



JUSTLOGIN PTE LTD

Employee Handbook

For Internal Circulation Only

The Employee Handbook is curated with you, our Employees in mind. This handbook covers a wide range of issues that would be of interest and concern to our peers and colleagues. Should there be any topic in your mind that is not covered, feel free to approach the HR Department.



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Foreword

This Handbook is created with you, our employees in mind and we try to cover everything that you may need to know when you are with us. This handbook is extensive as we are covering a range of topics, such as our general employment terms, benefits and culture etc. We will endeavour to keep this handbook up to date, as policies and benefits may change from time to time. There may be instances where certain topics of your interest is not covered, feel free to approach the HR Department for clarification.

About JustLogin

Set up as an offshoot of ST Electronics Ltd., JustLogin emerged in 2000 (just one year after software development began), with a paid-up capital of \$2.75 million. Thanks to the help of our investors, along with the knowledge and skills of our founding staff, we have taken our vision of raising employees' quality of life through HR Cloud software solutions and turned it into a reality.

JustLogin is now the premier provider of HR Cloud solutions in Asia Pacific. Our applications, including (but not limited to) JustPayroll, JustLeave, JustClock, JustExpense, JustBenefit and JustPeople enable companies to achieve significant improvements in staff productivity by streamlining HR work processes. From managing leave and claim applications, time and attendance to processing payroll.

Over the years, our client base expanded to include everything from small/medium sized businesses to notable names like Owndays, IKEA, Boston Consulting Group, Civil Service College, etc

Vision

Make working life better.

Mission

To be the best HR cloud provider for SMEs in the region by building the most user-friendly, reliable and localized HR solution.

1. Purpose of Employee Handbook

This Employee Handbook consists of guidelines, policies, benefits and procedures application to full-time permanent Employees (“Employees”) of the Company – JustLogin Pte Ltd (“Company”)

The purpose of these guidelines is to:

- Eliminate ambiguity regarding Company’s benefits, policies
- Increase Employees understand of the Company HR policies; and
- Ensure consistency in practice

All Employees have the personal responsibility to embrace, familiarize and comply with these guidelines. Employees can even play a part in keeping the Employee Handbook up-to-date by giving the Human Resource (“HR”) Department feedback on any improvements that should be made.

These benefits, policies and procedures may, from time to time, undergo changes due to changes in labour law, corporate direction or new market practices. The Company will notify Employees of such changes so that Employees can make the necessary changes for adjustment. These changes will take effect from the date of Company’s notification.

Nothing in this Employee Handbook should be construed to create or imply a contract of employment for any specific duration. Similarly, an Employee may not necessarily be entitled to all the benefits described in this Employee Handbook. Employees may need to satisfy certain eligibility requirements before receiving the various benefits described.

In the case where the Employment Act (Chapter 91 of Singapore Statutes) (“Employment Act”) is applicable, such mandatory terms in the said Act, which may be more favorable than those described in this Employee Handbook, shall apply to those covered by the Act.

In some individual cases, specific terms and conditions of an Employee’s Employment Agreement may be different from those contained in this Employee Handbook and in such events, the Employment Agreement shall prevail.

2. GENERAL

2.1. Definition of Employee

- a) The definition of “Employee” covered in this Employee Handbook is any full-time permanent employee who is under the payroll of the Company and has entered into a written Contract of Service with the Company unless otherwise stipulated in writing by the Company.

2.2. Interpretation and Acceptance of Employee Handbook

- a) The interpretation of this Employee Handbook by the Company shall be final and Employees are deemed to be fully aware of the provisions of this Employee Handbook
- b) Where the context so admits words importing the singular number shall also include the plural number and vice versa, words importing the masculine gender shall include the feminine gender. Where the provisions of this Employee Handbook apply to Employees only, such provisions shall cover both male and female Employees.
- c) All Employees who accept employment with the Company shall be bound by provisions of this Employee Handbook which forms an integral part of the Employee’s Contract of Employment with the Company

2.3. Distribution of Employee Handbook

- a) Notwithstanding the intention to inform all Employees of the HR Policies of the Company, certain confidentiality must still be maintained.
- b) Employee Handbook shall be made available to all employees via email. Employees are to keep it within internal circulation only.

2.4. Changes to Employee Handbook

- a) Where necessary, the provisions stated in the Employee Handbook shall be revised in accordance to any changes in the applicable laws. The Company, at its own discretion may introduce from time to time, any modifications, amendment or annulation any contents in this Employee Handbook.
- b) All Employees shall be notified of such changes in writing.

3. EMPLOYMENT INFORMATION

3.1. Working Hours

- a) The hours of work for all Employees shall be in accordance with that stipulated in their Employment Agreement. However, the Company may change the time of work and hours of work from time to time at its discretion to meet the requirements of the Company’s business.
- b) Employees are required to perform at least 44 hours of work per week and 8.8 hours of work per day.
- c) **Core Working Hours** is established to ensure that all Employees are required to be present for work. The Company practice flexible working hours outside of the Core Working hours. Employees may choose to shift their daily schedule by starting the day later or leaving earlier.
 - Monday to Friday – Core Working Hours – 10.00am to 4.30pm
 - Lunch Hour – 42 minutes per day. Anytime from 11.00am to 2.00pm

- d) The office is closed on Saturday and Sunday.
- e) An Employee is deemed to have worked undertime if his total work hours for the month is lesser than the required work hours for the month (based on 44 hours per work week). Disciplinary actions may be taken against Employee who persistently violate this policy.

3.2. Probation

- a) New Employees shall undergo a probationary period as per stated in their Employment Agreement.
- b) The probationary period may be extended or shortened at the discretion of the Management depending on the Employee's performance. In such a case, HR will inform the Employee concerned in writing.
- c) If an Employee's performance is satisfactory for continued employment, the Company shall inform the Employee concerned in writing on their confirmation at the end of the probationary period.
- d) Employees are entitled to all statutory benefits after three (3) months of service even if they are still serving their probation.
- e) Employee will not be allowed to take any form of leave during the first three (3) months of service. Should there be a need to be absent from leave with a justifiable reason, no-pay leave can be applied, subject to Management's approval.

3.3. Termination of Employment

- a) Employment within the Company may be terminated by either party by serving the required notice period or compensation of salary in lieu of notice, without any reasons being assigned for terminations. The notice period required will be as per your latest employment document.
- b) Notice of resignation must be served in writing to the HR Department on a working day during working hours.
- c) Employees are not allowed to use any leave to offset the notice period, unless with consent from Management. During the notice period, Management may arrange for the Employee to clear their Annual Leave and Annual Leave Brought Forward prior to their last day of service, or allow the employee to encash the unconsumed leave.
- d) Company shall reserve its right to terminate an Employee who is continuously absent from work for more than 48 hours. Employee shall be required to compensate the Company for the Salary In Lieu of Notice as stipulated in the Employment Agreement.
- e) National Service Leave may not be used to offset the notice period. The notice period may be extended by a period equivalent to the duration of National Service leave.
- f) For Non-Singaporean employees (i.e. foreign or Singapore Permanent Resident employees) who resign, the Company is required to withhold the employee's salary for the last month for tax clearance. Final salary payment will be released to the employee upon receipt of Notification to Release Monies issued by IRAS. This complies to the Inland Revenue Authority of Singapore (IRAS) Tax Clearance for Employees
- g) Employees are required for their claims to be submitted and approved by the last day of their service. The Company reserve its right to not process any claims which is not approved after their last day.

