

## Scope of Work – Professional Employer Organization (PEO) Services

### 1. Objective

WorldFish is seeking to engage a globally capable and experienced Professional Employer Organization (PEO) to provide compliant, cost-effective employment solutions in jurisdictions where the organization does not have a legal presence, and to enhance HR and payroll efficiency in countries where it does. The PEO will support the employment of:

- a) Nationally recruited staff
- b) Home-based expatriates (Home Country International Employee)
- c) Remote international employees, including those working in locations without legal work authorization

### 2. Geographic Scope

The selected PEO must be able to support WorldFish in:

- Countries without a WorldFish legal entity
- Countries with a WorldFish presence requiring outsourced HR/payroll support

### 3. Scope of Services

The services are divided into Essential Services (minimum requirements) and Desirable Services (value-added).

#### Service Overview Table

| Essential Services<br>(minimum requirements)                                                                                                                                                                                                                                                                                                                                         | Desirable Services<br>(value-added)                                                                                                                                                                                                                       |
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| <b>Employment &amp; HR Administration:</b> <ul style="list-style-type: none"> <li>• Employer of Record (EOR)</li> <li>• Draft compliant employment contracts</li> <li>• Onboarding and termination support</li> <li>• Immigration, visa, and classification advice, support and processing of all immigration requirements</li> <li>• International assignment compliance</li> </ul> | <b>Recruitment Admin &amp; Outsourcing:</b> <ul style="list-style-type: none"> <li>• Job posting and candidate screening</li> <li>• Local salary benchmarks</li> <li>• Optional full-cycle recruitment</li> </ul>                                         |
| <b>Payroll Outsourcing:</b> <ul style="list-style-type: none"> <li>• Gross-to-net processing</li> <li>• Statutory deductions and filings</li> <li>• Payslip generation and tax forms</li> <li>• Salary payment to staff and audit support</li> </ul>                                                                                                                                 | <b>Employee Relations &amp; HR Advisory:</b> <ul style="list-style-type: none"> <li>• Support for grievances, performance, and disciplinary matters and other employee relations or ethics related issues</li> <li>• Local HR issue resolution</li> </ul> |

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| <p><b>Compliance &amp; Risk Management:</b></p> <ul style="list-style-type: none"> <li>• Compliance with labor, tax, immigration laws</li> <li>• PE risk advisory</li> <li>• Early termination and disciplinary compliance</li> </ul>                            | <p><b>Expatriate &amp; Global Mobility:</b></p> <ul style="list-style-type: none"> <li>• Relocation support, including long-term accommodation search, etc.</li> <li>• Tax equalization and cost-of-living advice</li> </ul> |
| <p><b>Data Protection &amp; Security:</b></p> <ul style="list-style-type: none"> <li>• GDPR and local privacy compliance</li> <li>• Secure digital data handling</li> </ul>                                                                                      | <p><b>Benefits Administration:</b></p> <ul style="list-style-type: none"> <li>• Design and manage compliant local benefit plans</li> <li>• Claims, enrollment, and employee education</li> </ul>                             |
| <p><b>Crisis &amp; Continuity Support:</b></p> <ul style="list-style-type: none"> <li>• Service continuity plans during political, natural, or health crises</li> <li>• Service disruption protocols</li> </ul>                                                  | <p><b>Administrative Services:</b></p> <ul style="list-style-type: none"> <li>• Employment verification</li> <li>• Bank account setup</li> <li>• Document assistance</li> </ul>                                              |
| <p><b>HR/Payroll Technology Platform:</b></p> <ul style="list-style-type: none"> <li>• Employee and HR self-service</li> <li>• Real-time reporting dashboards</li> <li>• Audit-ready compliance records</li> <li>• Platform training and user support</li> </ul> |                                                                                                                                                                                                                              |
| <p><b>Employee Disengagement &amp; Offboarding:</b></p> <ul style="list-style-type: none"> <li>• Final settlements and compliant exits</li> <li>• Local exit process handling</li> </ul>                                                                         |                                                                                                                                                                                                                              |
| <p><b>Digitized Employee Records:</b></p> <ul style="list-style-type: none"> <li>• Provide WorldFish with timely, soft-copy employment records</li> </ul>                                                                                                        |                                                                                                                                                                                                                              |

#### 4. Performance Expectations

The selected PEO must:

- Commit to Service Level Agreements (SLAs) for payroll accuracy, onboarding timelines, compliance alerts, and resolution turnaround
- Ensure clear communication and escalation channels to WorldFish HR and Finance
- Provide timely updates on changes in law or compliance that may impact staff or operations

### 5. PEO Services Coverage and Delivery Model Disclosure

| Requirement         | Details to Submit                                                                                                                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Country Coverage    | List of countries where you can provide PEO services.                                                                                                                                                     |
| Service Variability | Indicate if your service offerings vary by country (e.g., payroll only, no visa support, etc.).                                                                                                           |
| Delivery Model      | Clarify whether services are delivered via: <ul style="list-style-type: none"> <li>• Your own in-country PEO/legal entities</li> <li>• Local partners/subcontractors</li> <li>• A hybrid model</li> </ul> |

### 6. Contract Duration

The initial contract term will be **two (2) years**, with an optional extension for an additional **one (1) year**, based on performance and mutual agreement.