



# Leave entitlements policy statement

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CEM EREIT Management Pte Ltd

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# 1. Purpose

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The purpose of the Leave Entitlements Policy is to ensure employees are aware of what types of leave they are entitled to and when they are eligible to take each type of leave.

## 2. Scope

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- a) CEM EREIT Management Pte Ltd (“CEM”) is the Manager of Cromwell European REIT which is listed on SGX – ST
- b) This policy applies to all CEM employees

## 3. Key policy provisions

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### 3.1 Annual leave

Full-time CEM employees are entitled to 25 days of Annual Leave per financial year. Employees are permitted to carry across no more than half of the accrued annual leave entitlement to the next financial year. Any unused leave in excess thereof shall be forfeited at the end of the financial year. Employees that are engaged part-way through the financial year or are engaged on a part-time basis will have their leave pro-rated as of their date of hire and based on the hours worked.

### 3.2 Sick leave

All employees of CEM that have a tenure of more than six (6) months are entitled to the following paid Sick Leave not exceeding;

- a) Fourteen (14) days in each financial year if no hospitalisation is required; and
- a) Sixty (60) days (including the 14 days in paragraph 5.3 a) if hospitalisation is required

Employees with less than six months' tenure are entitled to prorated sick leave.

### 3.3 Childcare leave / maternity leave / paternity leave / shared parental leave / infant care leave

All CEM employees are entitled to all of the above leave entitlements as they may be entitled to by any law or regulation in force at any material time during their period of employment. Leave entitlements are the same for all employees, regardless of their nationality.

### 3.4 Compassionate leave

Employees of CEM are entitled to 3 days of paid compassionate leave on the demise of any of the Employee's immediate family members (including parents, grandparents, children and siblings).

All requests for compassionate leave must be entered in Workday and approved by the Employee's People Leader as soon as practicable.

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