



GT CAPITAL
HOLDINGS INCORPORATED

EMPLOYEE HANDBOOK

GT CAPITAL HOLDINGS, INC.

OUR VISION

To be leading conglomerate, dominant in all sectors invested, most sought strategic partner in the Philippines, as a major contributor to the nation's sustainable development.

OUR MISSION

GT Capital Holdings, Inc. a Philippine conglomerate with a strategic business portfolio, has a heritage of leadership in the vital sectors of financial services, automotive assembly and distribution, insurance, property development, and infrastructure and utilities that are essential to national development.

It has earned its stature of prominence in these key sectors by blending local ingenuity and resources with the technology and expertise of best-of-class global business partners.

Anchored on our core values of integrity, excellence, respect, and sustainable value creation, we fulfill our mission to ensure long-term value for our stakeholders by creating a synergistic business portfolio contributing to our nation's sustainable development.

CORPORATE CORE VALUES

INTEGRITY

Above everything else, we practice consistent adherence to ethical and moral values under all circumstances both from an institutional and individual basis. Such values are embedded in our corporate culture, which has earned for us the trust and confidence of our clients, investors, and business partners.

EXCELLENCE

Each of the group subsidiaries and affiliates has a solid track record of consistently delivering excellence in all our products and services, resulting in the highest level of satisfaction to our customers and stakeholders, who account for our continued success and leadership in each of the sectors where we are present. Our human capital or workforce is highly equipped with the proper education, knowledge, and expertise to successfully carry out their respective roles and responsibilities within the Group to the best of their ability. Our

excellence and capability as an organization have allowed us to become one of the most credible and trusted conglomerates in the country.

RESPECT

We take a special regard for the individual, for their empowerment, and the diversity of opinions, resulting in a more balanced view of our business proposition, open to different perspectives, constantly challenging assumptions and re-visiting previously set ways, within the framework of a shared vision and a shared corporate culture, with the end objective of constant improvement.

SUSTAINABLE VALUE CREATION

We are committed to planting the seeds today that will result in the creation of sustainable stakeholder value in the future. We believe that taking a long-term and sustainable perspective is essential to contributing to nation's sustainable development.



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1 General Policies and Procedures

This Manual shall serve as a basic reference for Company employees with regard to professional conduct and office operations. In addition, it shall also stand as a guiding framework for the employees as they pursue tasks and activities for the Company.

Every employee shall adhere to all policies and procedures contained in this Manual.

1.1 Office Etiquette

1.1.1 Purpose

The purpose of this policy is to set an orderly, pleasant and harmonious working environment within the Company. Also, this aims to prescribe rules on proper behaviour that are in accordance with social and moral norms.

1.1.1.1 Employees shall wear their respective Company Identification Cards (IDs) at all times.

1.1.1.2 Employees shall practice a clear desk policy. Cleanliness of their respective workplaces shall be maintained.

1.1.1.3 Confidential matters shall be discussed in the conference rooms only.

1.1.1.4 Mobile phones shall be turned to silent mode upon arrival to the workplace to avoid creating noise that may disrupt co-workers.

1.1.1.5 Employees shall always comply with their respective work schedule especially on meetings and other appointments. Refer to the policy on *Work Schedule and Attendance Reporting* for details.

1.1.1.6 Employees shall utilize time, supplies and other Company resources with due caution solely for the benefit of the Company.

1.1.1.7 Employees shall dress in an appropriate, presentable and professional way while reporting on work, inside and outside the Company premises. Refer to the policy on *Dress Code* for details.

1.1.1.8 Employees shall refrain from reading documents and emails that are not intended for or addressed to them.

1.1.1.9 Employees shall avoid using profane words inside the Company premises.



1.2 Work Schedule and Attendance Reporting

1.2.1 Purpose

The purpose of this policy is to arrange work schedule in order to address the Company's operational needs and to support employees' work-life effectiveness.

1.2.2 Definition of Terms

1. Overtime

Refers to hours of work performed beyond the normal work schedule of eight (8) hours a day.

2. Undertime

Refers to hours of worked performed that is less than the normal work schedule of eight (8) hours a day.

1.2.3 Policies

1.2.3.1 The normal hours of work shall be eight (8) hours a day or a total of 40 hours a week from Monday to Friday.

1.2.3.2 The regular work schedule shall be as follows:

Rank	Work Schedule
Staff	8:30 a.m. to. 5:30 p.m.
Officers	8:30 a.m. to 6:00 p.m.



1.2.3.3 The Company shall determine work schedules as may be deemed necessary. All changes in hours of work due to necessary changes in operational requirements shall be approved by the Department Head. The following guidelines on break time shall be observed:

1.2.3.3.1 Employees shall be entitled to one (1) hour lunch break which can be availed either from 12:00 noon to 1:00 p.m. or from 12:30 p.m. to 1:30 p.m.

1.2.3.3.2 However, those who cannot have their lunch break in any of the above-mentioned schedules due to operational requirements may adopt a later schedule provided with approval of concerned Department Head and that the duration shall be within one (1) hour only.

1.2.3.3.3 Employees shall also be entitled to a 15-minute break period in the morning (between 9:30 a.m. and 10:30 a.m.) and another in the afternoon (between 3:30 p.m. and 4:30 p.m.).

1.2.3.4 The following guidelines on attendance reporting shall be observed:

1.2.3.4.1 The on-duty Security Guard shall write down the time-in and time-out of all employees in the Daily Time Record (DTR).

1.2.3.4.2 The time-out when leaving the Company premises and time-in when returning to the premises shall also be recorded in the DTR.

1.2.3.5 The following guidelines on tardiness shall be observed:

1.2.3.5.1 Failing to report on time after a 5-minute grace period at the beginning of the work day shall be considered a tardiness.

1.2.3.5.2 Tardiness of more than three (3) times and/or more than 60 minutes shall be considered frequent or habitual and hence subject to disciplinary action.

1.2.3.6 The following guidelines on exemption from tardy record shall be observed:

1.2.3.6.1 An employee who renders authorized/legitimate overtime work of up to 10 p.m. and beyond during regular days, particularly from Monday to Thursday, may be excused from the 5-minute grace period on the following working day provided he/she reports for work not later than 9:00 a.m.



- 1.2.3.6.2 Arriving at the workplace at any time later than 9: 00 a.m. would mean that the said employee has incurred tardiness which is equivalent to the number of minutes reckoned from 8:35 a.m. to his/her actual time-in.
- 1.2.3.6.3 The overtime rendered shall be due to work exigency and not out of preparing routine or regular reports (e.g., monthly, weekly, quarterly) to either the regulatory agencies or the Company. The overtime rendered shall be due to work backlog by reason of an employee's leave of absence availed on the first half of the day or on the day/s immediately prior to the day the extended overtime work is rendered
- 1.2.3.6.4 For an overtime work to be accorded the exemption from any tardiness record, all of the following requirements shall be fulfilled:
- a. It shall be supported by an authority to render overtime work duly signed by the immediate superior of the concerned employee
 - a. An employee shall accomplish the Application for Late Exemption due to Overtime Work immediately on the working day following his/her overtime work that ended up to 10:00 p.m.
 - b. The form shall be duly signed by the immediate superior of the concerned employee and shall be submitted to HR and Administration Department immediately on the day following the extended overtime. Any time-in that is not supported by a duly filed form will be automatically included in the monthly tardiness report.



1.2.3.7 The following guidelines on undertime shall be observed:

1.2.3.7.1 Cases of early quit or undertime (not less than half day) shall be approved by the immediate superior and/or the relevant Department Head and shall be subject to salary deduction.

1.2.3.7.2 An employee shall submit the written approval letter to HRAD immediately on the on the working day following his/her undertime work.

1.2.3.8 Any violation or non-compliance with the provisions relating to this policy manual shall be considered an offense in accordance with the Code of Discipline:

1.2.3.8.1 Unauthorized altering of time card/daily time record.

1.2.3.8.2 Frequent or habitual tardiness which is defined to be more than three (3) times and/or more than 60 minutes late for work in a month.

Refer to *Code of Discipline* for corresponding disciplinary actions.

1.2.3.8.3 Absence from work without permission or failure of the employee to notify immediate superior or Department Head or in the absence, the HRAD regarding sickness or emergency leave of absence on or before 9:30 a.m. of the first day of absence shall be considered absence without official leave (AWOL). In case employee is incapacitated to do so, the immediate family member shall notify the Company either through phone call or personally talking with the aforementioned Company officials or through other means of communication.

1.2.3.8.4 A wipe clean period shall be given to allow an employee to correct his/her failure and improve his/her record. An employee who has been suspended for tardiness shall not commit the same offense within a 12-month period in order to wipe clean his/her previous tardiness record. In such cases, subsequent offense shall begin with the lightest penalty specified for the violation.



1.3 Dress Code Policy

1.3.1 Purpose

The purpose of this policy is to prescribe rules on proper office attire that foster a business environment and maintain the standards of professionalism.

1.3.2 Policies

1.3.2.1 Business attire shall be worn on regular work days while smart casual may be allowed during weekends.

1.3.2.2 The following guidelines on wearing business attire of female employees shall be observed:

- a. Blazer shall be worn with dress pants or formal or tailored slacks, dress or skirt.
- b. Cardigan shall only be worn with dress or skirt.
- c. Tight fitting clothes, plunging necklines, or translucent tops without proper inner wear shall be prohibited.
- d. Skirts shall not be more than two inches above the knee.
- e. Wearing of denim jeans shall not be allowed.
- f. Dress shoes shall be with at least 1.5 inch heels. When wearing peep-toe shoes, toe nails shall be well groomed.
- g. For female employees with Company-provided uniforms, uniforms shall be worn on regular work days.

1.3.2.3 The following guidelines on wearing business attire of male employees shall be observed:

- a. Long-sleeved shirt with tie or polo or long-sleeved barong shall be worn while in the Company premises.
- b. Tailored slacks shall be worn. Wearing of denim jeans shall not be allowed.
- c. Leather shoes with proper matching socks.

1.3.2.4 The following guidelines on wearing smart casual attire shall be as follows:

- a. Casual blouses for females and collared polo shirt for males shall be allowed.
- b. Mini- skirts and mini shorts shall be prohibited.
- c. Slippers and rubber shoes shall not be allowed.



1.4 Conflict of Interest

1.4.1 Purpose

The purpose of this policy is to serve as guidance in identifying and managing conflicts of interest as it may arise.

1.4.2 Definition of Term

Conflict of interest

A situation when an individual or organization is involved in multiple interests; one of which could possibly corrupt the motivation for an act in expense of the other.

1.4.3 Policies

1.4.3.1 All Company employees shall refrain from engaging in any activity which will, in any way, interfere or run in conflict with their work or jeopardize the Company's interest.

1.4.3.2 As it is not possible to enumerate and describe all situations that may constitute conflict of interest, employees shall be expected to exercise professional and sound judgment, to seek advice when appropriate, and to adhere to the highest ethical standards in conduct of their personal and professional affairs.

1.4.3.3 The following shall be the guidelines on common types of conflicts:

1.4.3.3.1 CONFIDENTIALITY

Employee/s shall avoid disclosing or using for personal benefit, or for the benefit of others, confidential information concerning any aspect of the Company's business acquired as a result of the employee/s' relationship with the Company. An employee shall be held liable to the Company for any benefit gained from improper use of such information or any damages sustained by the Company as a result of improper disclosure of such information.



1.4.3.3.2 GIFTS AND ENTERTAINMENT

Generally, employees shall not offer gifts or extend favors, either directly or indirectly, to those with whom the Company does business with. Employees may provide advertising novelties, promotional items of nominal value, or modest gifts that follow generally accepted and customary business practices if:

- a. They are given only occasionally
- b. They are unsolicited by the recipient
- c. They do not even give the appearance of unduly influencing or obligating the recipient or of providing an improper advantage to the Company
- d. Their subsequent disclosure would not be embarrassing to the Company or to any of the parties involved

Employees shall not solicit or accept gifts, favors or loans, either directly or indirectly, from those with whom the Company do business with. Advertising novelties, promotional items of nominal value, or modest gifts that follow generally accepted and customary business practices may be received subject to the same criteria for gift giving identified above.

Entertainment is also an accepted business custom when conducted within proper limits. Employees may participate in business-related functions, including the giving of meals on occasion, as they are normal and permissible business practice. As long as an employee of the Company is present and with appropriate approval, these and other forms of business-related entertainment, such as providing tickets to sporting or other events, or golf outings, shall be permissible if the value and frequency of such entertainment is reasonable and appropriate and otherwise meets the criteria for gift-giving stated above.

Further, employees may only accept the kind of entertainment which they, in turn, are permitted to extend to others. Generally, only those employees who are authorized to entertain may accept entertainment.



1.4.3.3.3 INDIRECT INTERESTS AND RELATIONSHIPS

Family or personal relationships might give the appearance of influencing employee judgment to their personal advantage or to the undue advantage of a third party. Employees shall disclose to the appropriate Company officer any situation in which a relative has an interest in any Company transaction or has an ownership interest in a client, competitor, supplier, or customer.

1.4.3.3.4 CORPORATE OPPORTUNITIES

Employees shall not appropriate or divert, to any other person or entity, a business or financial opportunity which the employee learns of or develops in the course of employment and which the employee knows, or reasonably could anticipate, the Company would have an interest in pursuing.

- 1.4.3.4** Directors shall disclose their interest in transactions and any other conflict of interest. Disclosure may be done in either the Company's Annual Report or the minutes of the Annual Stockholders' Meeting.
- 1.4.3.5** Employees shall disclose or report any situation or activity that may involve a conflict of interest immediately in writing to their immediate superior or any officer.



1.5 Information Systems Security Guidelines

1.5.1 Purpose

The purpose of this policy is to set out guidelines on the proper use of technology resources to ensure confidentiality of all information maintained by the Company and to protect the interests of its stakeholders.

1.5.2 Policies

The following guidelines shall be observed:

1.5.2.1 ELECTRONIC COMMUNICATION

- 1.5.2.1.1 Use professional judgment in choosing the wordings when communicating via email as it shall be treated as formal communication.
- 1.5.2.1.2 Forwarding of internal emails to any external email accounts including personal email shall be prohibited unless otherwise covered with appropriate authorization.
- 1.5.2.1.3 Disclosing email log-in passwords to any other parties shall be prohibited. Employees shall be responsible for all activities on their emails or for all activities that originate from their emails.
- 1.5.2.1.4 Use of email for personal use is allowed but sat minimal levels only.
- 1.5.2.1.5 Highly sensitive and confidential files shall always be encrypted when sent via email.
- 1.5.2.1.6 Disseminating emails containing chain letters or warning messages to your co-workers shall be avoided.
- 1.5.2.1.7 A standard disclaimer shall be used for outgoing emails to reiterate rule on information security in electronic communication:

“This e-mail and any file transmitted with it are confidential and intended solely for the addressee. If you have received this message in error, please notify the sender and delete it immediately. Any use, disclosure, or copying of any information contained in this message is strictly prohibited. Considering that electronic communication is unguaranteed to be secured and error-free, the Company accepts no liability for any damage caused by this e-mail.”



1.5.2.2 INTERNET SECURITY

- 1.5.2.2.1 Internet access shall be used solely for business-related matters.
- 1.5.2.2.2 Visits to unlawful or inappropriate web sites and chat rooms shall be strictly prohibited.
- 1.5.2.2.3 Posting of confidential or sensitive information on chat rooms, bulletin boards or forums using the Company's network or company provided email shall be prohibited.
- 1.5.2.2.4 Downloading files from unknown sources shall be avoided. The validity of the file or program being downloaded shall be verified always.

1.5.2.3 ONLINE SOCIAL NETWORKING SITES

- 1.5.2.3.1 Access to any social networking sites during office hours shall be strictly prohibited. Visit to these sites may be allowed during break hours and after office hours provided that professional judgment is exercised.
- 1.5.2.3.2 Use of Company email address to register to online social networking sites shall be strictly prohibited.
- 1.5.2.3.3 Caution shall be observed in posting information on social networking sites. Always take time in reading privacy guidelines prescribed by these sites.



1.5.2.4 SAFEKEEPING AND PROPER USAGE OF ASSIGNED EQUIPMENT

- 1.5.2.4.1 When leaving work area, employees shall lock their computer screens to prevent unauthorized access to their computers.
- 1.5.2.4.2 Employees shall not share their security log-in passwords to any person.
- 1.5.2.4.3 Employees shall encrypt their equipment's hard drive to secure all data contained in it and to prevent unauthorized access.
- 1.5.2.4.4 Employees shall keep their water/soda bottles and greasy food away from the equipment to avoid accidental spills that may lead to short circuit and loss of data.
- 1.5.2.4.5 Gate pass, as approved by immediate superior, shall be submitted to HR & Administration Head whenever an employee brings out office property from the Company premises.
- 1.5.2.4.6 In case of damage or loss of an assigned equipment and/or its peripherals, the custodian employee shall submit an incident report within three (3) working days after the incidence of damage or loss. The incident report shall state the complete circumstances behind the damage or loss incurred. The incident report may either be submitted in writing or via email to the HR & Administration Head.
- 1.5.2.4.7 All assigned equipment shall be returned when the custodian employee is separated with the Company.



2 Code of Discipline

Professionalism, high ethical standards, discipline, integrity and honesty are of fundamental importance to the welfare of the Company. These are also critical in order to achieve efficiency and effectiveness necessary to its success. All employees are expected to conduct themselves in a manner befitting their respective positions and are bound at all times to safeguard and promote the interest of the Company. To this end, it is necessary that discipline and order is maintained.

Positive motivation rather than punitive control should characterize the implementation of these rules and regulations. Thus, penalties should be restored only when necessary and only to the extent necessary. Sanctions should be to correct unacceptable conduct or to restore the integrity of order and discipline, never to serve as a mere display of power. To this end, due process must be observed at all times. Actions must be timely, and prudence must accompany every administrative action. The person in charge of investigating the case should be unbiased and open-minded.

Punishment of any employee under this code shall not bar his prosecution in the proper court of justice if the same act constitutes a violation of law.

2.1 Purpose

The purpose of this policy is to ensure efficient and successful conduct of its operations and protection of all concerned. Also, it is deemed to ensure fairness and uniformity in the application of discipline to all employees.

2.2 Scope

All employees, including those who have resigned but have not been issued a clearance by the Company of his/her accountabilities, are expected to familiarize themselves with the rules and regulations set by this Code and to strictly abide by them.



