

Sick Leave Policy

Effective Date: 5/14/2020

Policy statement:

It is the policy of NTT DATA Canada, Inc. (the “Company”) to recognize that employees may periodically be unable to work for various legitimate reasons related to health or family responsibilities. An employee will be eligible for paid time off to address such health or family responsibilities (“Sick Leave”) as set forth below.

Policy Scope

This policy applies to all full-time and part-time regular employees working in Canada, who work 20 or more hours per week. Temporary Employees are not eligible for this policy.

Policy Details

The Company will provide all employees with leave in accordance with the minimum requirements of applicable employment standards legislation or other legislation (collectively “Applicable Statutory Leaves”). However, to the extent permitted by such Applicable Statutory Leaves, the benefits provided by this policy are inclusive of any such Applicable Statutory Leaves or are to be counted towards the requirements of – and are not in addition to – such Applicable Statutory Leaves.

All employees to whom this policy does not apply are entitled to paid or unpaid (as the case may be) sick leave or other leaves in accordance with Applicable Statutory Leaves.

Eligibility

Employees who work in Canada are eligible for paid Sick Leave days as set forth in the chart below (generally 7.5/8 hours per day depending on employee’s standard weekly hours).

Hire Date	BPO Employees Grade 1-6 ¹	All Non-BPO Employees & BPO Employees Grade 7 and above
Employed on Jan 1	5	10
Hired between Jan 1- Jun 30	5	10
Hired after June 30	5	5

Covered Activities

An employee may take Sick Leave if the employee is not able to work for the following medical or family - responsibility-related reasons:

- Is unable to work because of their illness or injury, including doctor’s appointments;
- Is unable to work because of an illness or injury suffered by a member of the employee’s

¹ BPO employees support the BPO practice (Business Process Outsourcing) as defined by the Company.

- immediate family² who requires care by the employee;
- Attends child(ren)'s routine medical and dental appointments;
- Accompanies a relative, of at least 60 years of age, to a routine medical or dental appointment or appointments for professional services such as interviewing a nursing home or group home; or
- Is eligible for and elects to take a domestic or intimate violence leave under the applicable employment standards legislation.

Note that an employee who works in a particular province will be deemed to be located in that province for purposes of this policy.

Sick Leave may not be carried over from one calendar year to the next, and no payments are made for unused hours of Sick Leave at the end of the calendar year or in the event of separation from employment unless such payment or carryover is required by applicable employment standards legislation.

Employees who exhaust their Sick Leave during the calendar year must elect to use vacation time or must complete an unpaid Leave of Absence request in Navigator, subject to the terms of any Applicable Statutory Leaves.

Requesting Sick Leave

Sick Leave must be reported in the applicable Company time reporting system

Should an employee be unable to work because of the employee's own illness or injury or that of an immediate family member, the employee must contact their Company manager a minimum of two (2) hours before of their standard shift schedule.

If the employee's manager is not available when they call, the employee must leave a message and a call back number.

Failure to properly report an absence in a timely manner may result in an "unexcused absence" and result in denial of pay or other disciplinary action.

The Company reserves the right to require medical verification of any absences claimed based on sickness after the third consecutive day of absence or after three (3) sick days are taken in any one (1) month period. Three (3) consecutive days of absences without proper notification to the Company may result in termination of employment.

Where an employee elects to take domestic or intimate violence leave, they should provide the Company with as much notice as is reasonable in the circumstances of their absence.

Employees who misuse sick time (i.e., unauthorized absence, repeated tardiness, or failing to report absences) are subject to corrective discipline.

Policy History

Effective Date	May 14, 2020
Policy Owner	Human Capital
Date of Last Review	November 19, 2020
Date of Last Update	November 19, 2020

² For purposes of this Sick Leave Policy, members of an employee's immediate family include children, parents, spouse or domestic partner or any other family member identified by applicable law