

EMPLOYMENT POLICY

Objective:

The Yoma Group have implemented its policy on 'Employment Policy' in support of a group wide Corporate Governance framework, to:

- Foster greater awareness of employee rights throughout the Yoma Group;
- To enhance its capabilities to support employee values in accordance with both national and international standards in the workplace; and
- Instill the culture of 'respecting employees' right to freedom of association, collective bargaining, the abolition of forced or compulsory labor, equality of opportunity and treatment in employment and occupation, and prohibition of forced and child labor in business operations.

Our Commitment:

In line with applicable international and national practices, including the International Labor Organization's (ILO) Declaration, the tenth principle of United Nations Global Compact (UNGC), the Yoma Group is required to safeguard the employment rights which is implemented in Yoma Group's Employee Handbook by:

- Allowing freedom of association, and the effective recognition of the right to collective bargaining, equal opportunity and conformity to both local and international labor laws;
- Ensuring that all employees are employed of their own free will, and are not subject to forced or bonded labor or any form of underage employment;
- Providing clear terms of employment including reasonable hours of work, payment of legal minimum wages and employee welfares; and
- Encouraging an effective grievance mechanism to discrimination in recruitment and promotion at workplace, harassment, including sexual harassment and breaching of Yoma Groups' policies and procedures.

This policy, setting out along with the following subdivisions, is disseminated and published to all employees, contractors, suppliers and business partners together with all updates and clarifications.

- I. Employee Movement
- II. Working Time, Overtime, and Public Holidays
- III. Employee Leave
- IV. Benefits
- V. Medical Benefits and Life Insurance
- VI. Wages and Salary Review
- VII. Learning and Talent Development



I. EMPLOYEE MOVEMENT

Employee Promotion

Every employee will be given opportunities for career growth within the Yoma Group. An employee will be considered for promotion if the employee is suitably qualified and deserving of such a promotion. Promotions are based on experience, performance and capability to perform a role which is bigger in scope, responsibility and/ or complexity - i.e. a job at a higher Band. The Yoma Group specifically seeks to ensure that all promotions are in accordance with our Diversity Policy.

Employee Transfer

An employee may be transferred to another suitable role within the Yoma Group. Such transfer may be at the sole discretion of the management and with the agreement of the departments concerned. The employee will be informed of the transfer accordingly. Employees who have at least 18 months of service in the current role may apply for any vacant position within the Yoma Group. Management approval is not required before applying for an internal open position.

Seniority of Service

Seniority is the length of continuous service (including the probation period) with the Yoma Group commencing from the date of employment as specified in the employment contract.

Redundancy, Severance & Long Service Pay

In the unfortunate case of Redundancy or Severance the Yoma Group will make payments in accordance with the provisions of any applicable laws, rules or notifications of Myanmar being in force from time to time.

Termination of Service

An employee's employment may be terminated in accordance with his employment contract notice and the existing laws, rules, and regulations.

Resignation

An Employee may resign by giving notice in accordance with the employment contract. The notice should be in writing and directed to the employee's direct supervisor/line manager. The notice period may be shortened by mutual agreement between the employee and the relevant line manager.

Normal Retirement

The normal retirement age of our employees is 65. With the consent of the employer, the employee may remain in employment after 65 years of age with the medical examination record supported by the Social Security Board's recommended clinics.



II. WORKING TIME, OVERTIME AND PUBLIC HOLIDAYS

Working Hours

Working hours will vary depending on the operation of each entity and working hours will be established accordingly by the individual entity and as set out in the employee's employment contract.

General Attendance

It is the employee's responsibility to notify their immediate manager in advance (or as soon as practicable in the case of an emergency) if they (a) will be late to work; (b) have to leave work early; or (c) will be absent from work. Any unauthorized late arrival to work / early departure from work or chronic absenteeism may result in disciplinary action being taken against the employees.

Mealtime

Mealtimes will be set by the individual entities in accordance with the nature of their business operations. Employees are to have their meal at the designated time only unless a special incident may require otherwise.

Rest Day

Employees are entitled to have at least one rest day each week for shift duties and two rest days for office duties.

Overtime

Overtime may be authorized by the employer, subject to maximum overtime hours allowed under the law, when the employer is satisfied that the work or service involved is essential, and that overtime is the most appropriate and cost-effective way of doing the work or providing the service. Overtime hours must be approved by the Manager in advance. No company mandated overtime can exceed the maximum hours of overtime provided in the relevant laws and statutes. Overtime may either be paid or lead to time off in lieu. In the event that the overtime worked exceeds 5 consecutive hours a paid meal break must be included.