2.3 Categories of Offenses and Disciplinary Actions

For purposes of classification, offenses subject to disciplinary actions are classified under headings Category A, Category B, Category C, Category D and Category E. These classifications were made in accordance with the corresponding disciplinary actions that each specific offenses, merits, as follows:

Category	Level of Offense	Disciplinary Action
Category A	1st Offense	Verbal Reprimand
	2nd Offense	Written Reprimand with Warning
	3rd Offense	One (1) week Suspension
	4th Offense	Two (2) weeks Suspension
	5th Offense	Dismissal
Category B	1st Offense	Written Reprimand with Warning
	2nd Offense	One (1) week Suspension
	3rd Offense	Two (2) weeks Suspension
	4th Offense	Dismissal
Category C	1st Offense	One (1) week Suspension
	2nd Offense	Two (2) weeks Suspension
	3rd Offense	Dismissal
Category D	1st Offense	Dismissal
Category E	-	Management reserves the right to impose a penalty ranging from Reprimand to Separation depending on the severity and circumstances of the case



2.4 List of Offenses and Respective Disciplinary Actions

LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
A. OFFENSES AGAINST COMPANY INTERESTS AND POLICIES					
<i>A-1. Dishonesty</i>					
Falsification of Company records or any misrepresentation of personal record when applying for employment with the Company. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Bribery or offering or accepting anything of value for personal gain but against the interest of the Company. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Giving false testimony during Company investigation or administrative fact-finding process. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Unauthorized disbursement and/or misappropriation of Company funds or disposal of Company properties. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Unauthorized revelation of confidential information or disclosure of Company trade secret or trade practices or processes or any other restricted / confidential information to outsiders or to those not authorized to process such information, or engaging in any other forms or acts of sabotage or espionage. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Deliberate careless submission of any item of fraudulent expense for the Company account. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Unauthorized altering of time card/daily time record. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Any attempt to falsify or pad travel expense reports, receipts, invoices or any other documents upon which reimbursement is based. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Releasing or taking out from Company premises more than what is authorized in the invoice, delivery receipt or gate pass. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable



LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Engaging or conniving in anomalous transactions. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty.					
A-2. Negligence of Duty					
Loafing/wasting time or horse playing or prolonging rest or break periods for more than what is authorized, or loitering in other areas that is not his place of assignment while on duty. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
Leaving the Company premises during working hours without permission from immediate superior. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
Sleeping or napping while on duty. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
Reading of materials that are irrelevant to the work of employee during office or working hours. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
Malingering or feigning illness to avoid doing assigned work or malingering to avoid returning to work. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
Willfully holding back, slowing down, hindering or limiting work output or giving instructions to fellow employees to hold back, slow down, hinder or limit work output. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
Unauthorized or unofficial vending, soliciting, collecting for any purpose or conducting private business during office hours on Company premises. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal



LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Absence from work without permission or failure of the employee to notify immediate superior or Department Head or in the absence, the HRAD regarding sickness or emergency leave of absence on or before 9:30 a.m. of the first day of absence shall be considered absence without official leave (AWOL). In case employee is incapacitated to do so, the immediate family member must notify the Company either through phone call or personally talking with the aforementioned Company officials or through other means of communication.					
a. AWOL for 2 consecutive days or less. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
b. AWOL for 3 to 5 consecutive days. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
c. AWOL for 6 to 9 consecutive days. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
d. AWOL for 10 or more consecutive days. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Frequent or habitual tardiness (which is defined as 3 times and/or with more than 60 minutes late for work in a month). (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
Failure to carry out reasonable verbal or written job or work transaction issued by the employee's superior. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable



LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Damaging Company equipment or property, willful or through negligence or failure to follow any procedure (SOP) that have been outlined by the Company, resulting to some loss on the part of the Company. (Category E)	Management reserves the right to impose a penalty ranging from Reprimand to Separation depending on the severity and circumstances of the case				
Failure to report for work on emergency overtime whereby employee had been duly advised and he gave commitment, hence, scheduled for such emergency overtime. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
Violation of Company safety regulations or common safety practices involving personal and Company property to some loss on the part of the Company and/or employee. (Category E)	Management reserves the right to impose a penalty ranging from Reprimand to Separation depending on the severity and circumstances of the case				
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty therefore.					
A-3. Insubordination					
Willful refusal to carry out reasonable verbal or written job or work transaction issued by the employee’s superior. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty therefore.					
A-4. Offenses against Timekeeping					
Failure of employee to file vacation leave of absence at least one (1) working day ahead of schedule. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
Failure of employee to properly file incurred sickness or emergency leave of absence on his first day upon returning for work. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal



LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Failure of employee to file the necessary official business (OB) form as per policy. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty there for.					
A-4. Carelessness with Regard to Employee's Health					
Having a serious contagious disease which may endanger the health of other employees and, knowing about it, fails to report and willfully withholds information thereon to Company authorities. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Failure to report for a medical examination or when instructed by management (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty there for.					
B. OFFENSES AGAINST PERSONS					
Attempting to or inflicting bodily injury to a Company official, employee or guest or client during Company time or premises or within the Company premises during Company-sponsored activity. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Quarreling or creating trouble or fighting on Company time and/or premises. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty.					
C. OFFENSES AGAINST PROPERTIES					
Theft, robbery, stealing or attempting to steal from the Company or from the fellow employee or guest or client on company time and/or premises. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable



LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Unauthorized use of Company property or using company time, material or equipment to do unauthorized work or to do an activity for personal benefit. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
Unauthorized use of Company property or using company time, material or equipment for illegal purposes. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Malversation of Company funds. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Obtaining Company supplies or materials on fraudulent orders. (Category D).	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Entering or assisting any person to enter any restricted area without authorization or proper permission. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty.					
D. OFFENSES AGAINST SECURITY AND PUBLIC ORDER					
Possession and carrying of firearms, explosives and other deadly weapon on Company time and/or premises. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
Commission of a crime within Company time and/or premises. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Allowing unauthorized persons within one’s work areas loitering and/or having no official business matters to discuss during office hours. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
Tampering of Company notices and memoranda. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Smoking in non-smoking areas at any time while inside Company premises. (Company A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal



LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Refusal to submit to or failure to meet security requirements of the Company such as but not limited to: wearing of Company-issued ID, inspection by a Company personnel authorized to do such, submit/report to Company authorized personnel in their performance of their duty. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty.					
E. OFFENSES AGAINST PUBLIC MORAL AND DECENCY					
E-1. Alcoholism and drug addiction					
Being drunk or intoxicated and/or disorderly on Company time, premises and/or during Company sponsored activities. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
Reporting for work to any Company executive while under the influence of intoxicating liquor and/or drugs. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
Bringing in, selling, using and/or possessing prohibited drugs in Company premises. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty therefore.					
E-2. Others					
Causing ill-will and/or dissension, formenting intrigue among employees (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
Taking part in or abetting any form of gambling in company time and premises. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable



LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Any direct, confrontational use of abusive, foul, profane or indecent language or any related discourteous or disrespectful acts against one’s superior or any Company official at any time on Company premises. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Any conduct on Company time or property that violates common decency or morality. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty.					
F. OTHERS					
Refusal to answer questions in any investigation authorized or conducted by the Company, unless such interrogation would violate his constitutional rights. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
Commission of any 5 offenses subject to disciplinary action within a fiscal year in which the penalty involved is at least the minimum of Category A and B. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Commission of any 3 offenses subject to disciplinary action within a fiscal year in which the penalty involved is at least the minimum of Category C. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
The imposition of the above penalties shall be without prejudice to the institution of the appropriate criminal action when and if the same is warranted by the nature of the offense.					



2.5 Disciplinary Actions

2.5.1 Methods of Disciplinary Actions

2.5.1.1 VERBAL REPRIMAND

A verbal notice calling the attention of the person committing an offense and warning him from further committing the same. The person shall also be counseled.

2.5.1.2 WRITTEN REPRIMAND WITH WARNING

A written notice calling the attention of the employee who committed an offense, and warning the person committing the same against repetition of such infraction in the future that will subject him or her to a higher penalty.

2.5.1.3 ONE (1) WEEK SUSPENSION

A physical detachment from service for five (5) working days without salary and benefits, depending on the gravity of the offense or violation.

2.5.1.4 TWO (2) WEEKS SUSPENSION

A physical detachment from service for ten (10) working days without salary and benefits, depending on the gravity of the offense or violation.

2.5.1.5 DISMISSAL

A termination of an employee's services for a cause. A dismissed employee automatically forfeits all benefits that would normally accrue to him on retirement or separation for reasons other than for a cause.



2.5.2 Proceeding and Administration of Disciplinary Actions

2.5.2.1 In case where the respondent occupies the rank of staff with Categories A, B and C offenses, the following proceeding and administration shall apply:

2.5.2.1.1 The disciplinary actions for erring staff members shall be administered by:

Disciplinary Action	Administrator
Verbal Reprimand	Immediate Superior
Written Reprimand with Warning	Immediate Superior in consultation with HR & Administration Head
One (1) week Suspension	Department Head in consultation with HR & Administration Head
Two (2) weeks Suspension	Department Head in consultation with HR & Administration Head
Dismissal	President in consultation with Department Head and HR & Administration Head

2.5.2.1.2 The immediate superior of the offender or, any employee who is aware of the commission of an offense, shall be responsible for reporting the commission of an offense to the Department Head. The report shall be in writing.

2.5.2.1.3 Within five (5) days upon receipt of a written report of an offense, the Department Head, in consultation with HR & Administration Head, shall conduct an initial investigation. The Department Head shall furnish the employee concerned with a written notice or memo to explain reported offense stating particular acts or omissions constituting the grounds for imposition of the corresponding disciplinary action. The employee concerned shall be given five (5) days from receipt of the written notice or memo, to respond.

2.5.2.1.4 The employee concerned shall, within the given time limit, provide his explanation in writing. Failure to file an answer shall be deemed a waiver of the right of the accused to explain and imposition of appropriate disciplinary action shall proceed.



2.5.2.1.5 The HR & Administration Head shall accomplish the disciplinary action memo describing comprehensively the specific circumstances of the offense and stating his recommendation on the disciplinary action to be taken. The following pertinent facts, among others, shall be included in the disciplinary action memo:

- a. Name of the concerned employee
- b. Description of the offense and details such as its nature, rules violated, time and place, name of witnesses, if any and level of offense
- c. Recommended disciplinary action
- d. Incident report, if any

2.5.2.1.6 The Administrator shall advise the employee concerned of the disciplinary action to be imposed by serving a written notice personally with proof of his receipt or by registered mail with return card.

2.5.2.1.7 Copies of the disciplinary action memo shall be distributed as follows:

Copy	Person/Department
Original copy	Employee concerned
One (1) copy	HR & Administration Head (for 201 filing)
One (1) copy	Immediate Superior
One (1) copy	Department Head
One (1) copy	President



2.5.2.2 In case where the respondent occupies the rank of Department Head or higher or rank of staff with Categories D and E offenses, the following proceeding and administration shall apply:

2.5.2.2.1 The disciplinary actions shall be administered by the Discipline, Ethics and Values Committee.

2.5.2.2.2 The immediate superior of the respondent or any employee who has knowledge of the commission by another employee of an offense under the exclusive jurisdiction of the Discipline, Ethics and Values Committee shall, upon discovery thereof, shall report the same in writing to the HR & Administration Head. The superior or employee concerned who, despite the knowledge of the commission by another employee of an offense, fails to report the same shall likewise be charged administratively and imposed appropriate disciplinary actions.

2.5.2.2.3 Within five (5) days from receipt of the report, Internal Audit shall begin investigation of the case. Within 30 days there from, Internal Audit shall decide on whether to elevate or not to the Discipline, Ethics and Values Committee. It may, at any time, have to preventively suspend or re-assign the employee suspected of committing an offense if his/her presence in the workplace would pose a risk to the life or properties of his co-employees or to the properties and records of the Company.

2.5.2.2.4 Within (5) days from receipt of the report from Internal Audit recommending the institution of a disciplinary proceeding, the Discipline, Ethics and Values Committee shall furnish the respondent with a written notice or memo to explain reported offense stating particular acts or omissions constituting the grounds for imposition of the corresponding disciplinary action inclusive of a request to answer within five (5) days from receipt of written notice or memo to explain.

2.5.2.2.5 The employee concerned shall, within the given time limit, provide his explanation in writing. Failure to file an answer shall be deemed a waiver of the right of the accused to explain and imposition of appropriate disciplinary action shall proceed.

2.5.2.2.6 If the respondent admits his culpability to an offense, the Discipline, Ethics and Values Committee shall prepare a report of such admission. The report shall be submitted to



the President, who shall be responsible for imposing the disciplinary action prescribed by this Code and for ordering restitution of a thing lost, damaged or destroyed in warranted cases, in consultation with the Legal & Compliance Head.

- 2.5.2.2.7 If the respondent does not admit culpability, the Discipline, Ethics and Values Committee shall conduct a formal hearing. The respondent shall be given the opportunity to be heard in person or through counsel after due notice to him served personally or by registered mail/courier at his address listed in the personal records. After the hearing, the Discipline, Ethics and Values Committee's findings and recommendations shall be forwarded to the President who shall take the necessary and appropriate actions thereon.
- 2.5.2.2.8 In case the respondent fails to appear at the formal hearing despite due notice, such failure shall constitute a waiver on the part of the respondent to be present thereon, and the Discipline, Ethics and Values Committee shall proceed with the hearing in his/her absence.
- 2.5.2.2.9 The Discipline, Ethics and Values Committee shall endeavor to complete the formal hearing and to render its decision within a period of 60 days from the date of receipt of report from Internal Audit. A copy of the Discipline, Ethics and Values Committee's decision shall be served on the respondent. The President shall be notified of the decision prior to its implementation.
- 2.5.2.2.10 The respondent may file a written request for a review or reconsideration of the Discipline, Ethics and Values Committee's decision within five (5) working days from receipt of such decision. Otherwise, the same shall be deemed final and executory. The decision on the respondent's written request for review or reconsideration shall be final.
- 2.5.2.2.11 Any modification of the Discipline, Ethics and Values Committee's decision shall be properly documented.
- 2.5.2.2.12 The President may, upon appeal and acknowledgement of guilt by respondent, exercise his power to grant clemency by modifying, amending or mitigating the disciplinary action imposed upon the respondent by the Discipline, Ethics and Values Committee. Such clemency shall not be considered as overturning, reversing or nullifying the decision of the Discipline, Ethics and Values Committee.



3 Employment

The Company recognizes its employees as fundamental to its success and future growth. A strategic and professional approach to recruitment and selection helps enable the Company to attract, appoint and retain staff with the necessary skills and attributes to fulfill its strategic aims, and to support the Company mission and vision.

The Company is committed to ensuring that the recruitment and selection of its employees are conducted in a manner that is systematic, efficient, and effective, while promoting good practice, adopting a proactive approach to equality, and supporting fully the Company's core business.

This Manual aims to ensure that the Company is in line with good employment practices and complies with the applicable statutory requirements.



3.1 Recruitment

3.1.1 Purpose

The purpose of this policy is to provide a framework for the recruitment process of the Company. This process includes activities such as advertising, use of executive search firm to showcase the Company to executives and workers, networking and any other measures designed to promote the Company as a desirable place to work.

3.1.2 Policies

- 3.1.2.1 The Company shall be committed to ensuring that its recruitment procedures are fair, open, and transparent and complying with relevant labor law provisions.
- 3.1.2.2 Employee Request Form (ERF) shall serve as the official medium in documenting requests and grant authorizations for the recruitment of new employees.
- 3.1.2.3 ERF shall be filed by the Hiring Manager, endorsed by the HR & Administration Head and approved by the President before sourcing can begin.
- 3.1.2.4 Prior to sourcing of candidates, the HR & Administration Head shall prepare the job description/s to be approved by the Hiring Manager. The job description/s shall provide, at the minimum, the following information:
 - a. Job title
 - b. Department
 - c. Reporting Lines
 - d. Key accountabilities
 - e. Skills and experience required or necessary
 - f. Behavioural competencies
 - g. Other job specific information (i.e., flexible work options, travel requirements)



3.1.2.5 In sourcing for applicants, the Company shall use any or all of the following methods:

3.1.2.5.1 INTERNAL SOURCING

a. Internal Candidate/s - The HR & Administration Head may opt to announce the vacancy through e-mail or office memo to existing employees. The Company may choose to restrict recruitment to internal candidates as part of talent management approach where:

- i. It is confident that there is a good internal pool of suitable candidates
- ii. It wants to offer the vacancy as a development opportunity with appropriate support as part of a wider talent management strategy
- iii. There is a requirement to attempt to redeploy existing staff as a result of internal restructuring.

Potential internal candidate/s shall meet the following requirements:

- i. Fits the job requirements as specified in the ERF
 - ii. Has served at least one (1) year of service
 - iii. With performance rating of at least Meets Standard (MS)
 - iv. With approval of the Department Head and the President
 - v. Has no derogatory records
- b. Internal Referrals - The HR & Administration Head may opt to announce the vacancy through e-mail or office memo then employees may refer their friends and/or relatives for the position. In this case, the Company shall not hire any applicant who is related by affinity or consanguinity up to the third (3rd) degree to and of its existing employees.



3.1.2.5.2 EXTERNAL SOURCING

- a. Referrals from External Network - The HR & Administration Head may use external networks to conduct search for candidates.
- b. Company Website - The HR & Administration Head may leverage on the technology by posting vacancy/ies in the Company's website.
- c. Executive Search - The HR & Administration Head may hire a recruitment consultant to perform search for potential candidates. This sourcing method may be used for vacancies in the position of officers and above and has to be indicated in the ERF to be approved by the President. Any external consultants or recruitment firms who assist in the recruitment process shall act in accordance with the Company's policies. The HR & Administration Head shall have the responsibility of communicating to the executive search firms the Company's recruitment policy.

At the minimum, external candidates shall meet the following requirements:

- i. Fits the job requirements as specified in the ERF
- ii. Legally entitled to work in the Philippines

3.1.2.6 All information gathered in the process shall be kept strictly confidential.



3.2 Selection

3.2.1 Purpose

The purpose of this policy is to provide a framework to ensure a proper selection process for the Company. This process encompasses activities that will evaluate the pool of applicants to discern if their abilities and qualifications are fit for the job and to ascertain if they possess values that are fit with the Company's culture. The objective is to narrow down the pool, to rank the top applicants, and to identify the sole applicant best suited to fill the job vacancy.

3.2.2 Policies

- 3.2.2.1 The Company shall observe equal employment opportunities. There shall be no discrimination on the grounds of sex, nationality, race, physical condition, marital status, family status, and religion unless these will hinder the candidate to carry out normal job duties.
- 3.2.2.2 All applicants shall accomplish the Application Declared Information form as requested.
- 3.2.2.3 At a minimum, candidates for a staff position shall undergo three (3) interviews, which are:
 - 3.2.2.3.1 Preliminary interview with HR & Administration Head
 - 3.2.2.3.2 Second interview with Hiring Manager
 - 3.2.2.3.3 Final interview with the President
- 3.2.2.4 Candidates for a Senior Officer position shall only undergo an interview with the President.
- 3.2.2.5 The HR & Administration Head shall conduct the interview guided by the Competency-based questionnaire. The interview shall be further documented through the Interview Rating Sheet.
- 3.2.2.6 The selection of the best candidate shall be participated by the President, Hiring Manager and HR & Administration Head.
- 3.2.2.7 Regardless of sourcing method used, all applicants shall undergo the same selection process.
- 3.2.2.8 Unsuccessful candidates shall be notified in person or thru e-mail as the Company's sign of courtesy.

3.3 Hiring

3.3.1 Purpose

The purpose of this policy is to provide a framework for the hiring process of the Company. The process starts with presenting of job offer to the first-choice candidate and ends with a candidate's acceptance of the offer.

3.3.2 Definition of Terms

1. Affinity

Defined as relationship by ties other than blood (e.g., marriage).

2. Consanguinity

Defined as relationship by blood.

3.3.3 Policies

3.3.3.1 The Company shall not hire any applicant who is related by affinity or consanguinity of up to the third (3rd) degree to and of its existing employees.

3.3.3.2 New recruits shall be required to undergo a medical examination and to submit the results prior to the employment contract signing. The results of the medical examination shall serve as basis if the new recruit is physically fit for work.

3.3.3.3 In case the new recruit is physically unfit for work, he/she shall be considered to be an unsuccessful candidate wherein proper notification shall be made.

3.3.3.4 The proposed remuneration package and job offer, including all revisions to it, shall be approved by the President.

3.3.3.5 All employment contract shall be prepared by the HR & Administration Head and signed by the following parties:

- a. New employee
- b. HR & Administration Head
- c. Chief Financial Officer
- d. President

- 3.3.3.6 One (1) copy of the signed employment contract shall be kept by the HRAD while another copy shall be given to the new hire.
- 3.3.3.7 New employees shall be required to submit completely the following pre-employment requirements prior to their first day of work:
- a. Copy of Transcript of Records
 - b. Results of Medical Examination
 - c. Original National Bureau of Investigation (NBI) Clearance
 - d. Five (5) pieces of 2x2 pictures (white background, corporate attire)
 - e. Copy of Birth Certificate
 - f. Copy of Community Tax Certificate
 - g. Background Check Authorization
 - h. Sketch of the Location of Residence
 - i. Copy of BIR Registration
 - j. Copy of Social Security System (SSS) Card
 - k. Accomplished ATM Application
 - l. P100.00 for account opening
- 3.3.3.8 HR and Administration Department shall conduct an orientation/induction program where, at the minimum, the following shall be discussed:
- a. Mission and Vision
 - b. Plantilla or Organizational Chart
 - c. Code of Discipline
 - d. General HR and Administration policies

3.4 Probationary and Regularization

3.4.1 Purpose

The purpose of this policy is to set out guidelines during employees' probationary period and their appointment to regular status.

