Remote Working Employment	Effective Date: 21/03/2022
	Review Date: 9/1/2026

1. Objective

This remote working employment (RWE) policy outlines the Sunway Education Group's ("SEG" or the "Company"), as well as all entities under its purview, guidelines in enabling the recruitment of talents for positions that allow remote working or for employees who wish to opt-out from the conventional employment contract and opt-in to a RWE contract so that they can work from home or remotely from a location other than the Company's office premises.

2. Guiding Principles, Eligibility & Practicality

Employees must recognise that the RWE option may be appropriate for some jobs but not for all roles and positions. It is not an automatic right that employees can opt-in to a RWE contract. It may be requested by individuals but the Company will decide whether to accept a request by any individual depending on the circumstances. The general guidelines to determine eligibility and practicality for remote working would include the following:

a) Job nature/role i.e. the degree of face-to-face interaction or physical presence required to accomplish the job;

b) Past performance record to determine ability to work independently to accomplish the job;

c) Cybersecurity or data privacy concerns, if any; and

d) Equipment, internet or software availability/ accessibility from home or remotely.

In granting RWE, the approvers must take into consideration the Company's business and operating needs and requirements. The approvers must ensure that there are a sufficient number of employees present in the Company's premises so that its business and programmes priorities are not compromised in any way.

3. Approval Process

Whether a particular employee may be approved for RWE is a decision made on a case-by-case basis taking into consideration an evaluation of the likelihood of the employee succeeding in a remote work arrangement and the Company's operating needs.

Employees who are approved for RWE will be required to sign a RWE contract with the Company. The RWE contract is entered into on a voluntary basis between the employee and their line manager, and should be agreed in advance between both parties.

The Head of Department/ Director of Programme/ Director of Department or the respective line manager overseeing the new staff hiring process, may establish a position that allows remote working at the point of employing the new staff.

4. Company Policies

Employees working remotely must adhere, without exception, to all existing Company policies and procedures. Company policies and procedures regarding medical leave, annual leave, code of conduct, etc., including the process of disciplinary handling shall continue to be in effect.

All private and confidential information held by the employee on remote working arrangement must be kept confidential and not be accessible to a third party unless authorised.