Responsibilities

Employees shall seek prior approval from immediate supervisors or department managers to work overtime (normal working days or public holidays) and use the Yoma Connect App to apply for leave. Supervisor/ Department Managers shall control and manage overtime working hours of employees, approve or decline employee overtime claims via the Yoma Connect App. Human Resources Department shall verify the overtime request and overtime working hours of employees and make payment where applicable.

Public Holidays

Public Holidays (statutory holidays) set by the yearly notification of the Union of Myanmar Government shall be a paid public holiday. If required by management to work in Public holiday, overtime rate will apply as per the Myanmar Labor Law.

III. EMPLOYEE LEAVE

Annual Leave Policy

- All employees are entitled to Annual Leave from the commencement date of their employment
- Annual leave is accrued monthly and calculated on a pro rata basis;
- Annual leave will be calculated on a prorated basis for part-time employees;
- Annual leave is credited in advance each year and can be used in advance of accrual;
- The annual leave cycle commences on 1st April and ends on 31st March. For example: If the employee joins on 1st July, he/she will be entitled to 9 days of annual leave by 31st March of the following year;
- Annual leave must be applied for 3 days in advance and must be approved by the line manager;
- Annual leave entitlement, unless otherwise stated in the relevant employment contracts, will be as follows:

LENGTH OF SERVICE	ENTITLEMENT
First Year Service	12 Working Days
After 5 Years of Continuous Service	14 Working Days
After 10 Years of Continuous Service	16 Working Days
After 15 Years of Continuous Service	18 Working Days
Expatriate Leave	20 working days <i>(no entitlement to casual leave)</i>

- All annual leave applications must be applied by using the Yoma Connect App;
- Annual leave may be taken together with public holidays;
- Annual leave calculation is based on working days, which shall include Saturday (if applicable);
- The employer shall pay out unused Annual Leave at the employee’s basic salary in the following circumstances;
 - Resignation, retrenchment, expiry of the employment contract, or death of the employee;
 - Retirement of the employee upon attaining the prescribed retirement age;
 - Other special circumstances as may be approved by the employer on a case by case basis.

Carry Forward Leave Policy

Annual leave should be taken during the annual leave period, defined April-March. All staffs will be permitted to carry forward a maximum of 5 annual leave days into the new leave cycle. The carry forward leave balance must be used in the first quarter of the new leave cycle (1st April – 30th June). Permission to carry forward leave beyond June 30 must have the expressed permission of an employee's line manager in consultation with HR Management and must only be used in “exceptional circumstances”. HR will make a manual adjustment of the leave balance in the Yoma Connect App in this case.

Medical Leave

Employees are entitled to paid medical leave of 30 days per year. Employees will be credited their new medical leave credit at the beginning of the leave cycle (April – March). Employees who apply for medical leave must submit a leave application via the Yoma Connect App and attached a valid medical certificate



if the leave taken is more than two consecutive days. Medical leave shall not apply on rest day, off-days or while staff are on Maternity Leave. In the event that the employee is unfit for work for a period exceeding 30 days due to severe sickness, the following may be considered: Extension of medical leave on an unpaid basis; or review of the medical leave arrangement; or termination of the employment on the ground of incapacity.

Casual Leave

The purpose of casual leave is to enable an employee to attend to urgent or unforeseen contingencies. All employees are entitled to take a total of 6 days of paid casual leave in a year. Casual leave is accrued on a pro rata basis. Casual leave shall not exceed 3 consecutive days at any one time except in case of religious ceremony. Unused casual leave cannot be carried forward and will not be paid out. Employees who wish to take casual leave shall inform their Line Manager in advance where possible and in any case no later than one hour before the commencement of the working shift. The applicable casual leave application must be submitted via Yoma Connect App and shall not be later than three working days after their return.

Marriage Leave

Employees are entitled to marriage leave of 6 consecutive days only (including weekends) after completion of (6) months' employment. Application of marriage leave should be submitted beforehand and should be accompanied by the wedding invitation or marriage certificate (after the wedding).

Maternity Leave

Subject to the applicable laws, employees who are pregnant are entitled for a total of 14 weeks of maternity leave. Employees who are covered by the Social Security Law are further entitled to an additional four weeks of maternity leave in the case of twins, or up to six weeks in the case of a miscarriage (which is not a criminal abortion).

Paternity Leave

Male employees are entitled to a total of 15 working days of paid leave within 1 year of the child's birth. These days are not required to be consecutive and can be spread out throughout the year. Employees applying for paternity leave shall submit the birth certificate of the child when applying for leave via the Yoma Connect App.