3.4.2 Definition of Terms

1. Probation

Refers to the status appointed to newly hired staff.

2. Probationary Employee

A staff going under probationary period.

3. Probationary Period

Refers to the initial period of employment of six (6) months from date of hiring.

4. Regular Status

Refers to the status appointed to permanent employees entitled to full benefits as set out by this Manual.

5. Regularization

Refers to the process of appointment from probationary to permanent status.



3.4.3 Policies

3.4.3.1 Unless otherwise stated in the Employment Contract, officers and up shall be hired with regular status, while staff shall be required to undergo a probationary period of six (6) months.

3.4.3.2 In order to obtain regular employee status, probationary employees shall meet the following criteria:

3.4.3.2.1 Performance Rating - On the 5th month, the probationary employee shall undergo a performance evaluation by his immediate superior and obtain a performance rating of at least MS (Meets Standards) or above.

3.4.3.2.2 Attendance - Probationary employee shall not have been absent for more than three (3) times during the probationary period. However, absences for ten (10) continuous working days may still be considered under the following circumstances:

Nature of Absence	Required Documents for Submission
Medical/Health Reason	Medical Certificate and proof of medication
Accident	Police Report
Natural Calamities	Barangay Certificate

3.4.3.2.3 Punctuality - Probationary employee shall not have incurred tardiness exceeding six (6) times or 60 minutes during the probationary period.

3.4.3.2.4 Disciplinary Records - Probationary employee shall not have exhibited actions requiring disciplinary action during probationary period.

3.4.3.2.5 Derogatory Records - Probationary employee shall not have any derogatory records during the probationary period, specifically:

- No active sanction (i.e., written reprimand or suspension), except a reprimand for first error correction commission
- No involvement in any civil/criminal case (as a respondent) prior to joining the Company
- No negative background investigation from previous employer
- No false statements and declarations or omissions of material facts in the application for employment

- 3.4.3.2.6 In case of a pending investigation, the regularization letter shall not be released until full settlement/resolution of the case.
- 3.4.3.2.7 Pre-employment Requirements - Probationary employee shall have submitted all pre-employment requirements as oriented on hiring date.
- 3.4.3.3 Subject for review, probationary employees shall be confirmed as regular employees eligible for the employee benefits as appropriate. The regularized employee shall sign on the Regularization Letter.
- 3.4.3.4 If assessed that the employee has not met the criteria for regularization, a notice shall be given to him/her before the end of probationary period. In such case, the probationary employee shall be paid with the compensation and benefits earned during the probationary period pursuant to Company policies and the law.
- 3.4.3.5 Two (2) copies of regularization letter shall be prepared:
 - a. One (1) copy for the employee
 - b. One (1) copy for 201 file



3.5 Promotion

3.5.1 Purpose

The purpose of this policy is to layout the criteria for the promotion of employees and to assist the management in carrying-out the promotion process.

3.5.2 Policies

3.5.2.1 TYPES OF PROMOTION

3.5.2.1.1 ACROSS-JOB-GRADE PROMOTION - An employee moves to a higher job grade position and assumes a higher responsibility.

3.5.2.1.2 IN-BAND PROMOTION - An employee's meritorious performance in the same function is recognized.

3.5.2.1.3 STRUCTURAL PROMOTION - A structural promotion is given to officers who are approved for promotion, despite not meeting all promotion criteria, under any of the following conditions:

- a. Officer assumes a higher job grade or takes on higher responsibility (across job grade promotion)
- b. Officer is under-ranked for the current position, provided the following conditions are met:
 - i. Performance Rating
 1. At least Meets Standard (MS)
 2. If the officer's rating is Barely Meets Standard (BMS), Group Head justification is required
 3. Does Not Meet Standard (DMS) is an automatic disqualifier despite incumbent's under-ranked status in present position
 - ii. A minimum tenure of one (1) year is required for the following:
 1. For newly appointed officers
 2. For processing of another structural promotion from the last structural promotion



3.5.2.2 GENERAL GUIDELINES

3.5.2.2.1 The following guidelines shall apply for processing promotion of junior officers and staff:

- a. Performance rating - Employee's performance rating for the assessment years, last two (2) years, shall be at least Meets Standard (MS).
- b. Tenure in Rank - There shall be no tenure requirement for across-job-grade promotion. However, for in-band promotion, the employee shall have tenure in rank based on final performance rating/s, as follows:

Required Tenure in Rank	Final Rating
1 year	Far exceeds standard (FES), or Exceeds standard (ES) for 2 consecutive years
2 years	Exceeds standard (ES) for the recent year
3 years	Meets standard (MS) for the recent year

- c. Table of Organization - The proposed position shall be in the latest approved Company's Table of Organization.
- d. Job Levels - The recommended level shall be within the allowable range of ranks for the position. As a general rule, no skip level promotion shall be allowed.
- e. Attendance - A candidate for promotion shall not have any unauthorized absences during the semester prior to the processing of the promotion.
- f. Punctuality - Employee tardiness shall not exceed 18 times within the six (6)-month review period.
- g. Derogatory record - The employee shall not be the subject of any administrative investigation that may lead to disciplinary suspension or dismissal. The employee's promotion may be deferred while the disciplinary sanction is active and until it has been expunged. The table below shows the active period of a sanction during which a promotion may be deferred:

Disciplinary Sanction	Active Period of Sanction
Written Reprimand	6 months
Suspension	1 year

- h. Financial Accountability - the employee must not have any financial accountability arising out of any administrative case. If paying for a monetary liability, the employee shall not be considered for promotion for another six (6) months.



3.5.2.3 PROMOTION OF SENIOR OFFICERS

All Department Heads shall submit recommendations to HR and Administration Department. The HR and Administration Department shall check the senior officer's eligibility according to the established promotion criteria. Recommendations that meet the criteria shall be endorsed to the President and shall be approved by the Board of Directors.

3.5.2.4 PROMOTION OF JUNIOR OFFICERS

The following section shall discuss specific promotion guidelines/criteria for the processing/implementation of junior officer promotion:

- a. Performance Rating - At least Meets Standard (MS).
- b. Audit Rating- Where applicable, the officer shall have obtained an acceptable audit rating and shall not have any adverse audit findings.
- c. Effectivity Date - In-band promotion shall take effect on the officer's anniversary month, except when the anniversary month is from January to March, in which case the earliest effective date shall be in April. No retroactive effective date shall be allowed for In-band promotion. However, across-job-grade promotion, which entails assumption of a higher level responsibility, shall take effect one month after approval by the President.
- d. The Office of the Assistant to the Group Chairman (OAGC) shall determine the officer's promotion increase.



3.5.2.5 PROMOTION OF STAFF

3.5.2.5.1 Effectivity Date

- a. Across Job-Grade promotion salary increase shall take effect on the first (1st) or the 16th of the month upon completion of the three-month acting capacity status and shall be subject to compliance with all guidelines for promotion as specified in this policy document.
- b. In-band promotion salary increase shall take effect on June 16, subject to compliance with all guidelines for promotion as specified in this policy document.

3.5.2.5.2 Promotion Increase - the amounts of promotion increase shall vary depending on the employee's job grades and as approved by the President.



3.6 Resignation

3.6.1 Purpose

The purpose of this policy is to provide guidance on the acceptable grounds and proper execution of the resignation process within the Company.

3.6.2 Definition of Terms

1. Resignation

Refers to the voluntary termination initiated by an employee.

2. Resigning employee

An employee who has given notification on his/her resignation.

3.6.3 Policies

3.6.3.1 NOTIFICATION OF RESIGNATION

3.6.3.1.1 A resigning employee shall submit his/her resignation letter at least one (1) month or 30 days prior to the effective date of resignation to his/her immediate superior. Failure to do so, the resigning employee may be held liable for any damages suffered by the Company due to non-submission of resignation letter.

3.6.3.1.2 The contents of the resignation letter shall include, at the minimum, the following:

- a. Effective Date of resignation;
- b. Reason/s for the resignation; and
- c. Any other information that the resigning employee may deem necessary in the assessment and confirmation of his/her resignation.

3.6.3.1.3 A period of three (3) working days shall be given to the immediate superior of the resigning employee to endorse the resignation letter to the HR & Administration Head.

3.6.3.1.4 The resignation of an employee shall not be valid unless confirmed by his/her immediate superior and the HR & Administration Head.



3.6.3.2 CLEARANCE PROCESS

3.6.3.2.1 HR and Administration Department shall initiate the routing of ACF to the following departments:

- a. HR and Administration Department
- b. The Department where the employee is assigned
- c. Accounting & Financial Control Department
- d. Other departments identified by the HR & Administration Head

3.6.3.2.2 If there are pending accountabilities, the clearing department head shall:

- a. require the resigning employee to return any accountability identified or;
- b. make a list of all remaining accountabilities and attach supporting documents to the ACF as necessary.

The monetary value of all outstanding liabilities shall be considered in the computation of the resigning employee's final pay.

3.6.3.3 FINAL PAY COMPUTATION AND GUIDELINES

3.6.3.3.1 The resigning employee's salary worth 15 days from date of release of Accountability Clearance Form (ACF) to the resigning employee shall be put on hold until the release of his/her last and final pay.

3.6.3.3.2 The final pay shall be given to the resigning employee within 30 days subsequent to the effective date of resignation. Immediately after the release of check to the resigned employee, a Waiver, Release and Quitclaim shall be executed, to be signed by both the resigned employee and the HR & Administration Head, in behalf of the Company.

3.6.3.3.3 The final pay of a resigning employee is usually comprised, as applicable, of the following:

- a. Last semi-monthly pay
- b. Pro-rated 13th month pay
- c. Pro-rated midyear bonus
- d. Total unused leaves convertible to cash
- e. Tax due or refund



3.6.3.4 WITHDRAWAL OF RESIGNATION

- 3.6.3.4.1 In case a resigning employee wishes to withdraw his/her resignation, a notification in writing shall be prepared and submitted to his/her immediate superiors and/or relevant Department Head prior to effective date of resignation.
- 3.6.3.4.2 Withdrawal of resignation shall only be confirmed upon approval of relevant immediate superiors, Department Head and HR & Administration Head.
- 3.6.3.4.3 Should an employee desire to return after the effective date of resignation, he/she shall undergo the normal hiring process of the Company.

3.6.3.5 OTHERS

- 3.6.3.5.1 HR & Administration Head shall conduct an exit interview with the resigning employee to elicit employee feedback generally on how the Company could further improve and to help both the Company and the employee prepare for the separation.
- 3.6.3.5.2 HR & Administration Head shall maintain copies of the relevant documents in the resignation process such as:
 - a. Original copy of fully accomplished ACF and supporting documents, if any
 - b. Copy of Acceptance Resignation Letter
 - c. Signed Waiver, Release and Quitclaim Form
 - d. Results of Exit Interview



3.7 Termination

3.7.1 Purpose

The purpose of this policy is to provide guidance on the proper basis for a just and fair employee termination as provided by the Labor Code of the Philippines and to set out the appropriate procedures to be followed for the execution of such termination.

3.7.2 Definition of Terms

1. Preventive Suspension

Refers to the temporary termination/suspension from work of an employee accused of being a threat against the safety and welfare of his/her employer and/or co-employees.

2. Serious Misconduct

Defined as grave non-conformity of an employee to the established Code of Discipline of the Company.

3. Willful Disobedience

An intentional insubordination of an employee to the Company's set rules and regulations.

3.7.3 Policies

3.7.3.1 TERMINATION DUE TO JUST CAUSE

3.7.3.1.1 According to the Labor Code of the Philippines, the Company may terminate its employees for any of the following causes:

- a. Serious misconduct or willful disobedience by the employee of the lawful order of the Company or its representatives in connection with his/her work
- b. Gross and habitual neglect by the employee of his/her duties
- c. Fraud or willful breach by the employee of the trust reposed in him/her by the Company or duly authorized representative
- d. Commission of a crime or offense by the employee against the person of the Company or any immediate member of his/her family or his/her duly authorized representatives



e. Other causes analogous to the foregoing

3.7.3.1.2 The Company shall place the employee concerned under preventive suspension if his continued employment poses a serious and imminent threat to the life or property of the employer or of his co-workers. No preventive suspension shall last longer than 30 days.

3.7.3.1.3 The Company shall thereafter reinstate the employee in his former or in a substantially equivalent position or shall extend the period of suspension provided that during the period of extension, the Company pays the wages and other benefits due to the employee. In such case, the employee shall not be bound to reimburse the amount paid to him/her during the extension if the Company decides, after completion of the hearing, to dismiss the employee.

3.7.3.1.4 Generally, employees who are terminated due to the above-mentioned causes are not entitled to separation pay.

3.7.3.1.5 Same clearance process for resigning employees shall apply to terminated employees. Refer to policies and procedures on *Resignation* for details.

3.7.3.2 TERMINATION DUE TO AUTHORIZED CAUSE

3.7.3.2.1 According to the Labor Code of the Philippines, the Company may also terminate its employees for any of the following causes:

- a. Installation of labor-saving devices
- b. Redundancy
- c. Retrenchment to prevent losses
- d. Closing or cessation of operations

3.7.3.2.2 The Company may terminate the services of an employee who has been found to be suffering from any disease and whose continued employment is prohibited by law or is prejudicial to his/her health as well as to the health of his/her co-employees.



3.7.3.2.3 The Company may only terminate the employment of any employee due to the above-mentioned authorized causes by serving a written notice on the employee and the Department of Labor and Employment through its regional office having jurisdiction over the place of business at least one (1) month before the intended date.

3.7.3.2.4 Separation pay shall be given to employees in termination due to the above-mentioned authorized causes as follows:

Authorized Cause	Separation Pay Entitlement
Installation of labor-saving devices	One (1) month pay or one (1) month pay per Year of Service, whichever is greater*
Redundancy	
Retrenchment to prevent losses	One (1) month pay or one-half (1/2)-month pay per Year of Service, whichever is greater*
Closing or cessation of operations	
When an employee is suffering from disease	

*A fraction of at least six (6) months shall be considered one (1) whole year.

3.7.3.2.5 The basis of the separation pay shall be his/her salary rate as of the date of termination.

3.7.3.2.6 Same clearance process for resigning employees shall apply to terminated employees. Refer to *Resignation* policies and procedures for details.



4 Remuneration

4.1 Payroll Processing

4.1.1 Purpose

The purpose of this policy is to set out the guidelines and procedures in the payroll computation, processing, approval, recording and other payroll-related transactions.

4.1.2 Definition of Terms

1. Pro-rated Salary

Refers to the amount of compensation computed proportional to a specific base such as total working days or hours.

2. Overtime

Refers to the number of hours rendered beyond the regular working hours.

3. Statutory Deductions

The amounts deducted from an employee's gross compensation as mandated by the law.

4. PAG-IBIG or Home Development Mutual Fund

A government agency established to create benefit programs for affordable shelter financing for Filipino workers.

5. Philippine Health Insurance Corporation or PhilHealth

A government agency established to provide healthcare assistance for Filipino workers and other members.

6. Taxable Compensation Income

Refers to the total amount earned by an employee which is subject to compensation tax as mandated by law.



4.1.3 Policies

4.1.3.1 Employees shall be grouped for payroll purposes as follows:

- 4.1.3.1.1 Junior Officers and staff - includes all else below Senior Officers; payroll is processed by the Company's Human Resources and Administration Department
- 4.1.3.1.2 Senior Officers - includes Assistant Vice Presidents and up; payroll is processed in the Office of the Assistant to Group Chair

This Manual shall cover the payroll process for Junior Officers and staff only.

4.1.3.2 The following general guidelines shall be observed:

- 4.1.3.2.1 The Company shall observe applicable labor codes under the Philippine Law in providing compensation and benefits to its employees. In any situation wherein the Company policy is in contrary with the labor laws, the labor laws shall prevail.

4.1.3.2.2 Payroll shall be credited into employee bank accounts twice a month as follows:

Payroll Period	Credit Date
1 st to 15 th of the month	14 th day of the month
16 th to last day of the month	29 th day of the month

4.1.3.2.3 Note that if the credit date falls on a weekend or on a public holiday, the payout shall be made on the last banking day preceding the credit date.

4.1.3.2.4 In the case of resigning employees, HR & Administration Head shall suspend the payment of salary for a minimum of one (1) payroll period prior to effectivity date of resignation. Also, the resigning employee shall be cleared by all concerned units of accountabilities before the release of the final pay. Refer to policies and procedures on *Resignation* for details.



4.1.3.3 SALARY COMPUTATION GUIDELINES

4.1.3.3.1 The salary of employees shall be composed of the following:

- a. Earnings
 - i. Basic Pay
 - ii. Overtime Pay
 - iii. Allowances and Other Benefits
 - iv. Other Earnings
- b. Deductions
 - i. Statutory Deductions
 - ii. Voluntary Deductions
 - iii. Salary adjustments, if any

4.1.3.3.2 Earnings shall be computed as follows:

a. BASIC PAY

- i. In case an employee is entitled to a full month's pay, basic pay paid for one pay-out period shall be computed as follows:

$\text{Semi-monthly pay-out} = \text{Monthly Basic Salary} / 2$

e.g., Employee A has monthly basic salary of P30,000.00, Employee A shall receive P15,000 ($P30,000/2=P15,000$) for the first pay-out of the month.

- ii. In case an employee is not entitled to a full month's pay, basic pay shall be pro-rated based on the number of days worked:

$\text{Daily Rate} = (\text{MBS} \times 12 \text{ months}) / 261 \text{ days}$

$\text{Pro-rated Salary} = \text{Daily Rate} \times \text{No. of Days Worked}$

e.g., Employee A has monthly basic salary of P30,000.00 and is only entitled for 10 days of salary, Employee A shall receive P13,793.10 $\{[(P30,000 \times 12) / 261] \times 10 = P13,793.10\}$.

- iii. In case an employee is not entitled to a full day's pay, basic pay shall be pro-rated based on number of hours worked:

$\text{Hourly Rate} = \text{Daily Rate} / 8 \text{ hours}$

$\text{Pro-rated Salary} = \text{Hourly Rate} \times \text{No. of Hours Worked}$

e.g., Employee A (see example in i.) has monthly basic salary of P30,000.00 and is only entitled for 4 hours of salary, Employee A shall receive P689.66 $[(P13,793.10 / 8) \times 4 = P689.66]$.

**b. OVERTIME PAY**

- i. As exigency requires, the Company shall allow employees to render overtime (OT) work beyond their regular work schedule of eight (8) hours or during non-working days (Saturdays, Sundays and holidays). Employees who have rendered work in excess of regular work hours shall be entitled to an overtime pay.
- ii. The following requirements shall be followed for rendition of an overtime work:

1. Accomplishment by the employee of the Overtime Authorization Form which must be duly approved and signed by the immediate superior and/or respective Department Head before overtime is rendered.