3.4. Performance Management System & Salary Adjustment

- a) The Performance Management System and Salary Adjustment only applies to all full-time permanent employees.
- b) Performance Appraisal will be performed in November/December of the year. The Performance Appraisal is inclusive of Superior Assessment and Peer Assessment.
- c) The results of the Employees' performance will determine the Annual Salary Increments and Promotions, if nominated, in January of the following year.
- d) The grant of salary increments, and its quantum are entirely at the discretion of the Company and shall be based on the individual job performance and conduct.
- e) The salary increment shall be effective on 1st January of each year unless otherwise informed by the HR Department
- f) Employees must meet the following criteria to be eligible for the salary increment
 - i) Employee must be a confirmed staff before 1st December of the previous year
 - ii) Employee must not be serving notice as at 1st January of the relevant year
 - iii) Employee must receive a minimum performance rating of 2.0. Those with performance rating below 2.0 will not be entitled to a salary increment and
 - iv) Employees should not have any disciplinary record in both years. Staff's increment may be affected depending on the severity of the disciplinary action taken.

3.5. Performance Action Plan

- a) Immediate Superiors or Managers may approach HR to formalize a Performance Action Plan for a given employee with performance issues.
- b) The Performance Improvement Plan is conceived in view of the Company commitment for the Employee involved to improve. This will be jointly administered by the HR Department as an independent party with the purpose of Employee meeting the Improvement Outcome within the specified framework.

3.6. Variable Incentives (Profit Sharing Incentive)

- a) The Company may time to time, depending on the Company's financial performance, decide to release variable incentives to the employees. These Incentives may or may not be pegged to individual's performance
- b) Pay-out of these incentives and the quantum shall be at the discretion of the Company. This will be announced by the HR Department.
- c) Confirmed Employees will be eligible for the Profit-Sharing Incentive. This Incentive is meant to reward the Employees for working collectively in meeting the Company's financial targets. HR Department will calculate the Profit-Sharing pool and distribute it evenly among all Employee, capped at 10% of their monthly basic salary.
- d) In general, employees must meet the following criteria to be eligible for any incentives payment
 - i. Employee must not be serving notice
 - ii. Employee should not have any disciplinary record
 - iii. Employee must be a confirmed staff

3.7. Promotion

- a) The Company may promote an Employee to a higher job position based on the Employee's individual performance rating and job size.
- b) The Company may at its sole discretion, promote suitable and able candidates to any higher position as it deemed suitable based on available vacancies
- c) The promotion exercise will be carried out in January of every year, in conjunction with the Performance Appraisal cycle. The Company may change the period for this exercise at its sole discretion
- d) The Company shall inform the Employee concerned in writing when the promotion takes effect.

3.8. Transfer

- a) The Company reserves the right to transfer Employees from one job / section / department to another for the following reasons
 - i. Wider Exposure for Employees, job variation and job scope enlargement
 - ii. Emplacement of right Employee for the right job
 - iii. Rationalization of staffing requirements in a particular section / department
 - iv. Other reason (s) which the Company deems fit at its sole discretion
- b) Written approval must be obtained by the both Head of Departments and HR Department before any transfer can come into effect. The company shall inform the Employee concerned in writing about the transfer.
- c) Every Employee may be transferred with his consent from one position to another within the Company, taking into account the Employee's skill set and Competency.

3.9. Retrenchment

- a) The Company will adhere to the prevailing provisions on retrenchment as per stipulated in the Employment Act.

3.10. Retirement

- a) The retirement age for all Employees is 62.
- b) A retired Employee may be re-employed in accordance with prevailing provisions of the Retirement and Re-employment Act (Chapter 274A of Singapore), subject to the Employee meeting the eligibility criteria under the said Act.

3.11. Payment of Salary

- a) Salary will be credited to the respective Employee's bank account by the end of the month. Salary is inclusive of allowances, overtime pay, authorized deductions and reimbursements.

3.12. Overtime Work – Paid Overtime (Non-OT Exempt Employees)

- a) Eligible Employees will be paid Overtime pay as per prevailing provisions of the Employment Act. The provision for Overtime pay shall be as per Overtime Policy which will be communicated by the HR Department to Eligible Employees

3.13. Overtime Work – Day Off for OT (OT-Exempt Employees)

- a) Professionals, Managers, Engineers and Technicians earning above S\$2,600 per month are not eligible for Overtime pay. This group of Employees are also termed as OT-Exempt Employees.

- b) OT-Exempt Employees shall not receive any monetary compensation for overtime work done.
- c) The Company will credit 0.5 day of “Day Off for OT” should the Employee accumulates 8 hours of overtime work done in a calendar month. The credit will be performed by the end of the next calendar month.
- d) The “Day off for OT” must be consumed within 3 calendar months in which it is credited, or it may be forfeited. Example: December Day Off for OT is credited in January. This is to be consumed by 30th April.

3.14. Statutory Contributions

- a) The Company will contribute the Employer’s and Employee’s share of Central Provident Fund (CPF) contributions into the Employee’s CPF Account at the mandated prescribed rate and shall deduct the Employee’s share from the Employee’s monthly salary. This contribution applies to Employees who are either Singapore Citizens or Singapore Permanent Residents.
- b) The Company will also deduct Self-Help Group (SHG) contributions from the Employee’s monthly salary. Employees who do not wish to contribute are to seek HR Department’s assistance to submit an opt-out form to the respective SHG. SHG refers to CDAC, MBMF, SINDA, ECF.

3.15. Public Holidays

- a) The Company will observe all the following gazetted public holidays declared in the Republic of Singapore;
 - New Year’s Day
 - Chinese New Year (2 days)
 - Hari Raya Puasa
 - Hari Raya Haji
 - Good Friday
 - Labour Day
 - Vesak Day
 - National Day
 - Deepavali
 - Christmas Day
 - Any other Public Holidays gazetted by the Government
- b) If any government -gazetted public holiday falls on a Saturday, Employees shall be credited a day off-in-lieu. When the government-gazetted public holiday falls on a Sunday, the next working day (Monday) will automatically be a replacement Public Holiday.

