

### General Terms and Conditions

"Sysnet System and Solutions Pte Ltd" is committed to conduct our businesses and operations in an honest and ethical manner. Our goal is to ensure a fair, inclusive, and supportive work environment that fosters professional growth, productivity, and well-being for all employees.

#### Compliance:

##### Employment Act Compliance:

All employment practices of Sysnet align with Singapore's Employment Act, which governs basic terms and conditions of employment. This includes adherence to rules regarding working hours, rest days, overtime pay, annual leave, public holidays, and other employee rights.

##### Workplace Safety and Health (WSH) Policy:

Sysnet maintain a safe and healthy work environment in compliance with the Workplace Safety and Health Act. Sysnet is committed to provide all our employees, sub-contractors and visitors with a safe and healthy work environment by preventing workplace injuries and illnesses.

##### Data Protection and Privacy Policy:

Sysnet protect the personal data of employees in compliance with the Personal Data Protection Act (PDPA) by implementing policies for the collection, use, storage, and sharing of personal data, ensuring that employees' data is handled with care and confidentiality.

##### Anti-Discrimination and Anti-Harassment Policy:

Sysnet create a workplace free from discrimination, harassment, and bullying and ensure that employment practices are not discriminated based on age, race, gender, religion, marital status, or disability by aligning with Tripartite Guidelines on Fair Employment Practices.

##### Workplace Grievance and Dispute Resolution Policy:

Sysnet provides a clear process for employees to raise and resolve workplace grievances in line with the Tripartite Alliance for Dispute Management (TADM) guidelines.

Employees can write to [compliance@sysnet.com.sg](mailto:compliance@sysnet.com.sg)

##### Anti-Bribery and corruption policy:

At Sysnet, we are committed to conducting business with integrity, transparency, and accountability. We have a zero-tolerance policy towards bribery, corruption, and money laundering in any form. This policy applies to all employees, officers, directors, and third parties acting on behalf of the company. Sysnet follows cashless transactions for its sales and services.

##### Anti-Money Laundering (AML):

Sysnet is committed to preventing the use of our business for money laundering or terrorist financing activities. Employees must be vigilant and report any suspicious activities or transactions that may indicate money laundering.

##### Disciplinary Action and Termination Policy:

Sysnet provide clear guidelines for disciplinary actions and terminations for employee misconduct and ensure that any disciplinary measures or terminations are conducted fairly and in compliance with the Employment Act, including providing the required notice periods or pay in lieu of notice.