The Overtime Authorization Form shall be submitted to HR and Administration Department as follows:

OT Period Covered	Deadline for Submission
1st to 15th of the month	22nd of the same month
16th to 31st of the month	7th of the following month

2. Presence of the employee's immediate superior during the overtime.
- iii. Overtime work shall start at 5:30 p.m. for employees who stay and continue to work after the official suspension of work due to inclement weather or other meritorious reasons as determined by the President.
- iv. Break periods of specified duration shall be deducted from the overtime work period before computing overtime payment as follows:

Overtime Period	Deductible Break Period
<i>On regular working day – For overtime work of :</i>	
1. Less than 2 ½ hours	No deduction
2. More than 2 ½ hours but less than 3 hours	Total minutes in excess of 2 ½ hours
3 Three to 5 ½ hours	Thirty (30) minutes
4. More than 5 ½ hours but less than 6 hours	Total minutes in excess of 5 hours
5. Six hours or more	One (1) hour
<i>On weekends or holidays:</i>	
If overtime work crosses over the lunch period of 12:00 noon to 1:00 p.m.	One (1) hour



- v. Overtime premium paid to the employees shall be as follows:

Day of OT work	Rate
Regular/ordinary working days	135 % of hourly rate
Saturday: 1st eight (8) hours	140 % of hourly rate
Saturday: in excess of eight (8) hours	150 % of hourly rate
Sunday: 1st eight (8) hours	175 % of hourly rate
Sunday: in excess of eight (8) hours	175% of hourly rate + 30% thereon
Legal/Regular holiday: 1st eight (8) hours	200% of hourly rate
Legal/Regular holiday: excess of eight (8) hours	230% of hourly rate
Special holiday: 1st eight (8) hours	130% of hourly rate
Special holiday: excess of eight (8) hours	130% of hourly rate +30% thereon

- vi. The payment of OT pay shall be credited into the employees' accounts as follows:

OT Period Covered	Credit Date
1st to 15th of the month	14th of the following month
16th to 31st of the month	29th of the following month

- vii. Queries, clarifications or requests for adjustment on overtime payments shall be emailed to the HR & Administration Head within two (2) weeks from release date of the OT pay. No request for overtime adjustments beyond the 2-week period from pay-out date shall be processed accordingly. On the other hand, all valid overtime adjustments shall be processed and paid-out as follows:

Overtime Pay-out Date	Period to Submit Queries	Release of Valid Overtime Adjustments
14th of the month	Before the 29th payroll date of the same month	On the 29th payroll date of the next month
29th of the month	Before the 14th payroll date of next month	On the 14th payroll date of the second month



- viii. Employees rendering overtime shall be entitled to overtime allowance as follows:

Condition	Officers	Staff
For work rendered for at least three and a half (3 ½) hours on a regular working day	P250	P130
For at least three (3) hours of work on Saturdays, Sundays & holidays	JAM-AM=P250	P130
	SAM and up = P300	
For at least six (6) hours of work on Saturdays, Sundays & holidays	JAM-AM=P350	P200
	SAM and up = P400	

c. ALLOWANCES AND OTHER BENEFITS

Allowances shall be credited to the employees' payroll as follows:

- i. Medical Allowance - The Company shall provide an annual medical allowance to be given every first payroll period of the months January and July based on the length of stay within the applicable semester.
- ii. Clothing Allowance - The Company shall provide an annual clothing allowance to be given every September 3 to regular employees to be pro-rated based on the length of stay within the applicable year.

Refer to *Benefits* policies and procedures for details.

d. OTHER EARNINGS

The Company shall provide bonuses to its employees as follows:

- i. Mid-year Bonus - The Company shall provide its employees a Mid-year Bonus equivalent to an employee's one (1) month gross salary as of release date. The bonus shall be credited in advance to the employees' payroll accounts on May 15. However, if it falls on a weekend or a public holiday, the payout shall be made on the last banking day preceding the credit date.
- ii. Christmas Bonus - The Company shall provide its employees a Christmas bonus equivalent to an employee's two (2) months gross salary as of December 16 (inclusive of 13th month pay in compliance with the law). The bonus shall be credited in advance to the employees' payroll accounts on November 15. However, if it falls on a weekend or a public holiday, the payout shall be made on the last banking day preceding the credit date.

Refer to *Benefits* policies and procedures for details.



4.1.3.3.3 Deductions shall be computed as follows:

a. STATUTORY DEDUCTIONS

- i. Social Security System (SSS) - As mandated by law, the Company shall deduct a corresponding amount of premium against employees' salary and remit accordingly. The Social Security Program provides a benefit package in the event of death, disability, sickness, maternity, and old age. Refer to *Annex G* for details.
- ii. PhilHealth - As mandated by law, the Company shall deduct a corresponding amount of premium against employees' salary and remit accordingly. The National Health Insurance Program (NHIP), formerly known as Medicare, is a health insurance program for SSS members and their dependents. It serves as a means for the healthy to help subsidize the sick who may find themselves in need of financial assistance when they get hospitalized. Refer to *Annex H* for details.
- iii. Pag-IBIG Fund/Home Development Mutual Fund (HDMF) - As mandated by law, the Company shall deduct a corresponding amount of premium against employees' salary and remit accordingly. The fund offers loans and access to housing programs to its contributory members. Refer to *Annex I* for details.
- iv. Income tax - Income tax is imposed on the compensation income earned within the Philippines, whether resident, non-resident, citizen or alien. The Company withholds such income tax by deducting from the employees' payroll.

The Company uses an annualized withholding tax method in the calculation of income tax to be withheld.

Projected total income tax of an employee for one calendar year is computed by HR & Administration Head on the first pay of the employee. The projected total income tax for a calendar year is then divided by the remaining payroll periods to arrive at the income tax to be withheld for each payroll period.

At the last quarter of the year, HR & Administration Head re-computes the tax due from each employee based on the total taxable compensation income for the entire taxable year. The difference between the tax due from the employee for the entire year and the sum of taxes withheld for the preceding months shall either be withheld from his salary of last payroll period or refunded not later than January 25 of the succeeding year. Refer to *Annex J* for details.



b. VOLUNTARY DEDUCTIONS

- i. Company Loans - The Company shall offer its employees various financial assistance programs such as emergency loan and car loan.
- ii. Loans with Government Agencies - Payments of loans obtained from government agencies (e.g., SSS, Pag-IBIG) shall be deducted from relevant employee's payroll based on their agreement.



5 Benefits

In order to maintain a healthy working environment, the Company defines a benefit plan that will motivate its employees to achieve an improved work performance and efficiency. Additional benefits aim to develop defined performance recognition through proper employee compensation.

This Manual contains the list of benefits provided by the Company to its employees. It provides comprehensive description of each benefit and its corresponding policies. As explained in this Manual, employee benefits include basic allowances, leave credits, bonuses, loan assistance, medical and dental benefits, and insurance plans. It also covers description of employees who are entitled for such benefits including their allowed dependents. This shall serve as a guide in all issues concerning employee benefits.



5.1 Allowances

5.1.1 Purpose

The purpose of this policy is to provide an outline for allowances to be provided to eligible Company employees.

5.1.2 Definition of Terms

1. Clothing Allowance

A sum of money given to employees to cover their expenses on necessary apparel.

2. Medical Allowance

A sum of money given to employees to cover their healthcare expenses.

3. Gynecological Disorders

Refers to the disorders requiring surgical procedures such as, but not limited to, dilatation and curettage and those involving the female reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breasts, adnexa, and pelvic floor, as certified by a competent physician. It also includes hysterectomy, ovariectomy and mastectomy.

4. Regular Employee

An employee appointed with a regular status.

5. Probationary Employee

A staff going under probationary period.



5.1.3 Policies

5.1.3.1 MEDICAL ALLOWANCE

5.1.3.1.1 The Company shall grant an annual medical allowance to all its regular employees as follows:

Date of Release	Period Covered	Medical Allowance	
		Officers and up	Staff
January 10	January to June of the current year	P 6,500.00	P 5,500.00
July 10	July to December of the current year	6,500.00	5,500.00
Total		P 13,000.00	P 11,000.00

5.1.3.1.2 The following policies for the full or pro-rata entitlement and deduction of the medical allowance shall apply:

Full entitlement policy	Regular employee as of January 1 and present at the time of release shall be given a full medical allowance.
Pro-rata entitlement	Newly hired officer or staff appointed to regular status after release date shall be given a pro-rate medical allowance reckoned from the date of regularization to the end of the semester, either on June 30 or December 31. Release date for pro-rata amount shall be on the nearest payroll period after hiring date (for officers) or regularization date (for staff).
Deduction policy	If an employee is separated after the release of the medical allowance and before the end of the corresponding semester, the un-served portion of the medical allowance shall be deducted from his/her separation pay.

5.1.3.1.3 The computation for the pro-rata amount of the medical allowance shall be as follows:

$$\text{Pro-rata Allowance} = \frac{\text{No. of days from hiring date to end of semester}}{182.5 \text{ days}} \times \text{Full Allowance}$$

**5.1.3.2 CLOTHING ALLOWANCE**

5.1.3.2.1 The Company shall grant an annual clothing allowance every September 3 to all its regular employees as follows:

Employee	Clothing Allowance
Officer	Amount varies according to the officer's rank
Male Staff	P13,000
Female Staff	P4,500 in addition to four (4) sets of uniforms and two (2) blazers in two distinct styles

5.1.3.2.2 Eligible employees shall submit valid official receipts (OR) on or before August 15 of the current year. The following policies for the full or pro-rata entitlement and deduction of the clothing allowance shall apply:

Employee	Condition for Full Entitlement	Condition for Pro Rata Entitlement	Deduction Policy in Case of Separation
Officer	a. Officer status as of September 1 and present at the time of release or; b. Newly appointed officer as of September 1 or; c. Newly hired officer as of September 1.	Newly hired or newly appointed officer after September 1 shall be given a pro-rata clothing allowance reckoned from hiring or appointment date to August 31 of the succeeding year.	If an employee is separated after the release of the clothing allowance, the unserved portion of the allowance shall be deducted from his/her separation pay. Also, female staffs shall be required to surrender the uniform provided by the Company upon separation.
Staff	Regular employee status as of September 1 and present at the time of release.	Staff appointed to regular status after September 1 shall be given a pro-rate clothing allowance reckoned from regularization date to August 31 of the succeeding year.	

5.1.3.2.3 The computation for the pro-rata amount of the clothing allowance shall be as follows:

$$\text{Pro-rata Allowance} = \frac{\text{No. of days from hiring date or regularization date to Aug. 31}}{365 \text{ calendar days}} \times \text{Full Allowance}$$



5.1.3.3 GASOLINE ALLOWANCE

- 5.1.3.3.1 The Company shall provide its eligible officers with a Fixed Monthly Gas Allowance (FMGA) as follows:

Rank	Monthly Gasoline Allowance
Senior Vice President	250 liters
Executive Vice President to President	300 liters

- 5.1.3.3.2 The FMGA shall be credited to the officer's payroll account every 14th of the month. Submission of supporting documents such as official receipts (ORs) shall not be necessary.
- 5.1.3.3.3 The allowance shall be based on the previous month's average price per liter of premium gasoline as reported by Metrobank's accredited gasoline station.
- 5.1.3.3.4 Eligible officer present on the 1st day of the month shall be given a full gasoline allowance.
- 5.1.3.3.5 Newly appointed or newly hired eligible officer after the release date shall be entitled to a pro-rated gasoline allowance up to the end of the month, which shall be released on the following month.
- 5.1.3.3.6 If an officer is separated after the release of the gasoline allowance and before the end of the month, the unserved portion of the allowance shall be deducted from his/her separation benefits.



5.1.3.4 DRIVER'S ALLOWANCE

- 5.1.3.4.1 The Company shall grant its eligible officers with a Monthly Driver's Allowance, provided the services of a personal driver are engaged, (i.e., the driver is employed by the officer):

Rank	Monthly Driver's Allowance
Senior Vice President	P 10,000.00
Executive Vice President	11,000.00
President	12,000.00

- 5.1.3.4.2 The Company shall also grant the driver's 13th month pay, equivalent to the driver's corresponding monthly allowance.
- 5.1.3.4.3 The Driver's Allowance shall be credited to the officer's payroll account every 12th of the month.
- 5.1.3.4.4 Eligible officer present on the 1st day of the month shall be given a full driver's allowance.
- 5.1.3.4.5 Newly appointed or newly hired eligible officer after the release date shall be entitled to a pro-rated driver's allowance up to the end of the month, which shall be released on the following month.
- 5.1.3.4.6 If an officer is separated after the release of the driver's allowance, the unserved portion of the allowance shall be deducted from his/her separation benefits.
- 5.1.3.4.7 Eligible officers shall be required to report the driver's name and to submit a photocopy of the driver's valid Driver's License to HR and Administration Department.
- 5.1.3.4.8 In case of the driver's separation, HR and Administration Department shall be advised within 24 hours upon knowledge of the driver's separation date. Any subsequent replacement shall be advised to HR and Administration Department following the requirement in 6.1.3.4.7.



5.2 Leave Benefits

5.2.1 Purpose

The purpose of this policy is to give an outline on the process of providing leave benefits to eligible Company employee.

5.2.2 Definition of Terms

1. Emergency Leave

An authorized compensated absence granted for an unforeseen incidents that require immediate action by the employee.

2. Leave Without Pay (LWOP)

An unauthorized absence that does not merit any compensation.

3. Parental or Solo Leave

An authorized absence granted to solo parents to enable them to fulfill parental responsibilities which require their presence.

4. Probationary Employee

Refers to the staff going under an initial period of employment of six (6) months from date of hiring.

5. Regular Employee

Refers to the permanent employee entitled to full benefits as set out by this Manual.



5.2.3 Policies

5.2.3.1 VACATION LEAVE

5.2.3.1.1 The Company shall grant 15 working days of vacation leave (VL) credits to all its regular employees per year.

5.2.3.1.2 Policies on VL credits:

- a. VL credits of regular employees shall accrue at the rate of 1.25 days upon completion of each month or a total of 15 days for one (1) year. The 15 days of accrued credits shall be given at the start of the year.
- b. VL credits of probationary employees shall accrue from the date of hiring, as follows:

Hiring Date	Entitlement to VL Credits
1st to 7th day of the month	1.25 days
8th to 22nd day of the month	0.625 days
23rd to end of the month	No credit

- c. Probationary employees can avail of their leaves with pay only upon their appointment to regular status.
- d. If an employee's VL credits have been exhausted, the excess leaves shall be considered as leave without pay (LWOP) and the equivalent amount shall be deducted from the employee's salary.
- e. An employee shall not earn VL credits while on leave without pay (LWOP). LWOPs shall be deducted from the 1.25 monthly VL credits as follows:

Leave Without Pay (LWOP) in a Month	Deduction from Leave Credits
1 to 7 days	None
8 to 22 days	0.625 days
23 days and up	1.25 days



5.2.3.1.3 Policies on reserve VL credits and availment:

- a. Employees shall be allowed to keep reserve VL credits up to a maximum of 15 days each year. Any unused VL earned in excess of the reserve shall be forfeited at the end of the year.
- b. Employees who have not earned the full 15 days of leave credits or who have not accumulated enough VL credits shall be exempted from the required availment of 15 working days of VL each year.
- c. The Application for Leave of Absence (AFLA) form shall serve as the official medium for filing of leaves.
- d. Filing of VL shall be done at least seven (7) working days prior to the date of scheduled leave.
- e. The VL may be taken straight or in a broken schedule to ensure that the requirements of operations are met and servicing of clients is maintained.
- f. The Company may require officers and staff to go on an unscheduled or unannounced VL, as deemed necessary, for control and audit purposes.
- g. The President's approval shall be required on Senior Officers' VL availment for a period of at least five (5) consecutive working days.
- h. All planned VL shall be availed as scheduled. Revision or cancellation of the scheduled leaves shall not be allowed except for justifiable reasons (e.g., work requirement).
- i. The supervising Department Heads shall be responsible for ensuring that the 15 days required leave, if work requirement allows, were availed.

5.2.3.1.4 Policy on forfeiture of unused VL credits for officers and staff:

VL credits in excess of 15 working days that remain unused by the end of the year shall be forfeited and shall not be converted to their cash equivalent. However, in special cases when an employee on scheduled leave is recalled to work due to exigency, the officer shall be allowed to reschedule the unused vacation leave/s to a later date (until first quarter of the succeeding year) before the leave credits are forfeited and shall be subject to approval by the President.



5.2.3.1.5 Policy on extension of VL:

All employees may be allowed to avail an extended leave of up to 120 calendar days for special reasons inclusive of VL with pay and without pay. This extended leave can be availed once every three (3) years and shall be subject to the President's prior approval.

5.2.3.1.6 Effect of separation:

Upon a staff's resignation or retirement, all his/her earned and unused VL credits shall be converted into their cash equivalent. Conversely, his/her used but unearned VL credits shall be deducted from the staff's last pay. For officers, only a maximum of 15 days can be converted to cash. Termination for just cause shall result into the forfeiture of all of the terminated employee's outstanding VL credits.



5.2.3.2 SICK LEAVE

5.2.3.2.1 The Company shall grant 15 working days of sick leave (SL) credits to all its regular employees per year.

5.2.3.2.2 Policies on SL credits:

- a. Regular employee's SL credits shall accrue at the rate of 1.25 days upon completion of each month or a total of 15 days for one (1) year. The 15 days of accrued credits shall be given at the start of the year.
- b. Probationary employees' SL credits shall accrue from the date of hiring, as follows:

Hiring Date	Entitlement to SL Credits
1st to 7th day of the month	1.25 days
8th to 22nd day of the month	0.625 days
23rd to end of the month	No credit

Probationary employees can avail of their leaves with pay only upon their appointment to regular status.

- c. If an employee's SL credits are exhausted, excess leaves shall be charged to his/her vacation leave (VL) credits.
- d. An employee shall not earn SL credits while on leave without pay (LWOP). LWOPs shall be deducted from the 1.25 monthly SL credits as follows:

LWOP in a Month	Deduction from Leave Credits
1 to 7 days	None
8 to 22 days	0.625 days
23 days and up	1.25 days



5.2.3.2.3 Policies on availment of SL:

- a. The Application for Leave of Absence (AFLA) form shall serve as the official medium for filing of leaves.
- b. An employee shall file his/her SL on the first working day of his/her return to work.
- c. An employee shall submit a medical certificate from his/her attending physician for a consecutive SL of more than three (3) days.

5.2.3.2.4 Policy on accumulation of SL credits:

SL credits shall be allowed to accumulate up to a maximum of 30 working days.

5.2.3.2.5 Policy on cash conversion of SL credits:

SL credits in excess of 30 working days shall be converted to their cash equivalent on February 7 of each year.

5.2.3.2.6 Effect of separation:

Upon an employee's resignation or retirement, all his/her earned and unused SL credits shall be converted into their cash equivalent. Conversely, his/her used but unearned VL credits shall be deducted from the employee's last pay. Termination for just cause shall result to the forfeiture of the terminated employee's outstanding SL credits.



5.2.3.3 EMERGENCY LEAVE

5.2.3.3.1 The Company shall grant all its regular employees with ten (10) working days of emergency leave (EL) per year for the following purposes:

Reason*	Maximum Number of Days in a Year
Confinement of an employee's parent/s, parent/s-in-law, spouse or child in a hospital, Intensive Care Unit (ICU) of a hospital or clinic due to an emergency, provided that the hospital or clinic is accredited by PhilHealth	Five (5) days of emergency leave
Death of an employee's parent/s, parent/s-in-law, spouse or child	
Natural calamities such as fire, heavy floods (provided said barangay has been declared under state of calamity) and similar occurrences or "General strike" as confirmed by Management	Five (5) days of emergency leave
*Supporting documents such Death Certificate, Medical Certificate or Barangay clearance shall be required as attachments when availed.	

5.2.3.3.2 Policies on EL credits:

- a. If an employee's EL credits are exhausted, excess leaves shall be charged to his/her vacation leave (VL) credits.
- b. An EL taken due to the death of a member of the employee's immediate family may last up to a maximum of seven (7) days, provided that the additional two (2) days shall be deducted from the employee's five (5) days of emergency leave for natural calamities.
- c. EL credits shall neither be cumulative nor convertible to cash.



5.2.3.4 LEAVE WITHOUT PAY

5.2.3.4.1 As a general policy, an employee shall be considered on leave without pay (LWOP) if the employee's leave credits are already exhausted.

5.2.3.4.2 Computation of salary deductions for LWOP:

- a. For an employee with LWOP of at least six (6) working days crossing over a weekend, the deduction shall be based on calendar days.
- b. For illustration, employee A is on LWOP from January 5 (e.g., Monday) to January 12 (e.g., Monday of the following week) and reports back to work on January 13 (e.g., Tuesday). The number of days counted as LWOP shall be six (6) working days while the number of days for payroll deduction shall be eight (8) calendar days.
- c. An employee with at least eight (8) calendar days LWOP shall be excluded from payroll.



