



Policy and Data Relating to Health, Safety and Welfare of Employees including Company Sponsored Trainings

The Company provides services and programs designed to care for the well-being of its employees. Programs for health, safety, and employee welfare are implemented to communicate and highlight the caring atmosphere in the work place. The Company maintains a medical insurance which provides for inpatient and out-patient benefits for the employees. Employees undergo annual medical examinations for health maintenance. Furthermore, policies to promote a safe and healthy work environment have been established in accordance with the requirements of the Department of Labor and Employment and local government.

SAFETY AND SECURITY

The Company shall furnish a place of employment free from hazardous conditions that may lead or cause to lead to death, illness or physical harm to the employees. For this purpose, the Company shall use devices and equipment in the Company premises that complies with the industry standards and shall give complete job safety instructions to the employees.

To ensure the safety of all employees, each one is enjoined to cooperate with the Company in carrying-out the safety procedures, and shall follow all instructions given by the Company in relation to safety and security, i.e. where fire extinguishers are located and how to use them, the location and use of the first-aid kit, how to evacuate the building during emergencies, etc.

Employees should actively participate in fire, earthquake, and other drills and procedures that are designed to enhance their safety. They shall inform their immediate supervisor of any observed hazards in the Company premises.

Furthermore, employees are expected to abide by the security protocols of the Company at all times while inside the Company premises. The employees shall:

- a) wear the Company ID while inside the Company premises at all times;
- b) refrain from bringing any harmful and hazardous chemicals at the Company premises;
- c) refrain from bringing weapons, firearms, or other sharp objects inside the Company premises.

ENVIRONMENT

Pollution, in any form, is detrimental to everyone's health and well-being. The Company, therefore, encourages all employees to resist the defilement of the surroundings and to help, in any way possible, to make the environment clean and safe for future generations. Employees are encouraged to take responsibility over their personal utensils and the areas where they take their meals to prevent accumulation of litter and the proliferation of harmful insects and rodents in the Company premises. All Company premises are designated smoke free zones. The employees shall likewise observe the proper disposal and segregation of garbage in the disposal



areas of the Company.

VISITORS

The Company premises are to be used exclusively for conducting business related to the Company. Visitors on business **MUST**, at all times, be escorted by an employee. Personal visitors, i.e. family or friends, are strongly discouraged beyond the reception area.

GROUP ACCIDENT INSURANCE AND ON-THE-JOB HEALTH CARE

The Company will take all possible measures to protect the health of its employees. All efforts will be exerted to assist employees in case of on-the-job accidents and injuries.

1. While the Company cannot provide in-house medical assistance for accidents that involve serious injury. Minor complaints, e.g. headaches, cuts, abrasions, etc. can be addressed.
2. Should an accident occur, the injured person should be immobilized until medical attention/advice is obtained and/or transportation to the nearest medical facility is arranged. Medical advice/attention should be obtained by calling the emergency telephone numbers listed in Company circulars and/or manuals.
3. When in doubt about the seriousness of the injury or the injury can definitely be identified as life-threatening, the medical doctor/facility closest to the Company's office shall be announced by the HR from time to time.
4. Employees engaged in potentially hazardous work, e.g. re-wiring electrical outlets, must observe safety procedures and standards and perform regular preventive maintenance routines to protect against injury to themselves and other employees.
5. The Company will provide group accident insurance and life insurance to its employees.

MEDICAL EXAMINATION

Applicants will be required to have a medical exam prior to starting work at the Company. Among the factors to be considered in the offer of employment is a successful passing of the medical examination.

TRAINING AND DEVELOPMENT

The Company shall endeavor to provide meaningful work experience and growth for staff by means of continuous training and periodic competency profiling, as follows:

- a. Orientation This Policy is mandatory for all new hires and a prerequisite for regularization. The orientation shall provide an overview of the Company's history, vision and mission, products and services, business objectives, as well as basic employment policies and regulations. New employees shall also undergo an orientation to be conducted by the Human Resources (HR) Officer, Administrative Officer, Immediate Supervisor, or a Senior Officer of their department.
- b. On-the-job Training New hires usually acquire skills, techniques, job-specific knowledge while



actually doing work under supervision and instruction from immediate supervisors. Performance of new employees and the effectiveness of this kind of training shall be reflected in the probationary period performance review.

c. Internal Training Training sessions, seminars, workshops, and the like, organized by any department shall be covered by authorized training plans as reviewed against current training needs analysis and training calendar. Training plans shall include objective/s, name and qualification of trainor/s, methodology, course outline, resource requirements, and performance improvement review criteria. All trainings conducted shall also be evaluated in terms of training content and delivery.

d. External Training

Public programs, seminars, or workshops organized by external parties that may offer value in terms of the Company's training requirements may be attended by employees. This may be held locally or abroad.

e. Training Contract

Employees sent by the Company to technical trainings, either abroad or locally, where technology-critical learning is transferred to the employee at the Company's expense (airfare, lodging, per diems), shall be subject to a training contract stipulating a period of service and teaching hours to be rendered by the employee.

f. Training Calendar

A quarterly training calendar shall be published by the HR at least one (1) month before the ensuing quarter based on a consolidated training needs analysis. The allocation of funds for training shall be subject to the approval by the Chief Executive Officer based on corporate priorities.