



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)

EMPLOYEE ATTENDANCE POLICY

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

1. INTRODUCTION

First Pacific's employee attendance policy outlines the Company's expectations about employees coming to work on time and prepared for their duties. Being punctual when coming to work helps maintain efficiency and morale in our workplace. This Company attendance policy applies to all employees regardless of position or type of employment.

2. POLICY

Most employees need to collaborate with their colleagues to do their job. To make this collaboration easier, we expect staff to be punctual and follow agreed schedules. Absence and tardiness require a good reason.

Being consistently tardy or absent can cause problems to your colleagues who may have to shoulder your work. This behavior may bring about a "bad attendance" record and you may need to go through a progressive disciplinary process.

Absenteeism refers to frequent absence from an employee's job responsibilities. This includes not coming to work frequently or taking excessive sick leave without being able to submit doctor's notes.

Presenteeism refers to being present at work beyond one's schedule even when overtime is not required. This can cause overwork and have an impact on productivity and job satisfaction.

Tardiness refers to coming in late, taking longer breaks than entitled to and repeatedly leaving earlier from work without reason.

Staff are responsible for monitoring their working hours.

If you can't come in to work one day, notify your manager as soon as possible. If your manager is in a different time zone, contact the Human Resources Department instead. Unexcused or unreported absence for more than three days will be considered job abandonment. If you need to leave work early, inform your manager.

There are often have good reasons for being absent, usually involving medical emergencies. We may ask you to bring us doctor's notes or other verification. In these cases, absence will be recorded as excused.

The following list, although not exhaustive, includes reasons that we don't consider excused absence:

- Waking up late;
- Stopping on the way to work for personal reasons; or
- Holidays that haven't been approved.

Managers are responsible for monitoring the attendance of staff. If a team member is consistently late or absent, the manager concerned will arrange a private meeting to discuss this to ask whether there are issues with the schedule or whether the staff member need help balancing their personal lives with work.

If your manager suspects you abuse your sick leave, you may need to submit doctor's notes to avoid our progressive discipline process. If you're being tardy unintentionally, corrective counseling will be our first attempt at a solution. We may take disciplinary action that goes up to and including termination if:

- Corrective counseling doesn't work;
- We find that you are willfully tardy; and
- Your tardiness or absenteeism impacts your work.

Unexcused and unreported absences don't count as hours worked.

Dated 10 December 2020

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