4. Company Rules & Regulations

4.1. Company Property & Return of Company Property

- a) Every Employee who, in the course of his work, may be issued Company property in order for him to carry out his work effectively & efficiently. Company property which may be taken out of the Company premise for work purpose, must inform their respective Reporting Manager.
- b) Employee who are found of vandalism or causing wilful damage to Company property without exercising due care and caution shall be liable to pay for the replacement/repair cost.
- c) All Company properties entrusted to Employees shall be returned to the Company before the end of the Employee’s employment with the Company. This includes, but is not limited to, Company Fixed Assets such

as laptops and mobile phones, keys to premises within the Company, your Work Pass Card (where applicable) and Company documents, data and information. In the event of failure to do so, the Company reserves the right to recover the cost of such Company property from the Employee.

4.2. Confidentiality

- a) No Employee shall divulge, communicate or discuss in any manner with another company, person or persons, at any time during or after the period of his employment in the Company, any information that he has access to in the course of his employment. Such information includes the Company's policies, business data, customer information, inventions, improvements, formulae, memorandum, codes or any other record.
- b) No Employee shall divulge or review or discuss in any manner with other Employee(s) pertaining to any sensitive information related to your salary, allowances, increment and bonuses.
- c) For more information, please refer to 8.4, Appendix D - Confidentiality Policy.

4.3. Employee Personal Particulars

- a) Every Employee is required to fill in the Company's Job Application Form as accurately as possible.
- b) Any changes in the Employee's personal particulars (example, change in legal name, home address, bank account details, contact information) must be updated in the JustLogin HRMS within 3 working days when the change is known.
- c) Personal Data in Singapore is protected under the Personal Data Protection Act 2012 (PDPA). All personal information is treated as confidential and will not be revealed to third party sources (unless required by the law) without prior consent by the Employee.

4.4. Code of Conduct

- a) The Company's Code of Conduct was established for compliance by all Employees. The standards are only a partial list of unacceptable behaviours and conduct, and it is not intended that these rules cover all causes for corrective action. They are intended, however, to cover infractions which are obviously contrary to the best interests of all parties concerned.
- b) IF an Employee's performance or conduct is below the Company's expectation, a progressive corrective action process from verbal warning to dismissal will be taken by the Company.
- c) All Employees are expected to adhere to the Code of Conduct, and the following behaviours are not allowed:
 - Using or disclosing confidential information without obtaining prior permission
 - Theft or unauthorized removal of Company property
 - Dishonest and falsification of records, including the provision of false information during the hiring process and employment with the Company
 - Breach of duty or negligence in performance of job
 - Insubordination or deliberate refusal to comply with reasonable requests or instructions
 - Absence from Company without obtaining prior permission
 - Engaging in other form of employment, whether paid or unpaid, without obtaining prior permission
 - Create a intimidating, hostile or offensive working environment, including sexual harassment

- Behaviour causing damage to the Company's reputation, integrity and credibility.
- Receiving gifts, entertainment, money or bribes of any kind from any person who has a business relationship with the Company.
- Engaging in the use of narcotics or unauthorised possession of narcotics.

4.5. Disciplinary Action

- This section sets forth supervisory guidelines for steps in the progressive discipline action process with the objective of documenting and correcting undesirable behaviour to the content possible.
- Depending on facts and circumstances involved in each situation, the management may choose to begin disciplinary action at any stage. The Company may suspend an Employee before or after an investigation is carried out and the Employee shall be notified accordingly. Before any disciplinary action is taken, the Employee shall be given an opportunity to be heard in the presence of a disciplinary committee.
- In general, the disciplinary action process is as follows;

Stage 1 (Verbal & Written Warning by Immediate Superior or Manager)

For minor offences, the Employee will be issued either a verbal and written warning.

Stage 2 (Written Warning Issued by HR Department and/or the Management)

For repeated minor offences, the Immediate Superior or Manager shall escalate the case to HR, the Employee will be issued a written warning.

Stage 3 (Disciplinary action by HR Department and/or the Management)

For major offences, or continued failure to respond appropriately to prior disciplinary action, the Company may suspend or dismiss the Employee.

- Disciplinary action may include (without limitation) any of the following actions depending on the severity of the offence:
 - Suspension from work with, or without pay for a period to be determined by the Company
 - Withholding of salary increment for a period to be determined by the Company
 - Deferment of salary increment for a period to be determined by the Company
 - Withholding/Suspension of payment of any variable incentives, if such incentives are declared
 - Subject to the prevailing provisions of the Employment Act where applicable, salary deduction
 - Demotion
 - Dismissal

4.6. Grievances & Appeal

- Employees may discuss their complaints or work-related problems with the management and should try to resolve them before the issue becomes too serious.
- The process is as follows:

Step 1 – Immediate Superior or Manager

- Employees are encouraged to speak to their immediate superiors first
- Immediate Superiors have the responsibility to make effort to work towards reaching a reasonable and acceptable settlement

Step 2 – Head of Department / HR Department

- If the complaints involve Employees; immediate Supervisors, Employees are encouraged to discuss their problems with the next level of management to avoid any awkward situations

- If an Employee is not satisfied with his immediate supervisor, he may take the matter up to the Head of Department or HR Department.

Step 3 – The Management / Chief Executive Officer

- If Employees wish to pursue a particular issue further, they may choose to raise the matter with the CEO.
- The CEO will evaluate the complaints before making his decision in the matter.

4.7. Social Media & Public Relations

- Employees are to be conscious of the content that they post on their personal social media platform. These contents should not violate our Anti-Harassment Policy (Appendix C), Confidentiality Policy (Appendix D), Intellectual Property Policy (Appendix G) and generally should not be something which will make the working environment awkward.
- Employees who are representing our Company on official platforms are required to be respectful, polite and to tone their response appropriately. Employees are to be conscious of the 8.4, Appendix D - Confidentiality Policy and Data Protection Policy stated in the ISMS Document. There shall be no Discriminatory, Defamatory, Offensive, Libellous, Rude, Sexist or racially biased content/comment.
- Employees who wish to update their current role on the social media platform may approach HR for a curated profile that is in accordance to existing policies. In general, Employees should avoid putting specific job functions (e.g. payroll, leave) on social media.
- In the event of a PR service recovery incident, Employees are to approach Marketing & Management on the direction of the future approach before commenting on the incident.

4.8. Dress Code

- Smart Casual Dress code applies for all staff in general. However, Employees may be required to dress Smart Business depending as and when the occasion arise.
- Employees should dress presentably at all times to uphold the professional image of the Company.
- It is not, at any time on working days, acceptance to wear:
 - Tops with low necklines
 - Singlets
 - See-through clothing and other revealing outfits
 - Mini-skirts or shorts
 - Bermudas
 - Beach Wear
 - Exercise Clothing, tracksuits and sweatshirts
 - Clothing that show your undergarments
 - Any clothing that has words, terms or pictures that may be offensive to other Employees

4.9. Safety & Housekeeping

- All Employee have a duty and responsibility to ensure a safe and clean working environment in the Company.

5. Policies & Guidelines

5.1. IT Security Policy

- a) All Employees shall comply with the Company's ISMS Policy, as may be updated by the Company from time to time.

5.2. Employee Referral Program

- a) Refer to Annex J – Employee Referral Program for more details.

