



FIRST PACIFIC COMPANY LIMITED

第一太平洋有限公司

(Incorporated with limited liability under the laws of Bermuda)

Website: www.firstpacific.com

(Stock Code: 00142)

TELECOMMUTING POLICY

This policy supports First Pacific's Code of Conduct (Code) and must be read in conjunction with the Code.

1. INTRODUCTION

This Telecommuting Policy aims to ensure that working from home is beneficial to both our staff and First Pacific.

This company Telecommuting Policy applies to all staff at First Pacific's Head Office.

2. POLICY

Employees are allowed to work from home or telecommute only if their job duties and manager permit it.

Employees work from home or telecommute when they work outside First Pacific's premises. They may telecommute fulltime or on certain named days. Work from home arrangements can be occasional or temporary, with regular review.

Reasons for telecommuting include but are not limited to:

- Parenting;
- Bad weather;
- Emergencies;
- Local government public health requirements (e.g., pandemic response); or
- Medical reasons.

Telecommuting or working from home requires the permission of an employee's manager and the Human Resources Department.

We advise both employees and managers to consider these factors before discussing telecommuting:

- Is the employee eligible by nature of their job?
- Are there any cybersecurity and data privacy concerns?
- Will collaboration with the employee's team become difficult?
- Do employees have the necessary equipment or software installed at home?

- What are the conditions of employees' home or alternative place of work (noise, internet connection etc.).

The procedure to follow in establishing a telecommuting arrangement has three steps:

- Employees file a request through their manager at least one week in advance;
- Their manager must consider their request considering all elements listed above; and
- If the telecommuting arrangement spans longer than a week, managers and team members will meet to discuss details and set specific goals, schedules and deadlines.

As the global experience of the COVID-19 pandemic shows, this procedure will be circumvented in the event of local government authority imposing quarantine or social distancing requirements owing to a public health emergency.

Employees who need to work from home for unforeseen reasons (e.g., illness or a temporarily difficult commute) should file their request as soon as possible.

Sometimes, managers and their team members are in a different time zone. When employees need to work from home for unforeseen reasons, they may not be able to get their request approved in time. In this case, they may work from home and notify the Human Resources Department and check with their managers as soon as practicable.

Unauthorized working from home or telecommuting may result in disciplinary action.

Dated 10 December 2020

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