

## **POLICIES ON HEALTH & SAFETY, TRAINING AND WELFARE OF EMPLOYEES**

**UPMC** shall provide and maintain a safe and healthful work environment that complies with generally accepted business practices and regulatory requirements. The improvement of its employees' health and the prevention of accidents shall be the bedrock of its health and safety management system.

Management shall strive to eliminate any foreseeable hazards that may result to personal injuries/illnesses, damage to property and security losses by making loss prevention a direct responsibility of all employees.

Loss prevention shall be an integral part of all processes especially as they apply to the design, operation, and maintenance of facilities and equipment.

All employees shall perform their jobs in accordance with established procedures and operating philosophy.

### **Health Benefits**

The company shall ensure that the health of its employees is adequately protected and that they are provided with financial assistance when they get sick or injured. It shall establish a Group Hospitalization Program wherein all regular employees are insured and shall continue to be insured with any credible insurance company.

Insurance shall be shouldered by the company as follows:

Employee's premium - 100% paid by the company

All regular employees shall also be entitled to Medical/Dental/Optical care allowance the amount of which shall be set per calendar year as approved by the President.

Reimbursements shall be covered by an official receipt. If the reimbursable amount is within the petty cash limit, reimbursements shall be done through a Petty Cash Voucher, otherwise, reimbursements shall be done through a Request for Issuance of Check.

The Administrative Supervisor shall monitor the balance of the medical allowance of each employee by using a Medical Card (MC), where reimbursements of medical expenses and a running balance of the medical allowance is posted. The reimbursable amount in the PCV or RIC shall be compared with the running balance in the MC.

If the amount being reimbursed is lower or equal to the balance appearing in the MC, the Personnel Assistant stamps "POSTED" on all the official receipts and posts the total amount reimbursed to the respective MC. If the amount being reimbursed is greater than the balance appearing in the MC, he stamps "POSTED" on all the official receipts and changes the amount appearing in the PCV or RIC to conform with the remaining balance. The reimbursed amount is then posted in the MC to properly close the account.

Only when the receipts have been properly marked "POSTED" shall the Cashier reimburse the employee the medical allowance.

Unused medical allowance shall be accumulated continuously for five (5) years which shall be converted to cash in the event of an employee's death or separation from the company without cause. Employees separated from the company for cause shall not be entitled to the cash conversion of the accumulated medical allowance.

Managerial employees and above who have been with the company for three (3) consecutive years on a regular status shall be entitled to company paid executive check-up the amount of which shall be set per calendar year as approved by the President:

Reimbursements shall be covered by a Request for Issuance of Check, an official receipt, a certification from the attending physician that an executive check-up was performed, and the results of the check-up.

### **Policy on Seminars & Trainings**

The company shall finance the attendance of its officers and employees to in-house or public seminars/trainings. Full or partial subsidy shall depend on the nature of the seminar/training.

Full subsidy shall be extended to an employee when the nature of the seminar is directly related to the employee's job in the company. Partial subsidy may be extended to an employee if the nature of the seminar/ training is not directly related to the employee's job in the company but is directed towards the employee's growth and development as an individual. The percentage of the subsidy shall depend on management's discretion.

All regular employees, from rank-and-file up, maybe entitled to company financed in-house or public seminar/training. Upon resignation of an officer or employee, all seminar/training materials shall be turned over to the Property Custodian who shall then forward the same to the Personnel Department. The cost of lost seminar / training materials shall be collected from the resigning officer/employee.

An employee who was sent to attend a seminar / training outside the country shall be bound to stay with the company for a certain period depending on the amount spent for the seminar/training,

<b><u>EXPENSES INCURRED FOR THE SEMINAR/TRAINING</u></b>	<b><u>COMPANY'S HOLDING PERIOD</u></b>
P 90,000 to P 150,000	One (1) year
150,000 to 300,000	Two (2) years
300,000 to 450,000	Three (3) years
450,000 to 600,000	Four (4) years
600,000 to 750,000	Five (5) years
750,000 to 900,000	Six (6) years

Every additional P150,000 cost incurred is equivalent to an additional one (1) year holding period. If the employee resigns within the holding period, said employee shall be charged for the pro-rated portion of the entire seminar

### **Membership Dues**

The company shall finance expenses pertaining to the following :

Membership dues to organizations where an officer/employee is a member like:

- Geological Society of the Philippines
- Integrated Bar of the Philippines
- Philippine Association of Secretaries
- Philippine Institute of Certified Public Accountants
- Institute of Internal Auditors
- Petroleum Association of the Philippines
- Makati Business Club
- Finance Executives Institute of the Philippines

Professional Regulation Commission dues and Privilege Tax. All regular, professional employees shall be entitled to above benefits provided said membership to professional organizations and license tax are necessary in the performance of their duties.

### **Other Cash Assistance**

All regular employees with children enrolled under the Primary, High School or College level shall be entitled to avail of educational assistance from the company. Single employees who are still studying shall also be entitled to this benefit.

The amount of Educational assistance shall be set per calendar year as approved by the President.

<u>Level</u>	<u>Disbursement</u>
Primary	First week of March
High School	First week of March
College (four or five- year course)	50% payable 1st week of March 50% payable 1st week of September

The family of a regular employee who dies shall be given cash assistance by the company. This assistance is also extended to a regular employee whose relative, as defined below, dies.

When a regular employee dies, his/her Department Manager shall initiate the request for the cash assistance by obtaining a copy of the death certificate from the employee's family and presenting it to the Personnel Manager. Upon consultation with the Department Manager, the Personnel Manager may also arrange for a funeral wreath on behalf of the company.

In case of death of a regular employee's relative (parent, parent-in-law, legal spouse, or legitimate child), the employee concerned shall request for the cash assistance by presenting to his/her Department Manager a photocopy of the relative's death certificate.

All regular employees shall be entitled to a cash equivalent of one (1) sack of rice every month. Cash conversion shall be based on prevailing market price when the subsidy is given.

#### **Employees Retirement Plan**

The company shall ensure that employees who have served the company until their retirement shall be given appropriate financial reward and recognition through the establishment of the UPMC Retirement Plan.