5.3. Service Appreciation Award

- a) The Company appreciates and recognises the service of Employees, a reward in the form of Service Appreciation Benefit will be accorded to the Employee as per follows; This Service Appreciation Benefit will be credited to the Employee on 1st March.

Years of Service	Service Appreciation Benefit (Reimbursable)
3 years	\$300
5 years	\$500
10 years	\$1,000
15 years	\$1,500
20 years	\$2,000
25 years	\$2,500

- b) Employees must meet the following criteria to be eligible for the Service Appreciation Benefit;
 - i) Employee must have completed the required years of service by 31st December of the previous year.
 - ii) Employee must not be serving notice as at 1st January of the relevant year.
 - iii) Employee must receive at least a minimum performance rating of 2.0 for 2 consecutive years or their Service Appreciation Award will be deferred by 1 year.
 - iv) Employees who have received a Written Warning or Suspension will have their Service Appreciation Award deferred by 1 year.
- c) Employee will be allowed to submit a reimbursement claim to utilize the Service Appreciation Benefit. The minimum claim amount is \$100. The Benefit is as an appreciation to the Staff and their family and it is meant to be utilized together with their family and loved ones. As such, Employees will be allowed to claim for a wide range of products/services as long as it meets the stated objective. Some examples are Travel (Air Ticket, Tour Packages, Hotel stays inclusive of Staycations), Dining, Groceries, Household Items, Home Renovation, Family's Medical Examination etc). When in doubt, seek clarification with the HR Department.

5.4. Workplace Romances

- a) The Company do not restrict Employees from dating each other in general. Dating Employees would need to inform HR of their ongoing romance. Superiors are not allowed to date any employees who report directly to him or her and office romances must be kept separate from work. The Company will not hesitate to take Disciplinary Action when the romance is negatively impacting the workplace.

6. Benefits

6.1. Annual Leave

- a) All full-time Employees are entitled to Annual Leave once they have served at least 3 months with the Company. The entitlement are as follows;

Years of Service	Entitlement (Days)
1 to 3	14
4 to 5	16
6 to 10	18
11 to 15	21
16 to 20	24
21 years and above	28

- b) Annual Leave is earned on a monthly basis over a calendar year. We will credit the earned Annual Leave on the 15th of every month.
- c) Application for Annual Leave should be done at least 3 working days before the commencement of the intended leave period
- d) Employees are allowed to carry forward, up to the maximum of their current year Annual Leave entitlement to the following year. The Annual Leave carried forward must be consumed by 30th June of the following year or it will be forfeited by 1st July.
- e) All leave applications are subjected to the approval by the Approving & Recommending Officer. The Company, may at its discretion, request the Employee to change or reduce the duration of Leave Applied an approved.

6.2. No Pay Leave

- a) Staff who are not able to apply Annual Leave are allowed to apply for No Pay Leave. This is however subjected to the same approval process as per Annual Leave. No Pay Leave deduction shall be effected in the Salary as per below schedule:

No Pay Leave Period	Deduction Month
1st to 15th of the current month	Current Month
16th to 15th of the current month	Next Month

6.3. Birthday Leave

- a) All Confirmed Employees are entitled to one (1) day of paid Birthday Leave in their birthday month. The leave must be consumed within the birthday month itself. To prevent any misconception, the Company will take reference to the Birth Date stated in the official records in accordance to the Gregorian Calendar.

6.4. Work From Home Leave

- a) All confirmed Employees are given the flexibility to work from home for 1 working day per month. The Leave must be approved prior to working from home.
- b) Employees are not allowed to apply for this leave when serving their notice period.

- c) Employees who are working from home are required to be reasonably responsive (less than 30 Minutes) on the Company's communication platform. They need to inform their Reporting Manager If they need to be away from their home's workstation for a longer than usual period of time. (more than 30 Minutes)

6.5. Marriage Leave

- a) All confirmed Employees are entitled to three (3) consecutive working days of paid Marriage Leave for their legal marriage.
- b) Application for Marriage Leave must be submitted at least 2 weeks before the commencement of the intended leave period. Upon return from Marriage Leave, Employees are required to submit a copy of their Marriage Certificate as supporting document.
- c) Marriage Leave should be consumed on a single occasion either during the period of registration of marriage or customary wedding ceremony.

6.6. Maternity Leave, Paternity Leave, Shared Paternity Leave, Childcare Leave, Extended Childcare Leave, Adoption Leave

- a) Please refer to 8.1, Appendix A for more details.

6.7. Compassionate Leave

- a) All confirmed Employees are entitled to a maximum of three (3) consecutive calendar days of paid Compassionate Leave due to the demise of the Employee's immediate family member. (Spouse, Child, Parents, siblings, and grandparents)
- b) All confirmed Employees are entitled to a maximum of two (2) consecutive calendar days of paid Compassionate Leave due to the demise of the Employee's extended family member. (Parents-in-law, siblings-in-law and grandparents-in-law)
- c) Compassionate Leave should be taken either from the day of the demise or the day after the demise of the Employee's immediate family member.
- d) Employees are required to submit a copy of their family member's death certificate as supporting document to the Leave Application. This should be done in a reasonable timeframe.

6.8. Sick/Hospitalization Leave

- a) All full time Employees are entitled to paid Sick/Hospitalization leave if:
 - Employee has served the Company for at least 3 months
 - Employee has informed the Company of his absence before the start of the working time
 - The leave is certified by a medical practitioner appointed by the Government/Approved Medical Institution in the form of a medical certificate.
 - The Medical Certificate is from a government registered Traditional Chinese Medicine (TCM) practitioner, the Sick Leave entitlement shall be capped at 1 day per application. Two or more applications which are submitted within a continuous period shall be treated as 1 application.
- b) The maximum number of paid sick/hospitalization leave allowed per calendar year is 14/60 days respectively. This will be pro-rated accordingly for those with less than 6 months of service.

- c) The maximum number of 60 days paid hospitalization leave allowed per calendar year is inclusive of 14 days of paid sick leave.
- d) The MC and Sick Leave application must be submitted as soonest possible and latest upon returning to work.
- e) Sick Leave application which are not supported by an approved Medical Certificate shall be deducted from the Employee's Annual Leave entitlement.
- f) Employees are not entitled to paid sick leave during Public Holidays, Non-Working Days or when they are on leave.

6.9. National Service Leave & Payment

- a) National Service Leave and payment will be made in accordance to the Enlistment Act (Chapter 93 of the Singapore Statutes)
- b) Employees are required to submit their National Service Leave once they have received their recall order.
- c) Employees will continue to receive their salary from the Company when they are on National Service Leave. The Company will claim for the Make-Up Pay directly with the Government.

6.10. Insurance Benefits

- a) All Employees are covered in the Company's Work Injury Compensation Insurance. Employees who are injured during their course of work are to inform HR immediately.