5.2.3.5 MATERNITY LEAVE

- 5.2.3.5.1 The Company shall provide all its regular and probationary female employees with maternity leave in case of birth, delivery or miscarriage. Maternity leave shall be granted and compensated based on the Social and Security System (SSS) ruling:

Type of Delivery	Maximum Number of Days
Normal delivery	60 calendar days
Miscarriage	
Caesarean delivery	78 calendar days

- 5.2.3.5.2 Maternity leave with pay shall be given up to four (4) deliveries including miscarriage, after which the same shall be charged to vacation leave (VL). As required by the SSS, the employee shall notify the Company of her pregnancy and the probable date of her childbirth.
- 5.2.3.5.3 The official maternity schedule of an employee shall be based on the schedule she submitted to the SSS.
- 5.2.3.5.4 If an employee's leave is taken earlier than the scheduled maternity leave, the said days of leave taken shall be deducted from her sick leave (SL) credits.
- 5.2.3.5.5 If an employee's maternity leave exceeds the maximum number of prescribed days, the excess days of leave shall be deducted from her VL credits, if any. If none, the excess leave/s shall be considered leave without pay (LWOP) and the equivalent amount shall be deducted from the employee's salary.



5.2.3.6 PATERNITY LEAVE

- 5.2.3.6.1 The Company shall provide all its regular and probationary married male employees with seven (7) working days of paternity leave when his legal wife gives birth or suffers a miscarriage.
- 5.2.3.6.2 An employee's paternity leave may be converted to cash when he cannot schedule said leave due to work exigency.
- 5.2.3.6.3 If the employee's paternity leave exceeds the maximum number of prescribed days, the excess leave/s shall be deducted from his vacation leave (VL) credits, if any. If the employee's VL credits are already exhausted, his excess leave/s shall be deducted from his salary as leave without pay (LWOP).
- 5.2.3.6.4 Paternity leave shall be availed before, during and after delivery of the employee's wife. In case the leave is availed after delivery, it shall be taken on staggered basis within two (2) months from the delivery date.
- 5.2.3.6.5 Paternity leave availment shall be filed using the Application for Leave Absence (AFLA) form upon the employee's return to work.



5.2.3.7 PARENTAL OR SOLO LEAVE

- 5.2.3.7.1 The Company shall provide its regular employees who are solo-parents with seven (7) working days of parental leave to enable them to perform parental duties and responsibilities which require their physical presence.
- 5.2.3.7.2 The solo parent-employee shall have had at least one (1) year of service in the Company, whether continuous or broken, to avail the parental or solo leave.
- 5.2.3.7.3 The solo parent-employee shall submit a written advice and Solo Parent identification card (ID) issued by the Office of the City or Municipal Social Welfare and Development Office.
- 5.2.3.7.4 Parental leave shall be non-cumulative and non-convertible to cash.
- 5.2.3.7.5 If a solo parent-employee's parental leave exceeds the maximum number of prescribed days, the excess leave/s shall be deducted from the employee's vacation leave (VL) credits, if any. If the employee's VL credits are exhausted, excess days of leave taken shall be considered leave without pay (LWOP) and the equivalent amount shall be deducted from his/her salary.
- 5.2.3.7.6 If the solo parent leave is availed because of an emergency, he/she shall file his leave through the Application for Leave Absence (AFLA) upon return to work. For non-emergency purposes, such as school enrollment, Parent and Teachers Association (PTA) meeting, or other anticipated reason, the leave shall be filed seven (7) working days prior to the scheduled parental or solo leave.



5.2.3.8 SPECIAL LEAVE FOR WOMEN

5.2.3.8.1 The Company shall provide its regular female employees, who will undergo surgery due to gynecological disorder, with a special leave of up to a maximum period of two (2) months per year with full pay based on her gross monthly compensation.

5.2.3.8.2 In cases of doubt as to the definition of gynecological disorders, the Company shall exercise final decision after proper consultation with a medical doctor/specialist.

5.2.3.8.3 Any female employee regardless of age and status with at least six (6) months continuous aggregate employment service with the Company for the last 12 months prior to surgery and has undergone surgery due to gynecological disorders as certified by a competent physician shall be eligible for the Special Leave for Women.

5.2.3.8.4 The employee shall submit the following documents within five (5) working days upon reporting to work:

- a. Copy of the Application for Leave of Absence (AFLA) form indicating the leave period duly approved by the supervising officer
- b. Certificate or schedule of confinement/hospitalization
- c. Medical certificate from the physician/surgeon accompanied by a clinical summary reflecting the following:
 - i. Gynecological disorder which was addressed by the said surgery
 - ii. Histopathological report
 - iii. The operative technique used for the surgery
 - iv. The duration of the surgery from admission to discharge from the hospital
 - v. The employee's estimated recuperation period as certified by the attending physician



- 5.2.3.8.5 Special Leave for Women shall be non-cumulative and non-convertible to cash.
- 5.2.3.8.6 If an employee's special leave exceeds the maximum number of prescribed period of two (2) months, the excess leave/s shall be deducted from the employee's sick leave credits.
- 5.2.3.8.7 If an employee's sick leave credits are exhausted, excess leave/s shall be charged to available vacation leave credits. If the employee's VL credits are exhausted, excess days of leave taken shall be considered leave without pay (LWOP) and the equivalent amount shall be deducted from the salary of the employee.



5.3 Bonuses

5.3.1 Purpose

The purpose of this policy is to govern the Company's bonus schemes for its eligible employees in addition to those required by law.

5.3.2 Policies

5.3.2.1 MID-YEAR BONUS

5.3.2.1.1 The Company shall grant a mid-year bonus equivalent to an employee's one (1) month gross basic salary as at the time of the release.

5.3.2.1.2 The mid-year bonus shall be released in advance on May 15 of each year.

5.3.2.1.3 The entitlement and deduction shall be as follows:

Classification of Employee	Condition for Full Entitlement	Condition for Pro-rata Entitlement	Deduction Policy
Officer	Officer with at least six (6) months of service with the Company as of June 30 shall be given full entitlement for mid-year bonus.	a) Officer with less than six (6) months of service with the Company as of June 30 shall be given a pro-rata mid-year bonus. b) Officer hired after May 15 shall be given a pro-rata mid-year bonus reckoned from hiring date to June 30.	If an officer is separated after May 15 but before July 1, the unserved portion of the bonus (computed by number of days before July 1) shall be deducted from the separation benefits.



Classification of Employee	Condition for Full Entitlement	Condition for Pro-rata Entitlement	Deduction Policy
Staff with regular employment status	a) Regular staff with at least six (6) months of service with the Company as of June 30 shall be given full entitlement for mid-year bonus. b) Probationary staff appointed to regular employment status after May 15 but before July 1 shall be given full entitlement for mid-year bonus.	Newly hired staff after the May 15 date shall not be entitled to a bonus.	If a staff is separated after May 15 but before July 1, the unserved portion of the bonus (computed by number of days before July 1) shall be deducted from the separation benefits.

5.3.2.1.4 Further explanation on corresponding deduction for unserved portion of bonus from separation benefits is explained below.

In case when an employee is separated May 23, the deduction shall be computed as follows:

$$\text{Amount of Deduction} = \frac{\text{Mid-year Bonus} \times 6}{182.5 \text{ days}} \times 37 \text{ days}^*$$

*37 days = No. of days between May 23 to June 30



5.3.2.2 CHRISTMAS BONUS

5.3.2.2.1 The Company shall grant a Christmas bonus equivalent to an employee's two (2) months gross basic salary as of December 16 (inclusive of the 13th month pay, in compliance with the law).

5.3.2.2.2 The Christmas bonus shall be released in advance on November 15 of each year.



5.3.2.2.3 The entitlement and deduction shall be as follows:

Classification of Employee	Condition for Full Entitlement	Condition for Pro-rata Entitlement	Deduction Policy
Officers and staff	Employees who have rendered service for the whole calendar year shall be given full entitlement for Christmas bonus.	<p>a) An employee with less than one (1) year of service with the Company as of December 31 and present at the time of release shall be entitled to a pro-rata Christmas bonus based on two (2) months' salary.</p> <p>b) An employee hired after November 15 shall be entitled to a pro-rata Christmas bonus based on his/her two (2) months' salary reckoned from hiring date to December 31.</p> <p>c) An employee whose separation date is prior to November 15 shall be entitled only to a pro-rata 13th month pay equivalent to one (1) month basic pay, reckoned from January to the effectivity date of separation for the corresponding year.</p>	<p>If an employee is separated after November 15 but before December 31, the unserved portion of the bonus (computed by the number of days before December 31) shall be deducted from separation benefits.</p> <p>An employee's leave without pay of at least 15 calendar days during the year shall be deducted from the employee's tenure for that particular year, and the corresponding amount shall be deducted from the bonus.</p>



5.4 Travel Allowances

5.4.1 Purpose

The purpose of this policy is to provide limits and conditions on reasonable expenses to incur when an employee travels as demanded by business objectives. Also, this is to serve as a guide in the documentation and approval for official business trips.

5.4.2 Definition of Terms

1. Official Business Travel

A travel conducted as needed in business operation which is to be done outside the office of the Company. Official business travel is further classified as follows:

- a. Home base - official business travel within the boundaries of Metro Manila or within 50 kilometer radius from the municipality of the Company.
- b. Domestic Travel - official business travel outside the home base and within the Philippines.
- c. Foreign Travel - official business travel outside of the Philippines.

2. Travel Allowance

A sum amount of money provided by the Company to cover the costs to be incurred during an official business travel.

3. Local Transportation

Refers to the cost of transportation expenses incurred during an official business travel.

4. Work-related Incidental Expenses

Refers to various costs incurred as demanded by an employee's duties aligned with business objectives.

5. Travelling Employee

Refers to an employee who goes for an Official Business Travel.



5.4.3 Policies

5.4.3.1 GENERAL POLICIES

- 5.4.3.1.1 The Travelling Employee shall prepare and submit a Business Travel form to initiate his/her request to travel for business purposes.
- 5.4.3.1.2 The Business Travel form, at the very least, shall contain the following information:
- Name of Traveler
 - Department
 - Position
 - Travel Details, and
 - If necessary, details of Cash Advance.

5.4.3.2 DOMESTIC TRAVEL ALLOWANCE

- 5.4.3.2.1 Employees who are assigned to go to an official domestic travel shall be provided a daily travel allowance as follows:

Rank	Domestic Travel Allowance
Staff	P 350.00
Junior Assistant Manager to Assistant Manager	400.00
Senior Assistant Manager to Senior Vice President	500.00
Executive Vice President	600.00
President	1,000.00

- 5.4.3.2.2 The allowance provided shall cover daily meal expenses only.
- 5.4.3.2.3 In case all expenses of the business trip are paid by a sponsoring company or when full board meals are provided, only P150.00 shall be provided to employees, regardless of rank, to serve as pocket money.
- 5.4.3.2.4 The allowance shall also be given for whole day trips that do not require an overnight stay but which require the officers/staff to return to home base after 3:00 p.m.



5.4.3.2.5 In the computation of the daily travel allowance that may be claimed, the first day (i.e., date of departure from the office) shall be included while the last day shall be excluded. The last day may be included only if arrival at the home base is after 3:00 p.m.

5.4.3.2.6 The signatories of Official Business (OB) forms for domestic travel shall be as follows:

Description	Signatory
Endorsed by	Department Head
Approved by	President
Noted by	HR & Administration Head



5.4.3.3 FOREIGN TRAVEL ALLOWANCE

5.4.3.3.1 Employees who are assigned to go to an official foreign travel shall be provided a daily travel allowance as follows:

Rank	Japan and Europe	Asia (except Japan), Australia and United States of America
Staff	US\$ 60.00	US\$ 50.00
Junior Assistant Manager to Assistant Manager	70.00	60.00
Senior Assistant Manager to Senior Manager	80.00	70.00
Assistant Vice President	100.00	85.00
Vice President	110.00	95.00
First Vice President	120.00	100.00
Senior Vice President	130.00	110.00
Executive Vice President	140.00	120.00
President	160.00	140.00

5.4.3.3.2 The allowance provided shall cover daily meal expenses only.

5.4.3.3.3 In case all expenses of the business trip are paid by a sponsoring company or when full board meals are provided, only US\$35.00 shall be provided to employees, regardless of rank, to serve as pocket money.

5.4.3.3.4 The signatories of OB forms for foreign travel shall be as follows:

Description	Signatory
Endorsed by	Department Head
Approved by	President
Noted by	HR & Administration Head



5.4.3.4 LODGING/ACCOMODATION

- 5.4.3.4.1 When an employee is on an official business trip and requires an overnight stay, the Company shall shoulder the lodging/accommodation expense as follows:

Rank	Type of Hotel
Staff	3 stars
Junior Assistant Manager to Assistant Manager	3 stars
Senior Assistant Manager to Senior Vice President	4 stars
Executive Vice President to President	4 stars

- 5.4.3.4.2 In special cases when the actual accommodation exceeds the prescribed type of hotel, a documented endorsement from immediate superior and approval from the President shall be acquired.
- 5.4.3.4.3 As a general rule, if two (2) or more employees of the same gender are travelling together, room sharing shall be observed. Exception to the rule, are officers with the rank of Executive Vice President (EVP) and up are entitled to a single room.
- 5.4.3.4.4 The Administrative Assistant shall make all the necessary reservations.
- 5.4.3.4.5 The accommodation shall be arranged only through accredited hotels.



5.4.3.5 FLIGHT SERVICES

5.4.3.5.1 The Company shall shoulder plane fares when employees go for an official business travel as follows:

Rank	Flight time is 5 hours or less	Flight time is more than 5 hours
Staff	Economy Class	Economy Class
Junior Assistant Manager to First Vice President	Economy Class	Economy Class
Senior Vice President	Economy Class	Business Class
Executive Vice President to President	Business Class	Business Class
Vice-Chairman to Chairman	Business Class	Business Class

5.4.3.5.2 Changes in flight schedule and/or route shall not be allowed after the airline tickets have been issued. If work constraints necessitate a change in flight schedule and/or route, exemption from any penalty/booking fee shall be justified and endorsed to the original approving authority upon the return of the travelling employee. If the travelling employee requests for a change in flight schedule and/or route due to personal reasons, any penalty/rebooking fee shall be charged to the personal account of the travelling employee.

5.4.3.5.3 Departing employees shall be required to report to the office if the check-in time is after 12:00 noon while arriving employees shall be required to report to the office upon arrival if the arrival time is before 3:00 P.M.

5.4.3.5.4 The Administrative Assistance shall make all the necessary flight bookings.



5.5 Emergency Loan

5.5.1 Purpose

The purpose of this policy is to serve as an outline on the limits and procedures in the availment of the financial support and assistance provided by the Company to its eligible employees in case of emergencies.

5.5.2 Definition of Terms

1. Place of dwelling

Refers to the current location where an employee resides.

2. Natural calamity

An event causing total or serious damage to an employee's properties and/or place of dwelling.

3. Credit Ratio Limit

The allowable amount of loan an employee can avail computed as a percentage of his/her monthly salary.

4. Loan Amortization

A method of repaying a loan on an installment basis.

5.5.3 Policies

5.5.3.1 The Company shall provide loan opportunities to its eligible employees with the amount subject to 40% credit ratio limit. Thus, an employee's total monthly loan amortization should not be more than 40% of the employee's gross monthly salary, computed as follows:

- a. $\text{Gross monthly salary} \times 40\% = \text{Total monthly amortization available for loan amortization}$
- b. $\text{Total monthly amortization available for loan amortization less existing loan deductions including insurance premium} = \text{Remaining monthly amortization available for loan}$



5.5.3.2 The following criteria shall be met for an employee to be eligible to apply for an emergency loan:

- a. Either regular employees with at least six (6) months tenure or re-hired employees with at least two (2) years of re-hire period at the time of availment; and
- b. Employees without pending administrative case punishable by termination or civil or criminal cases at the time of loan application.

5.5.3.3 Emergency loan available for officers and staff shall be in the following maximum amounts:

Rank	Maximum Amount
Staff	P 40,000.00
Junior Assistant Manager -Assistant Manager	40,000.00
Senior Assistant Manager - Senior Manager	60,000.00
AVP-President	120,000.00

5.5.3.4 An employee may avail an emergency loan within the month of the emergency incident, subject to the approval of the HR & Administration Head. The reasons allowed and documents required are as follows:

Reasons Allowed for Emergency Loan	Required Documents
Hospitalization of the employee or an immediate family member (parents, spouse, children), or of the employee's siblings	Certificate of confinement / medical certificate from the attending physician stating prognosis and nature of illness
Death of an immediate family member (parents, spouse, children), or of the employee's siblings	Death certificate
Natural calamities	Official declaration/pronouncement of national/local government that said area is under "state of emergency or calamity" Barangay Certificate indicating the nature and causes of damage to property

5.5.3.5 The interest rate for the emergency loan shall be at eight percent (8%) per annum for three (3) years.

5.5.3.6 In case of separation, interest rate shall be automatically adjusted to Metrobank's prevailing lending interest rate fixed during the term of the loan and a penalty rate of two percent (2%) per annum shall be charged on any past-due principal amount.

5.5.3.7 The emergency loan shall be immediately released on the next payroll period subsequent to application.



5.6 Car Loan

5.6.1 Purpose

The purpose of this policy is to serve as a guide in the availment of the finance scheme offered by the Company which is to grant a sum of money as an assistance in purchasing a car.

5.6.2 Definition of Terms

1. Car Loan

A sum of money granted as an assistance to an employee to purchase a car.

2. Past Due

Refers to any amount of loan unsettled after the due date.

3. Principal amount

The amount of the loan excluding interests accrued.

5.6.3 Policies

5.6.3.1 The following criteria shall be met for a Senior Officer to be eligible to apply for a car loan:

- a. He/she must be an officer with a rank of at least Senior Vice President;
- b. He/she must have rendered at least two (2) years of service to the Company; and
- c. He/she must be an officer without pending administrative case punishable by termination or civil or criminal cases at the time of loan application.



- 5.6.3.2 The maximum loanable amount shall be P850,000.00 at ten percent (10%) interest per annum for five (5) years.
- 5.6.3.3 In case of separation, interest rate shall be automatically adjusted to Metrobank's prevailing lending interest rate fixed during the term of the loan and a penalty rate of two percent (2%) per annum shall be charged on any past-due principal amount.
- 5.6.3.4 Car loan proceeds shall be used strictly for brand new Toyota models only.
- 5.6.3.5 Loan re-avilment shall be allowed after five (5) years and the full settlement of the loan balance.



5.7 Company-assigned Car

5.7.1 Purpose

The purpose of this policy is to serve as a guide on the assigned car benefits to the Company's senior officers as part of their employment package.

5.7.2 Definition of Terms

1. Fair Market Value

Refers to the price at which a knowledgeable and unpressured buyer is willing to pay to a knowledgeable and unpressured seller in the market.

2. ROPA or Real and Other Properties Acquired

Refers to real and other properties, other than those used for banking purposes or held for investment, acquired by Metrobank and its subsidiaries in settlement of loans through foreclosure or dation in payment and/or for other reasons, whose carrying amount will be recovered principally through a sale transaction.

5.7.3 Policies

5.7.3.1 Senior Officers shall be provided a Company-assigned car. All Company-assigned cars shall be strictly brand-new Toyota models only. Senior Officers shall not share in the cost of the car. The term of the Company-assigned car shall be five (5) years. Second-hand Toyota and non-Toyota brands shall only be allowed if:

- a. The car is not more than three (3) years old;
- b. The car is under real and other properties acquired (ROPAs) of Metrobank and its subsidiaries; and/or
- c. It is part of a new hire senior officer's employment package as carryover of his car benefit from the previous employer.



5.7.3.2 ENTITLEMENT

5.7.3.2.1 Senior Officers shall be entitled to a Company-assigned car as follows:

Rank	Car Model
Vice President (VP)	P900,000
First Vice-President (FVP)	P1,000,000
Senior Vice-President (SVP)	Toyota Camry 2.4G
Executive Vice-President (EVP)	Toyota Camry 2.4V
President	Toyota Camry 3.5Q

A Senior Officer may be allowed to choose a higher car model from a Metrobank-accredited Toyota car dealer/subsidiary/affiliate provided any amount in excess of the approved ceiling/limit and related expenses (i.e., car insurance/registration) shall be debited from the account of the requesting officer.

