



Health, Safety and Welfare of Employees

POLICY

It is the commitment of the Company to ensure a safe and healthy workplace for all employees, and to promote their development and welfare. As its employees are among its greatest resource. It is likewise committed in nurturing their individual capabilities and in uplifting their lives.

This Policy may be amended from time to time by Company's Board of Directors.

SEXUAL HARASSMENT

The Company values the dignity of the workers and their right to a humane, just and safe work environment, conducive to productivity and personal growth. It strives to protect its employees from harassment of any form.

Therefore, it shall not tolerate the commission in the workplace of any act or abusive behavior constituting sexual intimidation and hereby declares all acts of sexual harassment as unlawful. The Company shall likewise not hesitate to impose the corresponding administrative sanction to employees found guilty of violation of this Policy. This policy shall cover all employees, including job applicants and contract workers.

DRUG-FREE WORKPLACE

In compliance with Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, which mandates all private establishments to formulate and implement drug abuse prevention and control programs in the workplace including the formulation and adoption of company policies against dangerous drugs use; and in accordance with the Department of Labor and Employment (DOLE) Department Order No. 53-03 setting the guidelines for employers in formulating and implementing company policies and programs against drug abuse, the Company has incorporated above policy in its Employee Code of Conduct, together with the spirit behind it, parameters and corresponding sanction. *(See Policy specific to Drug-Free Workplace enclosed)*

ANNUAL PHYSICAL EXAM AND OTHER HEALTH-RELATED BENEFITS

To ensure that employees receive the appropriate preventive healthcare, employees are given access to annual physical check-ups, medical consultations and hospital confinements (if warranted). With the Company's health program with a certified healthcare provider, employees can get medical services with minimal charge, if not free.

The Company also provides annual flu vaccine to its employees.



DISASTER PREPAREDNESS

This policy is prepared with the intention of promoting a safe working environment that will ensure the safety and health of all employees, and to enable the company to comply with the law. The Company actively participates with emergency drills (fire, earthquake) initiated by either the building administration or the local government unit where our offices reside. This initiatives are intended to equip employees with the needed skill and knowledge in preparing and appropriately responding in times of calamities and disasters.

PROGRAMS TO FIGHT CORONA VIRUS (COVID-19)

The Company, at the onset of the pandemic brought about by Covid-19, had the welfare and safety of its employees and their families in mind. The following programs were set-up to achieve above objective:

- Flexible Work Arrangement – Work from Home
- Shuttle Services for employees who need to report for work at the workplace (office/warehouse)
- Use of Staff Houses for employees who need to stay at night, for convenience
- Leniency in the use of paid leaves (vacation/sick)
- Regular supply of hand sanitizers, face masks, face shields, gloves and PPEs to all employees

EMPLOYEE DEVELOPMENT

The Company supports the professional and personal development of its employees. While the employees are encouraged to take responsibility for their own advancement, the Company is committed to providing opportunities for learning and continuous training to promote the professional growth of its employees.