6.11. Outpatient Medical Benefits

- a) All confirmed Employees are entitled to \$300.00 of Outpatient Medical Benefits per year.
- b) Each Medical Claim is capped at \$40.00. Employees are required to submit the claim via the e-Benefits portal. The Company accepts consultation, medication & medical procedure claims from all Government/Approved Medical Institutions. The Company will only accept consultation and medication claims from TCM clinics.
- c) Employees are allowed to carry forward, up to the maximum of their current year Outpatient Medical Benefits entitlement to the following year. The entitlement carried forward must be consumed by 31st December of the following year or it will be forfeited on 1st January of the year after next.

6.12. General (Dental+Insurance Premium) Benefits

- a) All confirmed Employees are entitled to \$300.00 of General Benefits per year. This General Benefit may be used to either claim for Dental Expenses and/or Medical/Life Insurance premiums.
- b) Dental Expenses claim is capped at \$100.00 per claim and \$200.00 per year. Life and/or Health Insurance Premiums are capped at \$300.00 per year.
- c) This is subject to the General Benefits combined cap of \$300.00 per year.

- f) Employees are allowed to carry forward, up to the maximum of their current year General Benefits entitlement to the following year. The entitlement carried forward must be consumed by 31st December of the following year or it will be forfeited on 1st January of the year after next.

6.13. Good Attendance Incentive

- a) All confirmed Employees who have completed the calendar month without negative working hours and Sick/Hospitalization Leave will be credited with a \$50 Good Attendance Incentive in the following month's payroll.

6.14. OT Transport Reimbursements

- a) All Employees who work three (3) hours past their standard hours of work per day will be entitled to OT Transport Reimbursement
- b) Employees are allowed to claim for either public transport, taxi, or private hire expenses. This includes the Nets service fees for public taxis but do not include the service fees for credit cards. Employees are required to submit the claim via the e-Benefits portal.

6.15. Transport Reimbursement

- a) All Employees who are required to travel during work are entitled to Transport Reimbursement.
- b) Employees are allowed to claim for either public transport, taxi, or private hire expenses. This includes the Nets service fees for public taxis but do not include Credit Card Surcharge fees.
- c) Employees who are given a Corporate Grab Account are required to use the Corporate Grab Account for transport booking. Generally, they are not allowed to claim for taxi or private hire expenses.
- d) Employees are required to submit the claim via claims portal.

6.16. Transport Mileage Reimbursements

- a) Employees who are using a vehicle as a means of travel during work are allowed to claim for mileage. For more information, please approach the HR Department.

6.17. Meal Reimbursements

- a) All Employees who work three (3) hours past their standard hours of work per are entitled to \$10.00 meal reimbursement.
- b) This is based on the total cost of the meal inclusive of delivery fees, service charge & GST. Employees are required to submit the claim via the e-Benefits portal. In instances, where receipts are not reasonably available, HR will review the claims on a case by case basis.

6.18. Business Travel Policy

- a) Employees may from time to time be required to travel overseas for work. They are required to raise a Travel Request to the HR Department stating the duration and purpose of the trip.
- b) The HR Department shall arrange for booking of the Air-Ticket and Accommodation for the Employee. The Employee may request for a preferred airline or accommodation in the Travel Request. HR will take into consideration seasonal demands and the travel budget whilst assessing the most suitable option.

- c) Employees who are travelling for work purpose are covered with a travel insurance. For more information on the insurance coverage, please refer to your HR Department.
- d) Employees are required to submit the claim via claims portal within 1 month from returning from the Business trip.
- e) Employees are allowed to claim for the following expenses incurred during business related travel;
 - Travel Visa
 - Airport Transfer in Home Country
 - Airport Transfer in Visiting Country
 - Overseas Telecommunication inclusive of purchase of local Sim Card (Capped at 5GB per week)
 - Daily Meal Expenses (Capped at the following amount)
 - Breakfast - \$10.00 (Philippines, Hongkong & Myanmar)
 - Lunch - \$20.00 (Philippines, Hongkong & Myanmar)
 - Dinner - \$20.00 (Philippines, Hongkong & Myanmar)
 - For country not stated in the above, please approach HR Department.
- f) Claims are required to be accompanied by a receipt. In instances where receipts are not reasonable available, HR will review the claims on a case by case basis. Employees are not allowed to claim for Meal Expenses if the meal has already been provided.

7. Training & Development

7.1. Training & Development Programs & Policy

- a) The Company may from time to time arrange for Employees to undergo training as part of professional development. The training may be internal training, personal coaching, on the job training, external seminars/talks, external training or even academic programs.
- b) Depending on the duration and cost of the training program, the Company may impose a training bond which will be agreed prior to the Employee attending the training
- c) Supervisors/Managers who require Employees to attend training shall approach the HR Department. HR will prepare a Training Needs Analysis and source for suitable programs which will address the training needs.
- d) Employee would be required to complete a Training Feedback Form at the end of the training. Supervisors/Managers would require to complete a Training Evaluation Form within 1 month from the completion of the training to assess the effectiveness of the training program.

7.2. Training Leave

- a) Employees who attend Company Approved Training Programs will be given paid Training Leave and paid Examination Leave
- b) Employees who are attending self-development courses or academic programs that are directly relevant to their current course of work may be provided Training Leave and/or Examination Leave subject to HR Department approval.

8. Appendixes

8.1. Appendix A - Maternity Leave, Paternity Leave, Shared Paternity Leave, Childcare Leave, Extended Childcare Leave, Adoption Leave

a) **Maternity Leave**

All female Employees who have worked continuously at least 3 months with the Company before the start of confinement shall be eligible for Maternity Leave.

Expecting Employee are also required to notify the HR Department as soonest and practically possible on their pregnancy.

Employee who is going on Maternity Leave is required to notify the HR Department via email at least 1 week before the planned pregnancy or the Company may at its discretion to only accord half the payment during the Maternity Leave.

Employee must consume the first 8 weeks of Maternity Leave in one continuous block. Subsequent Maternity Leave may be taken flexibly over a period of 6 months subject to mutual agreement between Employer and Employee.

If the child is a Singapore Citizen, the Employee will be entitled to 16 weeks of Maternity Leave. For first and 2nd child, the first 8 weeks of Maternity Leave shall be Employer-paid and the last 8 weeks will be Government-paid. For 3rd and subsequent child, the entire 16 weeks of Maternity Leave shall be Government-paid.

If the child is not a Singapore Citizen, the Employee will be entitled to 12 weeks of Maternity Leave. The first 8 weeks of Maternity Leave shall be Employer-paid and the last 4 weeks will be unpaid.

