

	Division	Version No 1	Policy No
		Revision Date	Effectivity Date
	Department/Section	Initiated By	Approved By
Page No. 1 of 1	Process Name POLICY AND DATA RELATING TO HEALTH, SAFETY AND WELFARE OF EMPLOYEES, INCLUDING COMPANY SPONSORED TRAININGS		

I. Purpose

The Company adopts this HEALTH, SAFETY, TRAINING AND WELFARE POLICY (the “Policy”) to promote good health and provide important resources that not only help build a positive working relationship but also promote good work habits and financial relief.

II. General Policies and Guidelines

1. The Company maintains a comprehensive medical insurance policy which provides for in-patient and out-patient benefits for employees and qualified dependents. Employees are entitled to medicine reimbursements and are encouraged to undergo annual executive check-up or physical examinations for health maintenance. A gym and a clinic are likewise maintained in the office vicinity for employees.
2. Employees are provided with life insurance coverage to protect them and their families against the financial burden that comes with injury or demise.
3. The Company shall conduct annual trainings on safety and fire and earthquake drills, in coordination with the local government fire department and the office building administrator.
4. Every year, employees are provided the anti-flu vaccine shot to protect them and keep them well throughout the year. The program is also being offered to the employees’ immediate family members.
5. The Company encourages employees to attend trainings and workshops that will develop and hone their competencies. A yearly analysis to determine the training and developmental needs of each employee is conducted and resources are allocated to fund their training and training-related expenses.

III. Effectivity

This policy shall take effect on the date indicated above and shall supersede any and all previous practices contrary to the provisions herein. It shall remain in full force and effect until amended in writing with the approval of authorized signatories.