Examination Leave

All permanent employees are entitled to 7 days of examination leave in each calendar year following the completion of the probation period. Examination leave will be granted if supporting documents are provided by the employee showing the examination dates. Employees are not entitled to study leave. Part time staffs who work less than 5 days per week or less than 8 hours per day shall be entitled to examination leave on a pro-rata basis according to the percentage of time they have worked. The examination leave shall only be applicable if such examinations are for an approved field of study related to the employee's current position or future developmental role in the organization. Where the examinations and course of study are of a personal nature, employees shall utilize their annual leave entitlements. Applications for each examination leave shall be submitted beforehand to the



supervisors/line managers; and shall not be taken without prior approval. Employees can apply for examination leave via the Yoma Connect App.

Compassionate Leave

Employees are entitled to 7 days of compassionate Leave (including weekends and Public holidays) in each calendar year in the case of death of the employee’s immediate family members (Parents, Spouse, Children, Brothers and Sisters only).

Absence

In the event that an employee is absent from work for a longer period than the leave that has been approved without valid excuse or prior approval, such absence will be regarded as unpaid and deducted from the employee’s wage/salary for the period of absence.

IV. BENEFITS

Marriage Gift

Permanent employees who get married during the course of their employment will receive a marriage gift of 50,000 kyats from the Yoma Group on presentation of a marriage certificate to the HR department.

Funeral Relief

An employee will receive a cash allowance toward funeral expenses not less than 50,000 kyats if the employee’s spouse, parent, or child dies during their employment with the Yoma Group.

V. MEDICAL BENEFITS AND LIFE INSURANCE

Outpatient and Inpatient Hospitalization Policy

Group Medical Policy

The Yoma Group provides medical coverage and ensures that benefits are offered to all employees who are taking medical treatment as outpatient and/or confined in hospital for a period of time.

Terms and conditions

This policy is intended to provide hospital expenses incurred by an employee as a consequence of hospitalization. The Yoma Group will bear the medical expense on a reimbursement basis. The Yoma Group will bear the medical expense on a reimbursement basis to the employee within the coverage limits by submitting medical certificate/s. The medical expense entitlement shall be calculated on a pro rata basis based on the duration of employment.

TYPE OF MEDICAL COVERAGE	COVERAGE LIMIT / YEAR	REIMBURSEMENT %
Outpatient (OPD)	200,000 MMK	80% of Medical Bill
Inpatient (IPD)	Up to 1,000,000 MMK	100% of Medical Bill
Inpatient (IPD)	Between 1,000,000 MMK and 3,000,000 MMK	50% of Medical Bill



Outpatient and Inpatient (IPD and OPD) services, for the following categories are excluded from such coverage:

- Obstetrics and Gynecology
- Plastic Surgery
- Dental Care
- Cosmetics
- Optical
- Preexisting Conditions
- Preventive Medical Checkup/ Health screening

This policy outlines the medical benefit entitlement for all Full-time permanent staff regardless of their level or position, unless they are on another Yoma Group's Medical Plan.

A. Outpatient and Inpatient Hospitalization

The Yoma Group's preference is that Employees use Pun Hlaing Siloam Hospital. However, this is not mandatory. The company will pay medical expenses by reimbursing employees within the coverage limits, and subject to the Exclusion listed in this Policy.

All benefits in this policy are based on annual limits. It is up to 80% of such annual medical costs and up to a maximum reimbursement of 200,000 Ks per year. Both medical expenses and medicine prescribed by a licensed medical doctor are covered. Reimbursement structure for IPD hospitalization will be as follows: 100% of inpatient medical expenses up to 1,000,000 Ks; 50% of the next 2,000,000 Ks. For example: Employee incurs an inpatient hospital medical bill of 3,000,000 Ks. The reimbursement will be 2,000,000 Ks. made up (i) 100% of first 1,000,000 Ks; and (ii) 50% of next 2,000,000 Ks.

SPECIAL COVID-19 COVERAGE (Effective from 20 April 2020 – 31 October 2020)

The following coverage will apply until 31 October 2020 in order to cover the IPD medical expenses of staffs who are diagnosed to be COVID-19 patients. Such employees will be reimbursed 100% of the first 2,000,000 ks, and 50% of the next 4,000,000 ks. Example: Employee incurs a COVID-19 related inpatient hospital medical bill of 6,000,000 ks. The reimbursement will be 4,000,000 Ks. made up of (i) 100% of first 2,000,000 ks; and (ii) 50% of next 4,000,000 ks.

B. Chronic Illness

In the event of a Chronic Illness, employees should discuss options with their managers and Entity HR.

C. General Conditions:

Full compliance with terms and conditions of this policy is necessary before a Claim is made. Employees shall provide the Medical Claim form attached with Doctor's prescription and medical bill. The HR department shall verify and process the payment through the finance department. In all cases, the company will require a completed Claim Form within 30 days of the date of the medical bill, together with full original supporting evidence to substantiate the expense, such as receipts and reports.

