

Covid-19 Vaccination Policy

1. General Purpose

1.1 (the "Company") recognizes employees as the Company's most valuable asset and acknowledge their health and safety is of vital importance. The Company has a responsibility to protect its employees, clients and the community from infectious diseases such as the Covid-19 disease. Therefore, the Company has adopted this policy to implement a Covid-19 vaccination program ("**Vaccination Program**") to mitigate the risk of Covid-19 disease and create a safe working environment for the employees.

1.2 The objective of this policy is:

- To encourage all the employees of the Company to receive a Covid-19 vaccine
- To outline the Vaccination Program to be implemented by the Company in order to provide a safe working environment; and
- To set out the procedure for the employees to make exemptions from the policy.

2. Scope

2.1 This policy applies to all levels of employees who are currently under a fixed-term contract, permanent contract part-time contract, interns, and casual workers. It does not apply to customers and visitors.

2.2 We expect our employees of all levels to comply, participate, and cooperate in their best endeavours. This policy is endorsed and fully supported by the Company and its senior management. The Company reserves all rights to amend the content of the policy at any time.

2.3 The policy is based on the guidance issued by the public health authorities and is in compliance with all applicable laws.

3. Policy

3.1 The Company encourages all the employees to receive a Covid-19 vaccine and safeguard the health of all co-workers, clients and the community in general.

3.2 Under the Vaccination Program, the Company may arrange on-site Covid-19 vaccination for employees or provide a list of hospitals and clinics where the employees can receive a Covid-19

vaccination. The Company shall pay for the Covid-19 vaccination received by the employee whether on-site or off-site.

3.3 The Human Resource Department ("**HRD**") will provide all the details of the Vaccination Program such as the type of vaccine, on-site/off-site vaccination process, the timeline for receiving the vaccine and such other necessary information to facilitate smooth implementation of the Vaccination Program. All the details will be communicated to the employees in a timely manner.

3.4 If the employee receives a Covid-19 vaccination offsite, the employee

(a) will be allowed to take paid time off from work to receive the vaccination subject to prior approval from the immediate supervisor.

(b) the Company will reimburse the employee for the cost incurred for receiving the Covid-19 vaccine subject to receiving the supporting documentation from the employee.

3.5 Upon receiving a Covid-19 vaccine, the employee must submit proof of vaccination to the HRD.

4. Accommodation Requests for Exemption

4.1 To apply for an exemption from the policy, the Employees may request an accommodation for a sincerely held religious belief or disability or any other qualified medical condition that prevents Covid-19 vaccination. All requests will be thoroughly reviewed by the HRD confidentially and fairly.

4.2 Employees should submit the request for accommodation to the HRD as soon as possible after the timeline for vaccination is announced by the Company.

4.3 On receiving an accommodation request, the Company will engage in an interactive process with the employee to understand the employee's request and ask any relevant question to enable the Company to determine whether the request for accommodations will not cause the Company undue hardship or pose a direct threat to the health and safety of others.

4.4 The HRD representative will inform the employee in writing as to whether the accommodation request is granted or denied by the Company. If the request is approved, the employee will be advised of alternate protective measures to be taken for Covid-19 infection control. If the request is denied, then the employee will be informed of the reasons for the denial.

5. Disciplinary Action

Unless an employee's request for accommodation is granted by the Company, if an employee fails to receive the Covid-19 vaccine within the timeline communicated by the HRD then such employee shall be subjected to disciplinary action. The Company reserves all right to dismiss such employee without notice for non-compliance with the policy.

6. For More Information

If you have any questions or need further guidance, please contact your human resources representative at

7. Revision and Explanation of the Policy

This policy was last updated on . The Company reserves the right to revise, modify any or all clauses of this policy from time to time. The Company's HR department will be the sole authority to interpret the content of this policy.