5.7.3.2.2 HR and Administration Department shall handle the purchase of the vehicle and processing of the car insurance from Metrobank-accredited Toyota car dealers and insurance companies.

5.7.3.2.3 The five (5)-year term of the Company-assigned car shall commence upon the delivery of the vehicle to the senior officer.

5.7.3.2.4 For newly-hired Senior Officers, the Company may assume existing car benefits/outstanding liability with the previous employer (regardless of car brand) provided the age of the car is not more than three (3) years old.

5.7.3.3 REPAIRS AND MAINTENANCE ALLOWANCE

5.7.3.3.1 The Company shall shoulder the repair and maintenance cost of the Company-assigned car (i.e., brand new car, car assumed from previous employer) until the expiration of the five (5)-year term of the benefit subject to the following ceiling amounts per year:

Maintenance Cost Ceiling per Year	
1 st year	P 5,000.00
2 nd year	10,000.00
3 rd year	15,000.00
4 th year	20,000.00
5 th year	30,000.00

5.7.3.3.2 For Senior Officers with car plan availment that has been converted to Company-assigned car due to promotion, the



Company shall shoulder the repairs and maintenance cost for the remaining term of the car subject to the above limits.

5.7.3.3.3 The semi-annual repairs and maintenance allowance shall be credited to the officer's payroll account every January 12 and July 12 of the current year or upon reimbursement of officer of the actual repairs and maintenance which was done for the company-assigned car.

5.7.3.3.4 If a Senior Officer has resigned after the release of the repairs and maintenance allowance and before the end of the applicable semester, the unserved portion of the allowance shall be deducted from his/her separation benefits.



5.7.3.4 UPGRADE OF COMPANY-ASSIGNED CAR DUE TO PROMOTION

5.7.3.4.1 In case of promotions, Senior Officers with Company-assigned car shall be allowed to upgrade their car benefits as follows:

Promotion	From	To
AVP to VP	P800,000	P900,000
VP to FVP	P900,000	P1,000,000
FVP to SVP	P1,000,000	Toyota Camry 2.4G
SVP to EVP	Toyota Camry 2.4G	Toyota Camry 2.4V

5.7.3.4.2 The upgrade of Company-assigned car of promoted FVPs and SVPs shall be subject to the following conditions:

- Full payment of existing Company-assigned car at Fair Market Value (FMV); and/or
- The existing Company-assigned car is at least two (2) years old.

5.7.3.5 RE-AVAILMENT OF THE COMPANY-ASSIGNED CAR BENEFIT

5.7.3.5.1 Re-availment shall be allowed provided that the five (5)-year term of the existing Company-assigned car has been completed.

5.7.3.5.2 For Senior Officers with car plan that have been converted to Company-assigned car due to promotion, re-availment shall be allowed upon completion of the remaining term of the existing Company-assigned car.

5.7.3.6 OPTION TO PURCHASE

Senior Officers shall be given the option to purchase the Company-assigned car once the five (5)-year term of the assignment has elapsed.

5.7.3.7 EFFECT OF SEPARATION

5.7.3.7.1 If a Senior Officer fails to complete the five (5)-year term of the assigned car due to separation, the following policies shall apply:

- The vehicle, including the tools and accessories, shall be surrendered to HR and Administration Department on or before the effective date of separation.
- The Company may allow the Senior Officer to buy the vehicle at FMV. If the officer put up equity for his



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assigned car, the amount to be paid by the officer shall be computed as follows:

$$\text{FMV} - \text{Adjusted Equity} = \text{Amount Payable}$$



5.7.3.8 SURRENDERED COMPANY-ASSIGNED CAR

5.7.3.8.1 If the surrendered Company-assigned car has equity, refund shall be given to the Senior Officer based on the current FMV and shall be released within 60 calendar days after the surrender of the vehicle (whether the Company-assigned car has been disposed or not), provided all accountabilities of the officer (i.e., monetary or work-related) are settled.

5.7.3.8.2 Officer's equity (for refund) shall be reduced or increased in proportion to the resale value of the car as follows:

$$\frac{\text{FMV}}{\text{Acquisition Cost}} \times \text{Equity} = \text{Adjusted Equity (Amount of Refund)}$$

5.7.3.8.3 The HR and Administration Department shall inspect the surrendered vehicle and shall ensure that the complete set of tools and accessories must be surrendered and that these are not damaged.

5.7.3.8.4 A Senior Officer shall be allowed to assume another Senior Officer's Company-assigned car at FMV and shall be given the corresponding repairs and maintenance allowance subject to Management Committee's approval. If the latter does not complete the five (5)-year term of the car due to any of the following reasons:

- a. Separation from the Company
- b. Retirement with no "rehiring"
- c. Promotion where the Senior Officer exercises the option to get a higher-priced brand/car model

5.7.3.8.5 The Senior Officers who have assumed existing Company-assigned cars (surrendered by other Senior Officers) shall be allowed to re-avail the benefit only after the remaining term of the assumed Company-assigned car has elapsed.

5.7.3.8.6 In case more than one (1) Senior Officer is interested in assuming a surrendered Company-assigned car, the following priority scheme shall apply:

- a. Rank
- b. Performance (if the same rank)
- c. Tenure (if same performance and rank)



5.7.3.9 ENTITLEMENT OF RE-HIRED SENIOR OFFICERS

5.7.3.9.1 Re-hired Senior Officers shall be entitled to the Company-assigned car benefit under the following conditions:

- a. If the five (5)-year term of the Company-assigned car benefit has not elapsed yet at the time of normal retirement (age 55 or 30 years of service), the existing Company-assigned car benefit shall continue to apply during the re-hire period.
- b. If the five (5)-year term of the Company-assigned car benefit has elapsed prior to the re-hire period, the senior officer shall have the following choices for his assigned car during the re-hire period:
 - i. A Company service car of not more than two (2) years old, subject to availability of a unit. The car assigned to the Senior Officer shall be surrendered to the Company upon expiration of the re-hire period; or
 - ii. A brand new car. In case the term of the Company-assigned car benefit has not elapsed yet at the end of the re-hire period, the Senior Officer shall purchase the Company-assigned car at FMV.
- c. If the five (5)-year term of the Company-assigned car benefit has elapsed and the Senior Officer's re-hire period has not expired, item 6.7.3.9.1.b shall apply.



5.8 Car Plan

5.8.1 Purpose

The purpose of this policy is to provide an outline on the car plan available for the Company's officers as part of their benefit plan.

5.8.2 Definition of Terms

1. Accelerated Amortization

Refers to the payment of additional amount, in excess of billings, to pay off a loan before the due date.

2. Credit Ratio Limit

The allowable amount of loan an employee can avail computed as a percentage of his/her monthly salary.

3. Fair Market Value

Refers to the price at which knowledgeable and unpressured buyer is willing to pay to a knowledgeable and unpressured seller in the market.

4. Net Book Value

Refers to the purchase price or capitalized cost less its accumulated depreciation.

5. ROPA

Refers to real and other properties, other than those used for banking purposes or held for investment, acquired by Metrobank and its subsidiaries in settlement of loans through foreclosure or dation in payment and/or for other reasons, whose carrying amount will be recovered principally through a sale transaction.



5.8.3 Policies

5.8.3.1 ENTITLEMENT

5.8.3.1.1 Only officers with rank of Manager and up to Assistant Vice President shall be entitled to avail the car plan.

5.8.3.1.2 Availment of the car plan shall be subject to the following conditions:

- a. Availability of funds at the time of application
- b. Officer's position and function
- c. Performance rating of at least Meets Standards (MS), or its equivalent
- d. Officers must have no pending administrative case punishable by termination or civil or criminal cases at the time of application
- e. Amount of the loan should be within the 40% credit ratio limit
- f. Priority in car plan availment is given to first-time applicants
- g. Officer with an approved car plan is given 90 days from date of approval to avail the benefit, otherwise, re-application is required

5.8.3.2 TYPE OF VEHICLE

5.8.3.2.1 The following types of vehicles that can be availed are as follows:

- a. Brand new Toyota car
- b. Real and Other Properties Acquired (ROPAs) of the Metrobank or any of its subsidiaries and affiliates, provided that the age of the car shall not be more than three (3) years old (regardless of brand)
- c. For newly-hired officers, existing car plan with previous employer, provided that the age of the car shall not be more than three (3) years old (regardless of brand)



5.8.3.3 CAR PLAN CEILING

5.8.3.3.1 The car plan entitlement corresponding to an officer's rank shall be as follows:

Rank	Maximum Amount
Manager	P 600,000.00
Senior Manager	700,000.00
Assistant Vice President	800,000.00

5.8.3.3.2 The officer-assignee and the Company shall shoulder 50% each in paying the car plan ceiling and the cost of insurance and registration.

5.8.3.3.3 The officer-assignee shall bear any amount in excess from the approved car plan ceiling/limit.

5.8.3.3.4 The officer-assignee shall bear the freight-related costs, repairs and maintenance expenses for the vehicle.

5.8.3.4 TERM OF THE CAR PLAN LEASE (AMORTIZATION)

5.8.3.4.1 The officer-assignee shall execute a Lease Purchase Agreement (LPA) upon release of the car vehicle. The lease contract shall have the following terms commencing on the first monthly rental:

- a. Brand-new car - zero interest (0%) over five (5) years
- b. Second-hand car - zero interest (0%) over three (3) years or five (5) years at the option of the lessee

5.8.3.5 EFFECT OF OFFICER'S PROMOTION

Promoted officers with outstanding car plan availment shall be allowed to accelerate the monthly amortization of the car plan based on the prescribed ceiling for the higher rank.



5.8.3.6 RE-AVAILMENT OF CAR PLAN

- 5.8.3.6.1 Re-availment of the car plan benefit shall be allowed provided that the lease term of the existing car has elapsed.
- 5.8.3.6.2 In case of accelerated amortization due to promotion, re-availment shall be allowed upon full payment of the existing car plan.

5.8.3.7 EFFECT OF SEPARATION

- 5.8.3.7.1 If the officer-assignee fails to complete the lease term of the car plan due to separation, the vehicle including the tools and accessories shall be surrendered to HR and Administration Department on or before the effective date of separation.
- 5.8.3.7.2 The Company may allow the officer-assignee to buy the vehicle at any of the following prices:
 - a. At Net Book Value (NBV) provided, 80% of the lease term is completed
 - b. At Fair Market Value (FMV) or NBV, whichever is higher, if the completed lease term is less than 80%
 - c. At NBV, regardless of completed lease term, if officer-assignee reaches his compulsory retirement

5.8.3.8 SURRENDERED CAR PLAN

- 5.8.3.8.1 If the surrendered car plan has equity, refund shall be given to the officer-assignee based on the current FMV and shall be released within 60 calendar days after the surrender of the vehicle (whether the Company-assigned car has been disposed or not), provided all accountabilities of the officer (i.e., monetary or work-related) are settled.
- 5.8.3.8.2 Officer's equity (for refund) shall be reduced or increased in proportion to the resale value of the car as follows:

$$\frac{\text{FMV}}{\text{Acquisition Cost}} \times \text{Equity} = \text{Adjusted Equity (Amount of Refund)}$$



5.8.3.8.3 The HR and Administration Department shall inspect the surrendered vehicle and shall ensure that the complete set of tools and accessories are surrendered and undamaged.

5.8.3.9 ENTITLEMENT OF RE-HIRED OFFICERS

5.8.3.9.1 Re-hired officers shall be entitled to the car plan program under the following conditions:

- a. If the lease term of the car plan has not yet been completed at the time of normal retirement (age of 55 or 30 years of service), the existing car plan shall continue to apply during the re-hire period.
- b. Re-hired officers have the option to acquire a brand new car plan provided with at least two (2) years re-hire period at the time of availment. A letter of undertaking shall be executed prior to the release of the vehicle.
- c. In case the term of the car plan has been completed at the end of the re-hire period, the officer shall purchase the car at net book value.
- d. If the five (5)-year term of the car plan has been completed and the officer's rehire period has not expired, item 5.8.3.9.1.b shall apply.



5.9 Housing Assistance

5.9.1 Purpose

The purpose of this policy is to provide an outline on the granting of cash assistance to Company officers to help defray their housing expenses.

5.9.2 Definition of Terms

1. Adjoining Residential House and Lot

Two (2) properties intended to be a person's main dwelling place which shares a common part of their respective structures.

2. Balloon Payment

An oversized payment due at the end of the loan. It also serves as the final repayment of the loan since the entire loan amount is not amortized over the life of the loan.

5.9.3 Policies

5.9.3.1 The Company shall provide loan opportunities to its officers subject to a 40% credit ratio limit. Thus, an employee's total monthly loan amortization should not be more than 40% of the employee's gross monthly salary, computed as follows:

- a. $\text{Gross monthly salary} \times 40\% = \text{Total monthly amortization available for loan amortization}$
- b. $\text{Total monthly amortization available for loan amortization less existing loan deductions including insurance premium} = \text{Remaining monthly amortization available for loan}$

5.9.3.2 The eligibility of an officer to apply for a salary loan shall be subject to the following criteria:

- a. The officer shall have at least two (2) years tenure
- b. The officer shall have no pending administrative case punishable by termination or civil or criminal cases at the time of loan application
- c. The officer shall not own a residential house and lot prior to application for housing loan if the purpose of such loan is to purchase/acquire a house and lot
- d. The officer shall have a performance rating of at least Meets Standard (MS) or its equivalent



5.9.3.3 The Officer shall use the loan proceeds only for the following purpose/s:

- a. Purchase of residential house and lot
- b. Purchase of adjoining residential lot (once only)
- c. House construction
- d. Renovation/expansion or improvement of an existing house owned by the officer or his spouse
- e. Re-financing of real estate loan

5.9.3.4 The maximum loanable amount shall be P1, 500,000.00 for Senior Officers while P1,000,000.00 for Junior Officers.

5.9.3.5 Interest shall be applied at a rate of nine percent (9%) per annum over 15 years. Also, balloon payment shall be applied upon retirement.

5.9.3.6 In case of separation, interest rate shall be automatically adjusted to Metrobank's prevailing lending interest rate fixed during the term of the loan and a penalty rate of two percent (2%) per annum shall be charged on any past-due principal amount.

5.9.3.7 Loan re-avilment shall be allowed after five (5) years from release date of loan.

5.9.3.8 The following conditions shall be observed in securing the loan:

- a. The officer and his family shall be required to occupy the residential property acquired through the loan.
- b. An employee or his/her spouse, who already owns a residential house and lot, shall not be qualified to avail of the housing loan if the purpose is to acquire a new/additional residential house, unless the old/existing residence is absolutely sold to a third party.
- c. The purchase of a lot and the subsequent construction of a house on it shall be considered a single avilment of the loan privilege.
- d. If the loan was made for house construction/renovation, the loan proceeds shall be released on an installment basis based on the completion stage.
- e. The borrowing officer shall shoulder all expenses in connection with the documentation, title verification, annotation and registration of real estate mortgage, made in connection of the loan.



5.10 Retirement Benefits

5.10.1 Purpose

The purpose of this policy is to set out options for Company employees who are planning on their retirement. Also, it is to value the contributions made by employees during their service with the Company and to provide benefits at their retirement.

5.10.2 Definition of Terms

1. Period of Continuous Service

Refers to the number of completed years, months and days an employee has rendered service to the Company for the purpose of determining the applicable vesting schedule or percentage of final salary to be used in computing the benefits under the plan. The period is determined from the records of the Company, counted from date of employment without break in service, and excluding any service rendered after his retirement date.

A break in service occurs whenever an employee is on unauthorized leave of absence from work for 30 consecutive calendar days, or in other analogous cases. Unauthorized leaves of absence of 30 or more consecutive calendar days are excluded in determining the Period of Continuous Service.

2. Credited Service

Refers to the number of completed years, months and days an employee has rendered service to the Company for the purpose of computing the benefits under the plan. Credited service is the employee's Period of Continuous Service, but excluding leave of absence without pay (LWOP) for at least 15 calendar days, and any service rendered after his retirement date.

3. Normal or Compulsory Retirement

Defined as the retirement for employees who reached the age of 55 or those who have completed the Period of Continuous Service of 30 years, whichever comes first.

4. Optional retirement

Defined as the retirement for employees who decided to end their employment earlier than the compulsory retirement, provided he/she has completed a Period of Continuous Services of not less than 10 years.



5.10.3 Policies

5.10.3.1 TYPES OF RETIREMENT

5.10.3.1.1 NORMAL OR COMPULSORY RETIREMENT

Under normal or compulsory retirement, retiring employees shall be entitled to a retirement pay equivalent to 200% of their final salary multiplied by the number of years of Credited Service.

5.10.3.1.2 OPTIONAL RETIREMENT

Under optional retirement, the retiring employee shall be entitled to an amount equivalent to the applicable vesting percentage of his final salary multiplied by the number of years of Credit Service. The applicable vesting percentage shall vary based on the retiring employee's years of Credited Service as follows:

Years of Credited Service	Applicable Vesting Percentage of Final Salary
Below 10	0%
10 but less than 15	140%
15 but less than 20	150%
20 but less than 25	160%
25 but less than 30	180%
30 and above	200%



5.10.3.2 PERMANENT TOTAL DISABILITY AND DREADED ILLNESS BENEFIT

5.10.3.2.1 An employee, who is separated from service by reason of permanent total disability or dreaded illness as defined by pertinent laws, shall be entitled to a disability benefit equivalent to 200% of gross monthly pay for each of the employee's years of service on top of the SSS Disability Benefit and ECP Disability Benefit.

5.10.3.2.2 The Company appointed physician or a competent public health authority, whoever is applicable, shall certify the proof of permanent total disability or dreaded illness of an employee.

5.10.3.2.3 The following shall be the list of the diseases eligible to avail the permanent total disability and dreaded illness benefit:

Dreaded Disease	Dismemberment
Cancer	Amputation (upper extremity radial bone)
Kidney diseases	Loss of vision
Diabetes mellitus	Loss of both hands
Cerebrovascular diseases	Loss of both eyes
Neuro-surgical condition	Loss of one hand and one foot
Blood dyscrasias	Loss of one hand and sight of one eye
Cirrhosis of the liver	
Poliomyelitis	
Encephalitis	
Meningitis	
Myasthenia gravis	



5.10.3.3 TERMINATION OF EMPLOYMENT DUE TO DISEASE NOT CONSIDERED AS PERMANENT TOTAL DISABILITY AND DREADED ILLNESS

An employee, who is separated from service by reason of ailment, infectious disease or due to disability for a lingering illness not considered as permanent total disability or dreaded illness, and after availing of six (6) months of continuous sick leave of absence, shall be entitled to an amount equivalent to the applicable vesting percentage of the employee's final salary multiplied by the number of years of Credited Service or to such amount as provided by law, whichever is applicable. The aforementioned vesting percentage varies based on the employee's years of Credited Service.

5.10.3.4 DEATH BENEFITS

In the event of an employee's unexpected death, his/her beneficiary shall be entitled to a death benefit equivalent to 200% of gross monthly pay for each of the deceased employee's years of service on top of the SSS and ECP Death Benefits. Provided, the deceased employee has not received his retirement or disability benefits under this policy.

5.10.3.5 TERMINATION OF EMPLOYMENT DUE TO AUTHORIZED CAUSE

Any employee who is involuntarily separated from the service of the Company for authorized causes such as but not limited to retrenchment, redundancy, closure or cessation of business units or disease under the Labor Code, shall be entitled to the accrued benefits under this policy, or the Labor Code, whichever is more favorable to the terminated employee.



