

## **The Yoma Group**

## **Employee Handbook**

### **Welcome to the Yoma Group**

We are pleased to have you on board and hope that your employment with us will be mutually rewarding and that your career within our group will be both a source of achievement and of enjoyment.

You are now part of the Yoma Group. We are, however, very dependent on the commitment and creativity of all our employees, and we welcome your ideas for improving the way we operate. The information provided in this handbook will give you details about your conditions of employment and our employee benefits.

The booklet is a summary of policies applicable to all employees of the Yoma Group including its affiliates. Changing conditions may require alterations and amendments from time to time and employees will be notified accordingly and are expected to comply with any changes made.

It is the Group's policy to take a personal interest in every one of its employee. They should feel free to discuss problems they encounter at work with their direct manager, higher management and human resources department.

All employees will be evaluated on the basis of performance and merit regardless of sex, race or nationality. It is the Group's policy to cultivate a constructive and pleasant working environment where everyone has an opportunity to participate to the best of their abilities.

In the event of conflict between clauses in this handbook and those in an employee's employment contract, the contents in the employment contract shall prevail.

Please find time to read and understand the contents of our Employee Handbook. Should you have any queries, please consult your immediate superior or human resources department.

### **SECTION (1)**

#### **Our Philosophy**

Since 1991, Serge Pun & Associates (Myanmar) Ltd. ("SPA") has spearheaded many different projects in the development of Myanmar's economy.

In line with the 10 Principles of United Nations Global Compact and being as active member, Serge Pun & Associates (Myanmar) Ltd (“SPA”), its affiliated companies First Myanmar Investment and Yoma Strategic Holdings (“the Yoma Group”) and its subsidiaries strongly commit ‘zero tolerance’ approach to all forms of corruption and bribery including any kind of contributions in cash or in kind to political candidates, political officials or political parties for the purpose of obtaining any benefit or favor/favour in returns, this is also applicable among employees and also when dealing with clients or other third parties concerned.

### **Mission**

Build a Better Myanmar for its People.

### **Vision**

- **Investor Satisfaction – ISAT**  
We create sustainable investment opportunities by leading with integrity and robust business practices.
- **Customer Satisfaction – CSAT**  
We serve our customers by being their trusted partner to deliver the best products and services for their needs.
- **Employee Satisfaction - ESAT**  
We invest in our people to build careers around a shared culture of fairness, diversity, empowerment and recognition.

### **Values**

- Innovation
- Team Work
- Integrity
- Respect

### **Equal Employment Opportunity**

The Yoma Group is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual’s race, ethnicity, religion, creed, gender, national origin, age, disability, marital status, sexual orientation or any other status protected by applicable law. This policy applies to all terms, condition and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination. All of our staff should be paid equally for work of equal value.

This policy sets out The Yoma Group’s approach to promoting an equal opportunity and non-discriminatory working environment with the primary aim of providing equality for all, preventing all

forms of discrimination and fostering positive and productive relationships between all people including diverse groups.