



## **EAC Holding Company Limited**

No. 19, 4 Za (2-Kha), Corner of Baho Road and Nilar Street, (13) Qtr, Hlaing Tsp, Yangon, Myanmar. Tel : (+951) 2305300 Fax : (+951) 2305305, 2305305

### **Work from Home Policy**

Work from Home Policy outlines our guidelines for employees who work from a location other than offices or job location. We want to ensure that both employees and our company will benefit from these arrangements. Employees who require to work from Home or Home to Market will require to have a approval from CEO or the business unit head upon the workable conditions to adapt new normal situation.

### **Remote working arrangement**

Employees may work remotely on a permanent or temporary basis upon the situation. Employees who want to work remotely must submit a request by HR with the approval of CEO or the business unit head.

### **Remote working that works**

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate for their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules agreed upon with their line manager.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

Team members and managers should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

### **Compliance with Policies**



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Work from Home or Home to Market employees must follow our company's policies like their office-based colleagues. Examples of policies that all employees should abide by are:

- Attendance.
- Social media.
- Confidentiality.
- Data protection.
- Employee Code of Conduct.
- Equal Employment opportunity.
- Dress code when meeting with customers or partners.

## Equipment

We will provide our remote employees with equipment that is essential to their job duties, like laptops, (when applicable.) We will install VPN and company-required software when employees receive their equipment. We will not provide secondary equipment (e.g. printers and screens.)

Equipment that we provide is company property. Employees must keep it safe and avoid any misuse. Specifically, employees must:

- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorized or illegal software.