When an Employee goes on Maternity Leave, JustLogin is committed to;

- i) Pay for the first 8 weeks of Employer-paid Maternity Leave as per prevailing payroll arrangement.
- ii) If Employee is entitled for Government-paid Maternity Leave, this will also be paid as per prevailing payroll arrangement. Government-paid Maternity Leave is capped at \$10,000 per 4 weeks.
- iii) Not dismissing the Employee who has taken Maternity Leave without due cause

When an Employee goes on Maternity Leave, the Employee's obligation are as follows;

- i) Not entitled to paid sick leave whilst on Maternity Leave.
- ii) Not eligible to claim for medical expenses incurred in connection with the delivery of her child.
- iii) Cannot resign from service whilst on Maternity Leave and use the Maternity Leave period as notice of termination
- iv) Cannot work for another Employer during the period of her Maternity Leave. By doing so, her Maternity benefit will be forfeited, and Employee will face disciplinary action, notwithstanding dismissal.

b) **Paternity Leave**

All Employees who are working fathers will be entitled to 1 week of Government-Paid Paternity Leave if they meet the following criteria;

- i) You are the child's natural father
- ii) Your child is a Singapore Citizen
- iii) You are legally married to the child's mother between conception and birth or legally married to the child's mother within 12 months from the child's birth date.

iv) Worked continuously at least 3 months with JustLogin immediately preceding the birth of the child

Paternity Leave is to be taken as one continuous block within 16 weeks after the birth of the child. It can also be taken flexibly over 6 months after the birth of the child, subject to mutual agreement between Employer and Employee.

This Government-Paid Paternity Leave is capped at \$2,500 per week

c) Shared Parental Leave

All Employees who are working fathers can apply to share 1 week of your wife's 8 weeks or 16 weeks of Government-Paid Maternity leave, subject to your wife's agreement and provided the following criteria are met;

- i) Your child's mother is eligible for Government Paid Maternity Leave
- ii) Your child is a Singapore Citizen
- iii) You are legally married to the child's mother between conception and birth or legally married to the child's mother within 12 months from the child's birth date.

This Government-Paid Shared Parental Leave is capped at \$2,500 per week.

d) Childcare Leave

All Employees who are working parents are entitled to Childcare Leave if they meet the following criteria;

- i) Your youngest child is below 7 years old
- ii) Worked continuously at least 3 months with JustLogin

Employee's child who is a Singapore Citizen shall be entitled to 6 days* of paid Childcare Leave per Calendar year. (First 3 days will be Employer-paid and the last 3 days will be Government-Paid).

Employee's child who is not a Singapore Citizen shall be entitled to 2 days* of paid Childcare Leave per Calendar year.

*Subject to Part IX of the Employment Act and Part III of the Child Development Co-Savings Act.

Childcare leave which is not used at the end of the Calendar Year or if the Employee leaves the Company, shall be forfeited. No carry-over or encashment of childcare leave is allowed.

Childcare leave cannot be used to offset the notice period for termination of Employment.

e) Extended Childcare Leave

All Employees who are working parents are entitled to Government-Paid Extended Childcare Leave if they meet the following;

- i) Your youngest child is between 7 and 12 years of child (both age inclusive)
- ii) Your child is a Singapore Citizen
- iii) Worked continuous at least 3 months with JustLogin

The 2 days of Government-Paid Extended Childcare Leave is capped at \$500 per day.

Employee who have children in both age groups (below 7 years as well as between 7 and 12 years), the total paid Childcare leave for each parent is a capped at a maximum of 6 days per Calendar Year.

8.2. Appendix B– Non Disclosure Policy

- a) In this policy, the business secret and information means the following which the Employee come to know or receive;
 - i) Information on Management, Financials, Human Resources, Sales, Marketing, Technology, Personal Data relating to our Customers and JustLogin
 - ii) Information in a form of Report, Documents, Estimation Sheet, Contracts, Memorandum of Understandings etc, which contain the information stated in sub-section i) and
 - iii) Sub-sections a)i) and a)ii) are collectively referred to as the “Business Secret and Information”.
- b) Especially, the business secret and information include, but not limited to the following;
 - i) Production Schedule, Methods, Content, Employee Data, Personal Information, Contract Rates & Tariff, Employee Reports, Time Schedule, HR Policies, HR Processes and any information which is considered confidential by nature.
- c) Employee will safely keep and maintain any and all business secret and information defined in this Policy as a secret. Employee will not reveal, provide or disclose such information to other third parties without obtaining a prior written consent from JustLogin.
- d) Employee is allowed to use the business secret and information only for the purpose of work.
- e) The obligations concerning the business secret and information defined in (b)(i) do not apply to cases where the Employee is required to disclose such business secret and information under the orders issued by a government organization or a court or under pertinent law and regulations. Employee is to immediately notify JustLogin of such case immediately.
- f) When Employee is not required to have access to such information, Employee shall immediately return all materials that contain the business secret and information to the Reporting Manager.
- g) In the event that the Employee were to violate the obligations towards business secret and information as defined in this policy, with a cause for such violation attributable to the Employee. Employee shall compensate for any and all damages that is due to JustLogin, including attorney fees and other legal expenses due of the violation
- h) This non-disclosure policy will come into effect from the date which the Employee receives and acknowledge this Policy and shall remain effective for a period of (1) year from the date in which the Employee is no longer an Employee of JustLogin.

8.3. Appendix C – Anti-Harassment Policy

- a) JustLogin Pte Ltd prohibits sexual or other unlawful harassment of its employees, vendors, clients or applicants, whether engaged in by the Company personnel, clients, customers, vendors or others. This Policy also prohibits employment actions that are based on any employee's submission to or reject of unwelcome sexual advances or other behavior prohibited by this policy. This policy applies at JustLogin office and at other locations where our Employees conduct business or socialize, such as client sites, or at company or client-sponsored business and social functions.
- b) Sexual harassment is viewed as a form of Employee conduct that undermines the integrity of the Employment relationship. For the purposes of this policy, Sexual Harassment is defined as sexual behavior that is unwelcome, personally offensive, and/or creates a hostile, intimidating or offensive work environment. JustLogin will not tolerate sexual harassment by anyone – Supervisors, Employees, Vendors or Clients. Some examples of Sexual Harassment are;
 - i) Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing or any similar physical contact considered unwelcome by another individual
 - ii) Requests or demands for sexual favors. This include subtle or blatant expectations, pressures, or requests of any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment
 - iii) Verbal base or kidding that is sex-oriented and considered unwelcomed by another person. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-colour jokes that are clearly unwanted or considered offensive by others; or any other tasteless, sex-oriented comments, innuendoes, or offensive actions
 - iv) Any sexually oriented conduct that would unreasonably interfere with another's work performance. This include extending unwanted sexual attention to someone who reduces personal productivity
 - v) Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.
 - vi) Possession or Display of sexually suggestive objects or pictures; emails, internet sites in the workplace
 - vii) Tangible Employment decisions made because of or influenced by an individual's compliance with or refusal to comply with sexual demands.
- c) This policy also expressly prohibits behavior that harasses an Employee or Applicant on the basis of his or her race, colour, creed, religion, age, gender, national origin, citizenship status, marital status, sexual orientation, disability or other category protected by the Statutes of Singapore. Forms of such harassment can include physical, verbal and non verbal behavior that harasses, disrupts, or interferes with an Employee's work performance or in any way creates or contributes to an intimidating, hostile, or offensive work environment. This behavior includes, by way of example only, epithets, slurs, off-colour jokes, threats, posters, cartoons, emails, or drawings that are insulting, degrading, derogatory or ridiculing of one based on his or her protected status.
- d) If you believe that you have been subjected to inappropriate sexual or other behavior, you should immediately tell the offender that his or her behavior is offensive and must cease. In addition, or instead, if such a direct approach is ineffective or impractical under the circumstances, you must report such behavior to the person identified below. If you have reason to believe that another Employee of the Company has been subjected to or has engaged in behavior that violates this policy, you should also immediately inform the individual identified below.