5.10.3.6 TERMINATION OF EMPLOYMENT DUE TO JUST CAUSE

If any employee:

- a. is dismissed from service of the Company for just cause as defined by law; or
- b. leaves the service of the Company in order to avoid termination of service based on just cause; or
- c. leaves the service of the Company in breach of the terms of his employment; or
- d. commits any act inimical or prejudicial to the interest of the Company; or
- e. commits acts or omissions analogous to the foregoing,

then, all the accrued benefits under this policy shall be deemed forfeited. Further, the Company has the first and paramount lien on the amounts standing to the credit of the employee to answer for all claims which the Company may have against such employee or against his estate, arising out of any criminal, fraudulent, or dishonest act committed or done by the employee or with his privity or participation, or in respect of any amount paid or liable to be paid by the Company on account of such employee, or in respect of any other indebtedness which the employee has to the Company.

5.10.3.7 BENEFIT COMPUTATION

5.10.3.7.1 A fraction of at least six (6) months shall be considered as one (1) whole year for the purpose of computing the benefits due under this policy.

5.10.3.7.2 Authorized leave of absence without pay for a period of 15 calendar days or more shall be excluded from the employee's Credited Service to compute for the benefits under the plan.



5.11 Burial Assistance

5.11.1 Purpose

The purpose of this policy is to serve as a guide in providing support to the family of a deceased employee through financial assistance.

5.11.2 Definition of Terms

1. Legitimate Spouse

Refers to the husband/wife who is acknowledged through a lawful marriage.

2. Civil Status

A status of an individual in relation to marriage.

3. Legitimate Children

Refers to the children conceived during the marriage of the parents.

5.11.3 Policies

5.11.3.1 The Company shall provide burial assistance to help a deceased regular employee's family in defraying their burial expenses. The benefit shall be released to the deceased employee's family or designated beneficiary/ies. Further, a small amount of money shall be given to pay the burial expenses of an employee upon the death of his/her qualified dependent. The amounts of burial assistance shall be as follows:

Rank	For Deceased Employee	For Dependent of Deceased Employee
Officer	P 175,000.00	P 10,000.00
Staff	130,000.00	10,000.00

5.11.3.2 The following shall be the qualified dependents under this policy:

- a. Legitimate spouse
- b. Biological parents, regardless of employee's civil status
- c. Legitimate or legally adopted children, regardless of age and civil status



5.12 Employee Medical and Dental Benefits

5.12.1 Purpose

The purpose of this policy is to promote good health and welfare of the employees by providing a non-contributory medical and dental coverage.

5.12.2 Definition of Terms

1. **Dreaded Disease**

Refers to a medical condition that requires critical care and intensive treatment.

2. **In-Patient**

Refers to a patient who is hospitalized for at least an overnight.

3. **Out-Patient**

Refers to a patient who visits a medical clinic for treatment not requiring overnight stay.

5.12.3 Policies

5.12.3.1 GENERAL GUIDELINES

5.12.3.1.1 The Company shall provide its employees with a comprehensive in-patient and out-patient hospitalization benefits under a Third Party Administration (TPA) agreement.

5.12.3.1.2 The medical and dental services covered shall be subject to review of the Company and the healthcare service provider upon renewal of the plan. Changes or revisions may be made as appropriate.

5.12.3.1.3 All officers and staff shall be covered by the Company's medical plan with a healthcare service provider. Senior officers with the rank of First Vice President and above shall be given the option to avail of the medical services under the TPA or choose their own doctors and hospitals, and be reimbursed through the Company's self-administered medical and dental plan.

5.12.3.1.4 An employee shall not be required to pay any contribution if availment is within the defined limits and network of hospitals and doctors of the healthcare service provider.



- 5.12.3.1.5 An employee shall be charged for expenses incurred outside the allowable limits and services under the Company's medical and dental plan.
- 5.12.3.1.6 An employee shall be required to settle any outstanding balance in excess of the benefits limits. The settlement shall be made within 30 calendar days from date of receipt of notice and billing from the healthcare service provider. Card suspension may be imposed on both the employee and their dependents if the outstanding balance remains unsettled after the 30 day grace period.
- 5.12.3.1.7 Before confinement, an employee shall submit a written request to HR and Administration Department should he/she wish to avail the services of his/her own doctor. Upon approval of the HR and Administration Department, the health service provider shall shoulder the hospital bill only while the employee shall shoulder the professional and other remaining fees.
- 5.12.3.1.8 The hospitalization coverage under the Company's medical and dental plan shall exclude paid by other health plans or insurances.
- 5.12.3.1.9 In-patient and out-patient limits under the Company's medical and dental plan shall be separate and not interchangeable.
- 5.12.3.1.10 The subsequent medical and dental plan limit shall apply for promoted employees.
- 5.12.3.1.11 The amount of hospitalization expenses shall be net of the employee's PhilHealth benefit.



5.12.3.2 IN-PATIENT BENEFITS

5.12.3.2.1 ANNUAL BENEFIT LIMITS

The following shall be the annual in-patient limits and additional in-patient coverage cumulative for three (3) years for dreaded diseases/illnesses subject to medical confirmation of the dreaded disease:

In-patient Maximum Limits or Annual Benefit Limits (ABL)	
Rank	Allowance for Non-Dreaded Diseases per Year (Includes Allowance for Maternity Cases)
President	P 500,000.00
Senior Vice President - Executive Vice President	300,000.00
Assistant Vice President – First Vice President	260, 000.00
Senior Assistant Manager – Senior Manager	260,000.00
Junior Assistant Manager – Assistant Manager	230, 000.00
Staff	190, 000.00

The following are classified as dreaded diseases:

- a. Cerebrovascular Accident (stroke)
- b. Cardiovascular Diseases (e.g., Myocardial Infarction, Valvular Heart Disease, Cardiomyopathies)
- c. Neurosurgical Conditions (e.g., Brain tumor, Aneurysm)
- d. Cancer
- e. Blood Dyscrasia (e.g., Leukemia)
- f. Cirrhosis of the Liver
- g. Encephalitis (Brain Infection)
- h. Central Nervous System (e.g., Meningitis, Poliomyelitis, Myasthenia Graves)
- i. Chronic Pulmonary Disease (e.g., Emphysema, Status Asthmaticus, Chronic Bronchitis)
- j. Collagen Immunologic Disease (e.g., Systemic Lupus Erythematosus, Rheumatoid Arthritis, Vasculitides)
- k. Chronic Glumerulonephritis and Pyelonephritis (e.g., Kidney Diseases)



I. Diabetes Mellitus

5.12.3.2.2 INCLUSIONS

- a. The following shall be covered under the Company's medical and dental plan for illnesses including dreaded diseases requiring stay or confinement in a hospital for at least six (6) hours or in an emergency room for emergency cases regardless of duration:
 - i. Room and board accommodation within the annual benefit limits
 - ii. Use of operating room and recovery room facilities
 - iii. Intensive Care Unit (ICU) confinement fees
 - iv. Emergency room care fees
 - v. Amount of the administered drugs and medicines
 - vi. Amount of anaesthesia and oxygen and its administration fees
 - vii. Professional services fees of all attending accredited specialists
 - viii. Amount of whole blood/ human blood products, intravenous (IV) fluids including blood screening fees
 - ix. Laboratory tests, x-rays, and other diagnostic examinations fees
 - x. Amount of dressings, plaster casts, sutures
 - xi. Standard nursing services fees and amount of admission kit including ice cap/wee bag
 - xii. Other supplies amount/ services fees directly related to the medical management of the patient
 - xiii. Ambulance service fees (hospital to hospital)
 - xiv. Assistance fees in administrative requirements through the TPA patient relation officers
 - xv. A maximum limit of 30 calendar days medication prescribed and bought within period of confinement shall be charged against the in-patient limit
 - xvi. Use of artificial devices (i.e. steel implants) for surgical treatment shall be chargeable to in-patient limit
 - xvii. Other confinement fees resulting from complications due to abnormal pregnancies such as, but not limited to, ectopic pregnancy, tube pregnancy, h-mole, abruptio placenta, and



placenta previa, childbirth, miscarriage, and abortion shall be charged against the in-patient limit

- b. The following shall be covered under the Company's medical and dental plan when no overnight confinement is required:
 - i. Laser Treatment fees(e.g., cataract treatment, extra corporeal shockwave lithotripsy, retinal detachment treatment, glaucoma treatment)
 - ii. Surgical Treatment fees(e.g., biopsy, incision drainage, excision debridement, dilatation and curettage)
 - iii. Recurring treatment fees of life-threatening illnesses (e.g., dialysis, chemotherapy, cobalt or radio therapy, gamma knife surgery, blood transfusion due to cancers, leukemia, idiopathic thrombocytopenic purpura)
 - iv. Emergency diagnostic examinations fees (e.g., CT scan, colonoscopy, endoscopy or gastroscopy, magnetic resonance imaging or MRI and laparoscopy)
- c. Alternative medicine/treatment fees (e.g., herbal medicines, acupuncture, iridology, chelation therapy, chiropractic therapy, ventusa, moxa, electrotherapy), subject to the following conditions:
 - i. The treatment shall be for an illness that is included in the list of dreaded diseases as enlisted above
 - ii. The treatment shall be administered by a licensed physician who specializes in alternative medical care
 - iii. Expenses related to alternative medicine/treatments may be reimbursed from the Company, subject to submission of official receipts from a registered pharmacy/company within 30 calendar days from discharge or treatment



5.12.3.2.3 ROOM AND BOARD LIMITS

The following shall be the in-patient room and board limits inclusive of PhilHealth subsidy:

In-patient Room and Board Limits		
Rank	Room Category	Maximum Amount per Day
President	Small suite	P 5,000.00
Senior Vice President - Executive Vice President	Small suite	3,500.00
Assistant Vice President - Vice President	Large private	3,000.00
Senior Assistant Manager - Senior Manager	Regular private	2,500.00
Junior Assistant Manager - Assistant Manager	Small private	2,300.00
Staff	Small private	1,500.00

The following shall be the guidelines in the application of room and board limits:

- Room categories and peso limits shall be followed strictly.
- The employee shall pay for the excess amount, if the room rate is more than the peso limit.
- The employee shall pay for the excess amount, if he/she occupies a room with a higher room rate (whether by choice or by necessity in case a lower-priced room is not available). The employee shall transfer when a lower-priced room becomes available.

5.12.3.2.4 ALLOWANCE FOR MATERNITY CASES

The female employee's in-patient benefit limit entitlement shall include maternity benefits as follows:

Type of Delivery	Maximum Amount per Delivery
Caesarian Operation	P 50,000.00
Miscarriage/Abortion	25,000.00
Normal delivery	20,000.00

- The female employee shall be charged for expenses incurred in excess of the maximum amount provided in this policy. Expenses for other confinements resulting from complications of pregnancy shall be allowed to be charged to in-patient benefits.



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- b. Normal pregnancy-related treatment (e.g., consultation) and diagnostic tests shall be charged to out-patient benefits.



5.12.3.3 OUT-PATIENT BENEFITS

Regular employees shall be allowed to avail of out-patient medical services under the TPA agreement, subject to the following maximum limits:

Rank	Out-patient Limit
President	P 25,000.00
Senior Vice President - Executive Vice President	25,000.00
Assistant Vice President - First Vice President	25,000.00
Senior Assistant Manager - Senior Manager	20,000.00
Junior Assistant Manager - Assistant Manager	20,000.00
Staff	15,000.00

- a. The following shall be the allowable medical services:
- Eye, Ear, Nose, and Throat consultations
 - Medical consultations with Intellicare affiliated doctors (except prescribed medicines)
 - Treatment of minor injuries or illnesses (e.g., mild burns, sprains)
 - Emergency room care
 - Anti Tetanus Serum, Toxoid vaccines and anti-rabies
 - Speech and physical therapy (up to a maximum of 12 sessions or Out-patient Benefit Limit, whichever comes first)
 - Pre-natal and post-natal consultations with Intellicare affiliated OB-GYN (up to a maximum of 14 sessions or Out-patient Benefit Limit, whichever comes first)
 - Cauterization of warts (except for cosmetic purpose)
 - Minor surgery not requiring confinement, non-emergency medical treatment or confinement where the patient is discharged after less than six (6) hours
 - Laboratory tests and other diagnostic examinations prescribed by the accredited physician.



- b. The following shall be the allowable simple routine procedures:
 - i. Complete Blood Count (CBC)
 - ii. Routine Urinalysis
 - iii. Routine Fecalysis Or Stool Exam And Test For Occult Blood
 - iv. Electrocardiogram (ECG)
 - v. Electroencephalogram (EEG)
 - vi. Pap Smear
 - vii. Blood Chemistries (e.g., Ldl, Hdl, Total Cholesterol, Fbs, Sgpt, Sgot, Bun, Creatinine, Uric Acid, Hepatitis Profile)
 - viii. Sputum Exam Or Acid Fast Bacilli, Sputum Culture
 - ix. Radiology (e.g., Chest X-Ray including Lordotic View, X-Ray of Extremities, Skull X-Ray, X-Ray of the Ribs or Rib Cage, Chest, Sternum and Clavicle, X-Ray of Pelvis, X-Ray of the Spine, Thoraco-Lumbar Area, Coccyx and X-Ray of Face (Including sinuses), Head and Neck, Plain Film of the Abdomen, Barium Enema, Upper G.I. Series, Small Bowel Series, Lower G.I. Series, Kub-lvp, Pyelograms, Cystograms, Voiding Cystourogram (VCUG)
 - x. Diagnostic Ultrasounds Including 3-Dimensionals (e.g., Whole Abdomen Ultrasound, Ultrasound of Kidneys, Urinary Bladder, Prostate, Transvaginal Ultrasound, Ultrasound of the Breast, Ultrasound of Rectum Or Anus, Carotid Ultrasound, Ultrasound of the Lungs
 - xi. Mammograms and Sonomammograms
- c. The following shall be the non-emergency diagnostic procedures:
 - i. Treadmill / Stress Test
 - ii. CT Scan
 - iii. 2D Echocardiogram Plain And With Doppler
 - iv. Magnetic Resonance Imaging (MRI)
 - v. Flourescein Angiography (Eye Examination)
 - vi. Bone Mineral Study or Densitometry or Dexascan
 - vii. Ambulatory Cardiac Monitoring or Holter Monitor
 - viii. Lung Function Test: Spirometry
 - ix. Audiograms / Audiometry and Tympanograms
 - x. Electromyelography (EMG) and Nerve Conduction Studies
 - xi. Thyroid Scan
 - xii. Perfusion Scan (Specifically for the following only: Thallium Test, Dobutamine and Dypiridamole Test)
 - xiii. Myelogram



5.12.3.4 EXCLUDED IN-PATIENT AND OUT-PATIENT MEDICAL SERVICES

The following medical procedures and treatments shall be excluded from the Company's medical and dental plan:

- a. Artificial insemination, sex reassignment or diagnosis and treatment of infertility
- b. Treatment of sexually transmitted diseases
- c. Tubal ligation or vasectomy
- d. Circumcision
- e. Cosmetic surgery and Oral surgery for purpose of beautification
- f. Treatment for Psychiatric Disorder
- g. Treatment for Drug Addiction or Alcoholism
- h. Medical or surgical procedure which are experimental in nature
- i. Executive Check-up of Senior Officers
- j. Annual Physical Examination of dependents
- k. Dental Services of dependents
- l. Vaccinations (e.g., seasonal flu, hepatitis)
- m. Out-patient medicines and vitamins
- n. Additional hospital charges resulting from taking a room or accommodation or additional personal comfort items such as: special nursing service, telephone bill and TV which do not go with the type of room accommodation
- o. Injuries or illness which are self-inflicted or those arising out of suicide attempts
- p. Any required medical treatment



5.12.3.5 REIMBURSEMENT OF MEDICAL EXPENSES

5.12.3.5.1 Generally, the use of accredited hospital and doctors shall be required to avail of the in-patient and out-patient benefits under the TPA agreement. However, there shall be instances when an employee may have to pay outright for medical services. These payments may be reimbursed from the Company or from the healthcare service provider, subject to submission of complete documents within 30 calendar days from discharge or treatment. The amount to be reimbursed shall be based on the provider's relative value or the professional fee they would have to pay the physician if you had used their accredited doctors and medical facilities.

5.12.3.5.2 An employee may file a reimbursement claim from the Company for any of the following reasons:

- a. There are no healthcare service provider-accredited hospitals or clinics near the area
- b. The employee undergoes emergency medical treatment or confinement in a non-accredited hospital
- c. The employee has an ongoing treatment with a non-accredited doctor for a dreaded illness

5.12.3.5.3 An employee may file a reimbursement claim from the healthcare service provider for any of the following reasons:

- a. The employee is referred to a non-accredited specialist or facility in case the said doctor or procedure is not available within the network of the healthcare service provider;
- b. Prescribed medicines are bought outside the hospital during confinement; or
- c. Medical expenses paid by the principal member when card is suspended, provided previous billing has been settled.



5.12.3.6 ANNUAL PHYSICAL EXAMINATION (APE)

The Company shall provide its employees with APE to promote health awareness and maintain work efficiency that includes the following tests:

Staff	Junior Assistant Manager - Senior Manager	Assistant Vice President - President
i. Stool		i. Hematology
ii. Urine		ii. Blood Chemistry
iii. Blood Count		iii. Urinalysis
iv. Physical Check-up		iv. Fecalysis
v. Medical History		v. X-ray
i. Stool		vi. Ultrasound
ii. Urine		vii. Electrodiagram
iii. Blood Count		viii. Proctosigmoidoscopy
iv. Physical Check-up		ix. Tread mill
v. Medical History		x. Endocrine Work - up
		xi. Consultations (every 2 years)

Procedures shall be conducted only in designated / selected clinics and hospitals affiliated or managed by the healthcare service provider.

5.12.3.7 DENTAL BENEFITS

Regular employees shall be entitled to dental benefits through accredited dental clinics of the healthcare service provider, as follows:

- a. Unlimited dental consultation and treatment planning
- b. Oral prophylaxis, maximum of two (2) times a year
- c. Simple tooth extraction, maximum of four (4) times a year
- d. Unlimited permanent tooth filling (light cure)



5.13 Group Life Insurance Plan

5.13.1 Purpose

The purpose of this policy is to serve as a guide for the life insurance plan available to the Company's employees.

5.13.2 Definition of Terms

1. Group Life Insurance

Refers to a type of insurance covering the Company where in the insurance provider grants benefit to covered employees in case of death or dismemberment.

2. Working hours

The hours spent while reporting on work. Refer to Work Schedule policy manual.

5.13.3 Policies

5.13.3.1 The Company shall provide comprehensive group life insurance coverage for all regular employees. It shall be non-contributory on the part of the employees and shall apply to them within and outside Company working hours. Further, the Company shall provide a double indemnity benefit in case of accidental death and dismemberment.

5.13.3.2 The amounts of insurance coverage per position shall be as follows:

Rank	Coverage
President	P 3,500,000.00
Executive Vice President	2,500,000.00
Senior Vice President	1,800,000.00
Assistant Vice President - First Vice President	1,200,000.00
Senior Assistant Manager - Senior Manager	600,000.00
Junior Assistant Manager - Assistant Manager	500,000.00
Staff	350,000.00



POLICY ON DRUG-FREE WORKPLACE

GT Capital Holdings, Inc. explicitly prohibits:

1. The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.
2. Being impaired or under the influence of dangerous drugs away from the company, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
3. Possession, use, solicitation for, or sale of dangerous drugs away from the company premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
4. The presence of any detectable amount of dangerous drugs in the employee's system while at work, while on the premises of the company, or while on company business. "Dangerous Drugs" include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex of R.A. 9165.

A. MANDATORY DRUG TEST

1. To ensure that only those qualified shall be screened and recruited to prevent the detrimental effects (*e.g. lower productivity; poor decision making; increased accidents; more compensation claims; and reduced team effort*) which drug use and abuse may cause in the workplace, the conduct of mandatory drug test shall be required for pre-employment.
2. The Company designates a duly accredited drug-testing center by the Department of Health (DOH), as its authorized drug testing laboratory.
3. The Company may also conduct drug testing under any of the following circumstances:
 - i. **RANDOM TESTING:** Officer/employees may be selected at random for drug testing at any interval determined by the Company.
 - ii. **FOR-CAUSE TESTING:** The company may ask an officer/employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs, including, but not limited to, the following circumstances: evidence of drugs on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment



or influence of drugs, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

iii. **POST-ACCIDENT TESTING:** Any officer/employee involved in a “Near-Miss” incident or “Work Accident” under circumstances that suggest possible use or influence of drugs may be asked to submit to a drug test. As defined herein, “Near-Miss” means an incident arising from or in the course of work which could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed. “Work Accident” refers to unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof of which arises out of and in the course of employment.

