

# Connectivity Allowance

## Purpose

At RightShip, we are committed to supporting employees to work efficiently in the office and at other locations and to support the flexible work policy.

## Scope

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

The intent is not to compensate for all costs but provide some additional support to those who opt to work away from the Office.

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 a monthly Connectivity allowance of a base amount of \$100USD paid via payroll.

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.

Connectivity Allowance	New Policy	
Region	Grossed up – local currency Monthly or pay period	Pay period

AUS	\$92.00	<i>Australian payroll is fortnightly and connectivity allowance will be factored accordingly</i>
UK	£120.00	<i>Monthly payroll</i>
USA	\$73.00	<i>USA payroll is bi-monthly, connectivity allowance will be factored accordingly</i>
MT	€135.00	<i>Monthly payroll</i>
SG	\$170.00	<i>Monthly payroll</i>
<i>Other Locations</i>		
CHN	¥ 930.00	<i>Monthly payroll</i>
JPN	¥ 17,570.00	<i>Monthly payroll</i>
NGA	₦ 51,665.00	<i>Monthly payroll</i>
POL	580.00 zł	<i>Monthly payroll</i>

The connectivity allowance is to be used as a contribution towards the costs of but not limited to:

- Your own mobile phone for business use either in the form of a contract phone package or sim only package
- Additional costs associated with business calls and data used on your own personal device
- Assistance towards WFH costs such as home Wi-Fi devices and Internet connectivity
- Additional items in the form of stationery, printer ink that cannot be sourced from a RightShip office site.

Employees who are eligible for this allowance will not have personal expenses claimed through corporate credit cards or Zeno personal expenses authorised for any item that falls under the above categories.

## Exceptions

IT equipment that is required for your role (which is issued through the company).

Additional expenses incurred using your personal mobile device whilst on business travel for either connection to Wi-Fi or additional data usage may be claimed if it is covered under the business travel policy.

## Reference

For more information on employee-owned mobile phones used for business purposes refer to the Phone and Mobile usage policy.

## 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	September 2022	October 2022	Initial release	CEO