- e) JustLogin will investigate, promptly and thoroughly, any such complaint or report of inappropriate behavior. Complaints and Investigations will be handled in a confidential manner consistent with the need to investigate and take corrective action.
- f) Complaints should be directed to the following person:

Jeremy Lee
Human Resource Manager
jeremy@JustLogin.com

- g) In response to a meritorious complaint, JustLogin will, as necessary or appropriate, take disciplinary action against anyone found in violation of this policy, up to and including termination of employment
- h) Every Employee may access this confidential system without fear of reprisal. This policy also prohibits retaliation against anyone who in good faith complains under this policy or participates in an investigation. Full cooperation by each employee asked to assist during any investigation pursuant to this policy is required.

8.4. Appendix D – Confidentiality Policy

- a) The Confidentiality Policy is meant to address in detailed that is briefly covered in point 4.2
- b) Employee agrees and will, both during the course of work in JustLogin and thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose or transfer any Proprietary Information (as defined below) to any person or entity or utilize any Proprietary information for any purpose, except in the course of work for JustLogin and for JustLogin's sole benefit. Employee will not remove, reproduce, summarize or copy any Proprietary Information except as expressly required by JustLogin for work purposes. This will take effect as of the commencement date of Employment with JustLogin or, if earlier, the date the knowledge of any Proprietary Information is acquired
- c) Employee agrees and will not knowingly use for the benefit of, or disclose to any person employed by JustLogin confidential information of any former employers or of any third party or otherwise knowingly infringe any proprietary right of any third party. Employee represent and warrant that no contract, agreement or other obligation between or among him and any third party will interfere in any manner for the complete performance of work duties due to JustLogin. Without limiting the foregoing, Employee is to declare any agreement signed with a previous employer or entity relating to Intellectual Property or Confidential Information, Employee is also required to expressly inform whether a copy of the said agreement can be furnished for company's reference
- d) "Proprietary Information" as used in this agreement means all information or material disclosed to or known to the Employee as a consequence of Employment with JustLogin, including, without limitation, third party information that JustLogin treats as confidential and any information disclosed to or developed by the Employee or embodied in or relating to works for hire.

Proprietary Information includes, but is not limited to, the following types of information and other information of a similar nature (whether or not reduced to writing): discoveries, ideas, inventions, concepts, software in various stages of development and related documentation, designs, drawings, specifications, techniques, methodologies, models, data, source code, object code, documentation, diagrams, flow charts, research, development processes, training material, templates, procedures, "know-how", tools, client identifies, client accounts, web design needs, client HR needs and history, client reports, client proposals, product information and reports, accounts, billing methods, pricing data, sources of supply, business methods, production or merchandising systems or plans, marketing, sales and business strategies and plans, finances, operations and information regarding employees.

Notwithstanding the foregoing, information publicly known that is generally employed by the trade at or after that time I first learn of such information (other than as a result of my breach of this Policy), shall not be deemed part of the Proprietary Information.

- e) Employee shall return immediately to JustLogin all property of JustLogin in his possession or control, including duplicates, when the employment is terminated or whenever JustLogin may otherwise require that such Proprietary Information and other property be returned.
- f) Employee will comply, and do all things necessary to permit JustLogin to comply, with the laws and regulation of all governments under which JustLogin does business, and with the provisions of contracts between JustLogin and any such government or its contractors or between JustLogin and any private contractors, partners, that relate to intellectual property (for more information of Intellectual Property,

please refer to Annex) or to the safeguarding of information, including the signing of any Confidentiality Policy in connection with the performance of duties during his Employment with JustLogin

- g) Employee understand and agree that the provisions of this Policy shall remain in full force and effect in accordance with their terms notwithstanding any termination of employment with JustLogin for any or no reason
- h) This Policy constitutes the entire agreement between JustLogin and Employee with respect to the subject matter hereof and supercedes all prior and/or contemporaneous understandings, agreements or communications, whether oral or written, on such subject matter, provided that the provisions of any other written agreement between JustLogin and me shall remain in full force and effect in accordance with its terms
- i) This Agreement may not be amended or modified except in a written document signed by the Employee and a duly authorized representative of JustLogin. The waivefr of any right hereunder shall not be binding unless set forth in writing signed by the waiver party, and shall not bar the exercise of any other right or of the same right on any other occasion.
- j) If any provision of this Policy is held invalid or unenforceable for any reason, the invalidity shall not affect the validity of the remaining provisions of this policy, and the parties may substitute for the invalid provision, a valid provision which most closely approximates the intent and economic effect of the invalid provision.

8.5. Appendix E – Anti-Corruption Policy

- a) JustLogin is committed to conduct all of our work honestly and ethically. JustLogin does not tolerate any bribery and corruption. Any JustLogin Employee who breach this policy shall face disciplinary action. Any supplier/vendor or partner who breach this policy may have their contract terminated with immediate effect.
- b) This policy applies to all stakeholders, including Employees at all levels, Contract Staff, Freelancers, Interns, Vendors, Suppliers, Consultants, Business Partners etc.
- c) Bribery refers to any inducement or reward which is illegal and unethical. This can take monetary form, or gifts, loans, services, discounts, hospitality, discounts, award of a contract or any other advantage or benefits that would not normally be bestowed without such an act.
- d) For the purpose of this policy, Bribery would not just cover the act of bribery itself, but offering, promising, suggesting, accepting, seeking, consent or non-objection may also constitute Bribery.
- e) This policy however, shall not prohibit the act of giving or accepting reasonable and appropriate hospitality for legitimate work purposes.
- f) An appropriate gift or hospitality shall be deemed reasonable and of an appropriate type and value. It should not be extravagant. It also must not in cash or currency form.
- g) Any Employee who is offered a bribe, or asked to make one, or has reasonable suspicions that any Stakeholders identified in subsection (b) has breached this policy, should be directed to the following person

Jeremy Lee
Human Resource Manager
jeremy@JustLogin.com
- j) In response to a meritorious complaint, JustLogin will, as necessary or appropriate, take disciplinary action against anyone found in violation of this policy, up to and including termination of employment
- k) Every Employee may access this confidential system without fear of reprisal. This policy also prohibits retaliation against anyone who in good faith complains under this policy or participates in an investigation. Full cooperation by each employee asked to assist during any investigation pursuant to this policy is required.

