

## Tencent US Weekly Check-in Survey

We would like to conduct a weekly survey to check on everyone's conditions. Please complete the survey on a weekly basis. Thank you for your cooperation!

1. Your Tencent Email Address\*
2. Your Business Group\*
3. Your Work Location\*
4. In the last 14 days, have you met or made contact with someone infected with COVID-19? (including a suspected infection)\*
5. Have you experienced any of the common symptoms of COVID-19 (Cough, fever, shortness of breath, and etc.)?\*
6. Has any of your family member(s) or roommate(s) experienced any of the common symptoms of COVID-19 (cough, fever, shortness of breath, etc.)?\*
7. Do you need any assistance/support from your manager or HR Team? If yes, please specify.\*
8. Any other info you would like to share?\*

We also would like to ask you to:

1. Health and safety are all of our responsibilities. We encourage you to practice personal hygiene and safety measures at home and when you're out of the house.
2. Be vigilant and avoid unnecessary contact with large groups of people and in confined places.
3. Please refrain from offline meetings as much as possible.

If you feel sick, please consult with your doctor and report to HR or Admin at your earliest convenience.