi-monthly	\$30	USD
MT	Monthly	\$56	EURO
SG	Monthly	\$60	SGD

Globalisation Partners	Paid	Amount	Currency
CHN	Monthly	¥379	CNY
JPN	Monthly	¥7,380	YEN
NGA	Monthly	<del>₦</del> 21,700	NGN
POL	Monthly	244.17 zł	PLN

Employees can use this allowance to contribute to, for example, the cost of sports shoes or other sporting equipment, gym or sporting memberships, quit smoking programs, meditation app subscriptions or massage/physiotherapy.

## Eligibility

To be eligible for this allowance, you need to be employed by RightShip.

## Policy ownership and review

This Policy is owned by the Chief Executive Officer.

This Policy requires the annual approval of the RightShip Board of Directors.

## Procedural Version Control

No.	Date approved	Date effective	Section amended	Authorised by
1	March 2018	March 2018	Initial release	CEO
2	February 2021	February 2021	Principles - Inclusion of Singapore allowance	CEO
3	August 2022	August 2022	Inclusion of Malta allowance Removal of claim process	CEO

4	September 2022	October 2022	Change from annual payment to monthly allowance	CEO
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