8.6. Appendix F – Overtime Policy

- a) The Overtime Policy covers all eligible employees employed with JustLogin Pte Ltd in the Republic of Singapore only.
- b) With reference to the Employment Act (Singapore), the following types of JustLogin employees are eligible to earn Overtime pay;

- JustLogin Employees earning up to \$2,600 per month

All other JustLogin employees are not entitled to earn Overtime pay.

- c) The Overtime Rate of Pay is 1.5 times of the employee's hourly basic rate of pay. The method of computation for hourly rate of pay is $(12 \times \text{Monthly basic rate of pay}) / (52 \times 44)$
- d) The Overtime Period shall be from the 16th of the previous month to the 15th of the current month. The Overtime shall paid be together as per monthly payroll run of the current month.
- e) All Overtime must be approved by the appointed Approving Officers prior to commencing their Overtime Work. Employee is required to submit the Overtime Request via the JustLogin HRMS, JustClock for approval. Employee is to indicate a brief summary of the work performed during this Overtime. Approving Officers are responsible in ensuring that the Overtime perform is bona fide. Employees shall not be reimbursed for any unapproved Overtime.

8.7. Appendix G – Intellectual Property Policy

- a) The Intellectual Property Policy of the Company (JustLogin Pte Ltd) is meant to address the ownership, distribution rights and naming rights to all Intellectual property and patents (if any) which is developed or in the process of development by the Employee during the course of his Employment.
- b) All of the following created during and in the course of employment with the Company are the exclusive and absolute property of the Company and that the Company will be the sole and absolute owner of all intellectual property rights, including patents and any and all other rights in connection therewith;
 - i) The entire copyright throughout the whole world in all literary works, artistic works, writings, drawings, diagrams, design, specifications, manual, instructional and other materials, and computer code and programs and other copyright works (“Works”), created by the Employee solely or jointly with others at any time during and arising out of the Employee’s employment within the Company; and
 - ii) All ideas, inventions, processes, discoveries, formulas, designs and improvements, whether or not patentable as designs or patents, including, without limitation, any developments of or improvements to materials, products, processes, method of production, software, hardware, firmware or technology (“Inventions”), which the Employee may invent, discover, develop or learn
- c) The Company shall be the owner of the Employee’s entire right of authorship of such Works. To the extent that any Works or Inventions may vest in the Employee during the course of the Employee’s employment with the Company, notwithstanding the provisions of this policy, the Employee agrees to convey, and does hereby convey to the Company all right, title and interest in such Works or Inventions including, without limitation, entire right of authorship, copyright ownership all future copyright in the Works.
- d) The Employee shall both during and after the term of the agreement, do all acts and things, and sign all such documents as the Company or its attorneys may reasonable request to secure to the Company ownership or registration rights in the Works and Inventions. Without prejudice to the generality of the foregoing, at any time requested by the Company, the Employee agrees to executive, acknowledge and deliver all such further papers, including applications for patents, copyrights, trademarks and other rights and perform such other lawful acts, in the opinion of the Company, may be necessary to obtain or maintain copyrights and other rights, trademarks and patents of such Works and inventions in any and all countries and to vest title thereto in the Company, its successors, assignees, or nominees.
- e) If prior the date of execution hereof, the Employee has made or conceived any Works or Inventions whether patentable or not, which the Company does not own under any other agreement with the Employee and which will be delivered to the Company as a part of the execution of this Agreement, the Employee hereby grant the Company a perpetual, irrevocable, royalty-free, worldwide, sublicenseable license to modify, make, use, sell, copy, make derivative works from, distribute and publicly communicate, perform and display the same for any purpose.
- f) This policy shall be binding upon the Employee, his/her heirs, executors, administrators and assigns and shall inure to the benefit of the Company, its successors and assigns.
- g) Unless otherwise agreed, the Employee shall not be entitled to any Compensation or payment for any exercise by the Company of its rights under this policy.

8.8. Appendix J – Employee Referral Program

- a) JustLogin encourages the introduction of job applicants through the referral of existing employees. In the event that such a referral is successful and a job applicant is employed, the Company will reward the Employee a sum of **\$500.00** upon successful completion of the referred employee's probation period.
- b) This will cover the eligibility of both the Referring Employee & Referred Candidate in order to participate in the Employee Referral Program
- c) **Referring Employee**
 - i) Must email the HR Department with a completed Employee Referral Form and updated resume before any type of contact for an interview is made.
 - ii) If more than one Employee submits a referral form for the same candidate, only the form that was submitted earlier would be recognised
 - iii) Must be a full-time confirmed Employee when the hired referred employee has completed the probation period
 - iv) Must not be serving notice when the hired referred employee has completed the probation period
 - v) Excludes the following
 - (1) Employees in the HR Department
 - (2) Employees in the Senior Management Team (CEO, COO, CTO)
 - (3) Employees responsible for managing the position (Example: Finance Manager referring a Finance Executive)
- d) **Referred Candidate**
 - i) Must be an external candidate outside of the JustLogin network
 - ii) Excludes the following
 - (1) Any Employee with a dependent contract (Contract Staff, Interns etc)
 - (2) Anyone with an Independent contract (Partners, Vendors, Suppliers, Freelancers, Consultants)
 - (3) A former employee of JustLogin
 - (4) Any candidate whose resume the HR Department has already records of
- e) **Reward Payment**
 - i) Payment of Referral Award will be made through payroll in the month following the successful completion of the probation period. This amount is subjected to all statutory deductions as stipulated by the Employment's Act.

8.9. Appendix I – Version History & Amendments

Version Number:	V0.0	Date:	12 th September 2019	Prepared By:	Jeremy Lee / HR Department
Subject:	Management has approved the Final Draft of Employee Handbook				
Version Number:	V1.0	Date:	26 th September 2019	Launched By:	Jeremy Lee / HR Department
Amended Areas:	Launch of Employee Handbook for JustLogin Pte Ltd				
Version Number:	-	Revised Date:	-	Revised By:	-
Amended Areas:	-				

Acknowledgement on Receipt of Employee Handbook

I have received a copy of the JustLogin's Employee Handbook on the date listed below.

I understand that in accordance to section 1.0 of this handbook, I have a personal responsibility to embrace, familiarize and comply with these guidelines. These benefits, policies and procedures may, from time to time, undergo changes due to changes in labour law, corporate direction or new market practices. The Company will notify me of such changes so that I can make the necessary changes for adjustment. These changes will take effect from the date of Company's notification

I understand that nothing in this Employee Handbook should be construed to create or imply a contract of employment for any specific duration. Similarly, I may not necessarily be entitled to all the benefits described in this Handbook. I may need to satisfy certain eligibility requirements before receiving the various benefits described.

I understand that in some cases, specific terms and conditions of my Employment Agreement may be different from those contained in this Employee Handbook and in such events, the Employment Agreement shall prevail.

I understand that I can play a part in keeping the Employee Handbook up-to-date by providing the HR Department feedback on any improvements that should be made.

Employee Signature:

MT

Employee Name:

Mathew Taylor

Date Received:

7th October 2019