General Exclusions:

- Any sum in excess of the coverage limits;
- Any expense which the company considers to be unreasonable, unnecessary or excessive;

- Any claim involving fraud, misrepresentation or concealment or their consequences. Contraception, sterilization (or its reversal), fertilization, vasectomy, venereal disease, sexually transmitted infections, gender reassignment or any other form of sexual related condition;
- Investigations and / or treatment for infertility and any related condition or form of assisted reproduction;
- Chronic or end-stage kidney failure which has or will require regular or long-term dialysis;
- Any treatment to relieve symptoms caused by ageing or any physiological cause;
- Costs for treatment incurred outside the geographical area specified on the Policy Schedule. Artificial heart implantation;
- Drugs and other medicines purchased without a Physician's prescription;
- Routine or preventative medicines, vaccinations and checkups;
- Cosmetic surgery, removal of fat or other surplus body issue and any consequences of such medical treatment, weight loss or weight problems / eating disorders, whether or not for psychological purposes, unless required as a direct result of an accident or surgery for cancer;
- Surgery to correct short or long sight or any other eye defect, unless caused as a result of an accident or illness;
- Accommodation and treatment costs in a nursing home, hydro, spa, nature clinic, health farm or the like or a hospital where the establishment concerned has, effectively, become the Employee's home or permanent residence and the admission is arranged wholly or partly for domestic reasons;
- Medical treatment for mental or nervous disorders, psychiatric treatment and the costs of a psychotherapist, psychologist, family therapist or bereavement counsellor;
- Any claim in any way caused or contributed to by the use or release or the treat thereof of any nuclear weapon or device or chemical or biological agent;
- Any claims whatsoever resulting from war, invasion, act of foreign enemy, hostilities (whether war be declared or not), act of terrorism, civil war, rebellion, revolution, insurrection, military or usurped power or taking part in civil commotion or riot of any kind. For the purpose of this exclusion, an act of terrorism means an act, including but not limited to the use of force or violence and / or the threat thereof, of any person or group(s) of persons, whether acting alone or on behalf of or in connection with any organization(s) or government(s), committed for political, religious, ideological or similar purposes or reasons including the intention to influence any government and / or to put the public, or any section of the public, in fear.

(PLAN-B) Where specified in the Employment contract based on the terms of the relevant employment contract, employees may be entitled to the international Insurance Plan. Employees shall only be covered by one health insurance plan and shall not be entitled to the benefits of more than plan. For more information about these Medical Policies, employees are guided to refer to their respective HR Department and policy documents found in Yoma Connect.

Life Insurance

The Yoma Group will provide a compassionate payment to the family of the deceased Employee (as per the beneficiary list provided to HR). The Payment will be:

- Below 10 years' service – 6 x last drawn Gross Salary
- Above 10 years' service – last drawn Gross Salary x number of years of service.

VI. WAGES & SALARY POLICIES

Payment of Salary and Wages

Payment of salary will be made once a month or before the last working day of the month or the first 5 working days of the following month.

Salary Deduction

Mandatory deductions (such as personal income tax and social security board) shall be made from the employee's monthly salary. All deductions from an employee's wage shall be in accordance with applicable laws and reflected in the monthly employee's salary slip. Respective HR department will inform the employee of the deduction to the employee's salary before the payroll period.

Salary Review

Salary structures are reviewed annually to ensure that they remain competitive against market rates. In addition, employee's performance and salary are also reviewed on an annual basis. Increment may be given at the discretion of the Yoma Group Management.

VII. LEARNING & TALENT DEVELOPMENT

Employee Orientation

All new employees are introduced to the Yoma Group through an orientation and induction program which will assist them to settle in the new environment.

Performance Management

A performance appraisal will be conducted for each employee at the following milestones:

- at the end of the probation period and prior to their confirmation as a permanent employee of the Yoma Group.
- at the end of each fiscal year; and
- as required by the employer in order to help the employee to improve his/ her performance.

Career Planning

"We invest in our people to build careers around a shared culture of fairness, diversity, empowerment and recognition." As such, we believe that employees should have a Career Plan which is determined and reviewed from time to time with their Manager.

Learning & Development

Training programmes for skills relevant to the employee's job and other skills are made available to employees from time to time. Attendance and participation may be mandatory; and employees may be required to attend such programmes whenever scheduled. The Yoma Group also encourages employees to learn new skills related to their present position or to positions within the Yoma Group through cross training programmes and developmental programmes.



Training Programmes in Leadership Development, Professional Development (Hard Skill / Soft Skill), Product & Service Development & Financial Awareness are provided on an ongoing basis. Programmes are available for employees in both online (Digital learning) and offline (classroom learning) formats. The employee is encouraged to discuss such interests with their immediate supervisor or the Human Resources Department before signing up for any course of study or training.