4. All drug tests shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Where the confirmatory test turns positive, the company’s Assessment Team shall evaluate the results and determine the level of care and administrative interventions that can be extended to the concerned employee.
5. The Company shall inform the officer/employee who was subjected to a drug test of the test-results whether positive or negative.
6. All costs of drug testing shall be borne by the Company.

B. TREATMENT, REHABILITATION, AND REFERRAL

1. An officer/employee who, for the first time, is found positive of drug use, shall be referred for treatment and/or rehabilitation in a DOH accredited center. For this purpose, the Company shall provide a list of at least three (3) accredited facilities which an employee who was tested positive for drugs may choose from.
2. Following rehabilitation, the company’s Assessment Team, in consultation with the head of the rehabilitation center, shall evaluate the status of the drug dependent employee and recommend to the employer the resumption of the employee’s job if he/she poses no serious danger to his/her co-employees and/or the workplace.
3. All costs for the treatment and rehabilitation of the drug dependent employee shall be charged to his account. The period during which the employee is under treatment or rehabilitation shall be considered as authorized leaves.
4. Repeated drug use even after ample opportunity for treatment and rehabilitation shall be dealt with the corresponding penalties under R.A. 9165 and is a ground for dismissal.



C. ADVOCACY, EDUCATION AND TRAINING

1. GT Capital Holdings, Inc. undertakes to increase the awareness and education of its officers and employees on the adverse effects of dangerous drugs through continuous advocacy, education and training programs/activities to all its officers and employees.
2. All officers and employees are required to undergo an orientation/education program before assumption of their respective duties. The program shall include the following topics:
 - i. Salient features of R.A. 9165;
 - ii. Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
 - iii. Preventive measures against drug abuse; and
 - iv. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.
3. To encourage all officers and employees to lead a healthy lifestyle while at work and at home, GTCap undertakes to conduct the following activities as often as possible:
 - i. Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;
 - ii. Health wellness screenings (*e.g. blood pressure and heart rate, cholesterol test, blood glucose, etc.*);
 - iii. Sports, recreational and fun-game activities; and
 - iv. Other activities promoting health and wellness.

D. ROLES, RIGHTS AND RESPONSIBILITIES OF EMPLOYER AND EMPLOYEES

1. GTCap shall ensure that the workplace policies and programs on the prevention and control of dangerous drugs, including drug testing, shall be disseminated to all officers and employees. The employer shall obtain a written acknowledgement from the employees that the policy has been read and understood by them.
2. GTCap shall maintain the confidentiality of all information relating to drug tests or to the identification of drug users in the workplace; exceptions may be made only where required by law, in case of overriding public health and safety concerns; or where such exceptions have been authorized in writing by the person concerned.
3. All officers and employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.



E. CONSEQUENCES OF POLICY VIOLATIONS

1. Any officer or employee who uses, possesses, distributes, sells or attempts to sell, tolerates, or transfers dangerous drugs or otherwise commits other unlawful acts as defined under Article II of RA 9165 and its Implementing Rules and Regulations shall be subject to the pertinent provisions of the said Act.
2. Any officer or employee found positive for use of dangerous drugs shall be dealt with administratively in accordance with the provisions of Article 282 of Book VI of the Labor Code and under RA 9165.

F. MONITORING AND EVALUATION

The implementation of these policies and programs shall be monitored and evaluated periodically by management to ensure a drug-free workplace. For this purpose, an Assessment Team shall be constituted in accordance with D.O. 53-03.



HEPATITIS B WORKPLACE POLICY AND PROGRAM

I. Implementing Structure

The GT Capital Holdings, Inc.'s (GTCap) Hepatitis B workplace policy and program shall be managed by its health and safety committee. Each department shall be duly represented.

II. Guidelines

Education

1. Coverage. All employees regardless of employment status may avail of hepatitis B education services for free;
2. Hepatitis B shall be conducted through distribution and posting of IEC materials and counselling and/ or lectures; and
3. Hepatitis B education shall be spearheaded by the Company's Medical Clinic in close coordination with the health and safety committee.

Preventive Strategies

1. All employees are encouraged to be immunized against Hepatitis B after securing clearance from their physician.
2. Workplace sanitation and proper waste management and disposal shall be monitored by the health and safety committee on a regular basis.
3. Personal protective equipment shall be made available at all times for all employees; and
4. Employees will be given training and information on adherence to standards or universal precautions in the workplace.

III. Social Policy

Non-discriminatory Policy and Practices

1. There shall be no discrimination of any form against employees on the basis of their Hepatitis B status consistent with the international agreements on non discrimination ratified by the Philippines (ILO C111). Employees shall not be discriminated against, from pre to post employment, including hiring, promotion, or assignment because of their hepatitis B status.
2. Workplace management of sick employees shall not differ from that of any other illness. Persons with Hepatitis B related illnesses may work for as long as they are medically fit to work.

Confidentiality



Job applicants and employees shall not be compelled to disclose their Hepatitis B status and other related medical information. Co-employees shall not be obliged to reveal any personal information about their fellow employees. Access to personal data relating to employee's Hepatitis B status shall be bound by the rules on confidentiality and shall be strictly limited to medical personnel or if legally required.

Work-Accommodation and Arrangement

1. GTCap shall take measures to reasonably accommodate employees who are Hepatitis B positive or with Hepatitis B - related illnesses.
2. Through agreements made between management and employees' representative, measures to support employees with Hepatitis B are encouraged to work through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

Screening, Diagnosis, Treatment and Referral to Health Care Services

1. GTCap shall establish a referral system and provide access to diagnostic and treatment services for its employees for appropriate medical evaluation/monitoring and management.
2. Adherence to the guidelines for healthcare providers on the evaluation of Hepatitis B positive employees is highly encouraged.
3. Screening for Hepatitis B as a prerequisite to employment shall not be mandatory.

Compensation

GTCap shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee contracted with Hepatitis B infection in the performance of his duty.

IV. Roles and Responsibilities of Employers and Employees

Employer's Responsibilities

1. Management, together with employees' organizations, company focal personnel for human resources, and safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on Hepatitis B.
2. The Health and Safety Committee shall ensure that their company policy and program is adequately funded and made known to all employees.
3. The Human Resources and Administration Department shall ensure that their policy and program adheres to existing legislations and guidelines, including provisions on leaves, benefits and insurance.
4. Management shall provide information, education and training on Hepatitis B for its workforce consistent with the standardized basic information package developed by the Hepatitis B TWG; if not available within the establishment, then provide access to information.



5. GTCap shall ensure non-discriminatory practices in the workplace.
6. The management together with the company focal personnel for human resources and safety and health shall provide appropriate personal protective equipment to prevent Hepatitis B exposure, especially for employees exposed to potentially contaminated blood or body fluid.
7. The Health and Safety Committee, together with the employees' organizations shall jointly review the policy and program for effectiveness and continue to improve these by networking with government and organizations promoting Hepatitis B prevention.
8. GTCap shall ensure confidentiality of the health status of its employees, including those with Hepatitis B.
9. Human Resources and Administration shall ensure that access to medical records is limited to authorized personnel.

Employees Responsibilities

1. The employees' organization is required to undertake an active role in educating and training their members on Hepatitis B prevention and control. The IEC program must also aim at promoting and practicing a healthy lifestyle with emphasis on avoiding high-risk behavior and other risk factors that expose employees to increased risk of Hepatitis B infection, consistent with the standardized basic information package developed by the Hepatitis B TWG.
2. Employees shall practice non-discriminatory acts against co-employees on the ground of Hepatitis B status.
3. Employees and their organizations shall not have access to personnel data relating to an employee's Hepatitis B status. The rules of confidentiality shall apply in carrying out union and organization functions.
4. Employees shall comply with the universal precaution and the preventive measures.
5. Employees with Hepatitis B may inform the health care provider or the company physician on their Hepatitis B status, that is, if their work activities may increase the risk of Hepatitis B infection and transmission or put the Hepatitis B positive at risk for aggravation.



HIV/AIDS WORKPLACE POLICY AND PROGRAM

In conformity with Republic Act No. 8504 otherwise known as the Philippine AIDS Prevention and Control Act of 1998 which recognizes workplace-based programs as a potent tool in addressing HIV/AIDS as an international pandemic problem, this company policy is hereby issued for the information and guidance of the employees in the diagnosis, treatment and prevention of HIV/AIDS in the workplace.

This policy is also aimed at addressing the stigma attached to HIV/AIDS and ensures that the workers' right against discrimination and confidentiality is maintained.

I. IMPLEMENTING STRUCTURE

The GT Capital Holdings, Inc. (GTCap) HIV/AIDS Program shall be managed by its Health and Safety Committee consists of representatives from the different departments.

II. BASIC INFORMATION ON HIV/AIDS

What is HIV/AIDS?

It is a disease caused by a virus called HIV (Human Immunodeficiency Virus). This virus slowly weakens a person's ability to fight off other diseases by attaching itself to and destroying important cells that control and support the human immune system.

How HIV/AIDS is transmitted?

- Unprotected sex with an HIV infected person;
- From an infected mother to her child (during pregnancy, at birth through breast feeding);
- Intravenous drug use with contaminated needles;
- Transfusion with infected blood and blood products; and
- Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.

Is there a cure?

No. However, there are antiretroviral drug combinations that are available when properly used, result in prolonged survival of people with HIV. Holistic care of people living with HIV-AIDS and comprehensive treatment of opportunistic infections also dramatically improve quality of life.



III. COVERAGE

This Program shall apply to all employees regardless of their employment status.

IV. GUIDELINES

A. Preventive Strategies

1. Conduct of HIV-AIDS Education.-

a. Who will conduct?

The Manila Doctors Hospital in coordination with the Health and Safety Committee shall conduct HIV-AIDS education to all employees for free. This shall also form part of the orientation of newly hired employees. The standardized information package developed by the Department of Labor and Employment (DOLE) may be used for this purpose.

b. How will it be conducted?

The HIV-AIDS education will be conducted through distribution and posting of IEC materials, lectures, counselling and training and information on adherence to standard or universal precautions in the workplace

2. Screening, Diagnosis, Treatment and Referral to Health Care Services

- a. Screening for HIV as a prerequisite to employment is not mandatory.
- b. GTCap shall encourage positive health seeking behavior through Voluntary Counseling and Testing.
- c. GTCap shall establish a referral system and provide access to diagnostic and treatment services for its workers. Referral to Social Hygiene Clinics of LGU for HIV screening shall be facilitated by the company's medical clinic staff.
- d. GTCap shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.

B. SOCIAL POLICY

1. Non-discriminatory Policy and Practices

- a. Discrimination in any form from pre-employment to post-employment, including hiring, promotion or assignment, termination of employment based on the actual, perceived or suspected HIV status of an individual is prohibited.
- b. Workplace management of sick employees shall not differ from that of any other illness.



- c. Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

2. Confidentiality/Non-Disclosure Policy

- a. Access to personal data relating to a worker's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILO Code of Practice.
- b. Job applicants and workers shall not be compelled to disclose their HIV/ AIDS status and other related medical information.
- c. Co-employees shall not be obliged to reveal any personal information relating to the HIV/AIDS status of fellow workers.

3. Work-Accommodation and Arrangement

- e. GTCap shall take measures to reasonably accommodate employees with AIDS-related illnesses.
- f. Agreements made between the company and employee's representatives shall reflect measures that will support workers with HIV/AIDS through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

IV. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES

A. Employer's Responsibilities

1. GTCap, together with employees/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on HIV/AIDS.
2. Provide information, education and training on HIV/AIDS for its workforce.
3. Ensure non-discriminatory practices in the workplace and that the policy and program adheres to existing legislations and guidelines .
4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
5. GTCap, through its Human Resources and Administration Department, shall see to it that their company policy and program is adequately funded and made known to all employees.
6. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting HIV prevention.

B. Employees' Responsibilities

1. The employee's organization shall undertake an active role in educating and training their members on HIV prevention and control. Promote and practice a



healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose workers to increased risk of HIV infection.

2. Employees shall practice non-discriminatory acts against co-employees.
3. Employees and their organization shall not have access to personnel data relating to a worker's HIV status.
4. Employees shall comply with universal precaution and preventive measures.



POLICY AGAINST SEXUAL HARASSMENT

GT Capital Holdings, Inc (GTCap) believes that employees should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, debilitates morale and, therefore, interferes with work effectiveness. Such behavior may be in the form of unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

GTCap will not tolerate any behavior that amounts to sexual harassment and any officer or employee found to have committed sexual harassment shall be subjected to disciplinary action, up to and including dismissal.

A. DEFINITION OF SEXUAL HARASSMENT

GTCap has adopted, and its policy is based on, the definition of sexual harassment set forth in Section 3 of R.A. 7877. It provides that sexual harassment in workplace is committed by an employer, employee, manager, supervisor, agent of the employer, or any other person who, having authority, influence or moral ascendancy over another in a work environment, demands, requires or otherwise requires any sexual favor from the other, regardless of whether the demand, requests or requirement for submission is accepted by the object of said Act.

In a work-related or employment environment, sexual harassment is committed when:

1. The sexual favor is made as a condition in the hiring or in the employment, re-employment, or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
2. the above acts would impair the employees' rights or privileges under existing labor laws; or
3. the above acts would result in an intimidating, hostile, or offensive environment for the employee.

B. WHERE SEXUAL HARASSMENT IS COMMITTED

Sexual harassment may be committed in any work or training environment. It may include, but are not limited to the following:

1. In or outside the office building or training site;



2. at office or training-related social functions;
3. in the course of work assignments outside the office;
4. at work-related conferences, studies or training sessions; or
5. during work related travel.

C. FORMS OF SEXUAL HARASSMENT

Sexual harassment may be committed in any of the following forms:

1. Overt sexual advances;
2. Unwelcome or improper gestures of affection;
3. Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose;
4. Any other act or conduct of a sexual nature or for purposes of sexual gratification which is generally annoying, disgusting or offensive to the victim.

D. WHAT IS NOT SEXUAL HARASSMENT

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

E. EMPLOYER'S RESPONSIBILITY

GTCap undertakes to provide its officers and employees a work environment free of sexual harassment by management personnel, by co-workers and by others with whom officers and employees must interact in the course of their employment in GTCap. Sexual harassment is specifically prohibited as unlawful and as a violation of GTCap's policy. GTCap is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

II. PROCEDURES ON SEXUAL HARASSMENT CASES

A. COMPLAINT PROCEDURE

Any officer or employee, who experiences or witnesses any act of sexual harassment in the workplace, shall report the same immediately to the Discipline, Ethics and Values Committee. They may also report acts of sexual harassment to any other member of GTCap's management or ownership. All allegations of sexual harassment will be quickly investigated. To the extent possible, the identity of the officer or employee shall remain confidential and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, all parties will be informed of the outcome of the investigation.

Discipline, Ethics and Values Committee shall be constituted and shall be composed of the management and the employees' representative to receive complaints, investigate and hear sexual harassment cases. The Committee shall develop its own rules in the settlement and disposition of sexual harassment cases. The Committee shall also develop and implement programs to increase understanding and awareness about sexual harassment.



B. RETALIATION

GTCap will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

C. WRITTEN POLICY

All officers and employees of GTCap shall receive a copy of sexual harassment policy upon assumption of their respective offices. If at any time an officer or employee would like another copy of the policy, please contact the Discipline, Ethics and Values Committee. If GTCap should amend or modify its sexual harassment policy, all officers and employees will receive an individual copy of the amended or modified policy.



Workplace Policy and Program on Tuberculosis (TB) Prevention and Control

GT Capital Holdings, INC. (GTCap) recognizes that while 80% of Tuberculosis (TB) cases belong to the economically productive individuals, it is also treatable and its spread can be curtailed if proper control measures will be implemented. As such, this TB Policy and Program is hereby issued for the information and guidance of the employees.

Implementing Structure

GTCap's TB Prevention and Control Program shall be managed by its Health and Safety Committee consists of representatives from the different departments.

Purpose

To address the stigma attached to TB and to ensure that the worker's right against discrimination, brought by the disease, is protected.

To facilitate free access to anti-TB medicines of affected employees through referrals.

Coverage

This Program shall apply to all employees regardless of their employment status.

Guidelines – Preventive Strategies

1. Conduct of Tuberculosis (TB) Advocacy, Training and Education
 - a. TB education shall be conducted by the Company's accredited medical clinic in close coordination with the Health and Safety Committee, through distribution and posting of materials and counselling and/ or lectures.
 - b. Engineering measures such as improvement of ventilation, provision for adequate sanitary facilities and observance of standard for space requirement (avoidance of overcrowding) shall be implemented.
2. Screening, Diagnosis, Treatment and Referral to Health Care Services
 - a. GTCap shall establish a referral system and provide access to diagnostic and treatment services for its employees. GTCap shall make arrangements with the nearest Direct Observed Treatment (DOT) facility.
 - b. GTCap's adherence to the DOTS guidelines on the diagnosis and treatment is highly encouraged.

Medical Management

1. GTCap shall adopt the DOTS strategy in the management of workers with tuberculosis. TB case finding, case holding and reporting and recording shall be in accordance with the Comprehensive Unified Policy (CUP) and the National Tuberculosis Control Program.
2. GTCap shall at the minimum refer employees and their family members with TB to private or public DOTS centers.



Social Policy

1. Non-discriminatory Policy and Practices

- a. There shall be no discrimination of any form against employees from pre- to post-employment, including hiring, promotion, or assignment, on account of their TB status.
- b. Workplace management of sick employees shall not differ from that of any other illness. Persons with TB-related illnesses should be able to work for as long as they are medically fit.

2. Work-Accommodation and Arrangement

- a. Agreements made between the company and employee's representatives shall reflect measures that will support workers with TB through flexible leave arrangements, rescheduling of working time and arrangement for return to work.
- b. The employee may be allowed to return to work with reasonable working arrangements as determined by the Company Health Care provider and/or the DOTS provider.

Compensation

GTCap shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee who acquired TB infection in the performance of his/her duty.

Roles and Responsibilities of Employers and Employees

1. Employer's Responsibilities

- a. GTCap, together with workers/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on TB.
- b. Provide information, education and training on TB prevention for its workforce.
- c. Ensure non-discriminatory practices in the workplace.
- d. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
- e. GTCap, through its Human Resources and Administration Department, shall see to it that their company policy and program is adequately funded and made known to all employees.
- f. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting TB prevention.



2. Employees' Responsibilities

- a. The employee's organization is required to undertake an active role in educating and training their members on TB prevention and control.
- b. Employees shall practice non-discriminatory acts against co-workers.
- c. Employees and their organization shall not have access to personnel data relating to a worker's TB status.
- d. Employees shall comply with universal precaution and the preventive measures.

Implementation and Monitoring

The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.



CODE OF CONDUCT ACKNOWLEDGMENT FORM

This is to acknowledge receipt of a copy of the Employee Handbook. I certify that I have read and fully understand its contents, and I agree to comply with the standards contained herein. Further, I understand that any breach of existing Company policies and procedures can result in disciplinary action, up to and including termination and/or removal from employment.

Signature Over Printed Name

Date

(EMPLOYEE'S COPY)

CODE OF CONDUCT ACKNOWLEDGMENT FORM

This is to acknowledge receipt of a copy of the Employee Handbook. I certify that I have read and fully understand its contents, and I agree to comply with the standards contained herein. Further, I understand that any breach of existing Company policies and procedures can result in disciplinary action, up to and including termination and/or removal from employment.

Signature Over Printed Name

Date

(HRAD'S COPY)