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POLICY NO. 001

SUBJECT: PERSONNEL RECRUITMENT

I. COVERAGE

All levels

II. RATIONALE

AIMC realizes that its principal assets are its people. It also recognizes that its success depends on the ability and capability of the employees that make up its organization. It is for this reason that AIMC maintains a policy of hiring only the qualified applicant for all job positions – the right man for the right job.

III. RECRUITMENT POLICIES

1. The hiring of personnel is the responsibility of management
2. An applicant is considered for employment only after the required psychological and personality surveys, interviews, physical examination and reference checks/background investigation have been completed
3. New employees shall undergo a probationary or fixed period employment of between three (3) to six (6) months.
4. Whenever possible, higher positions are filled through promotions or transfer of present employees.

III. POLICY PROCEDURES

A. General Hiring Procedure

1. When a vacancy occurs. The Administration Manager (AA) should discuss with GM giving allowance for lead time. Based on the manpower needs, AA makes its recommendations to the GM. For expeditious processing, he should indicate the reasonable date staff is needed, specifications that need to be met
2. With the personnel requisition duly approved by the GM, AA proceeds to secure the needed employee as follows:
 - 2.1) Post job vacancies at the plant premises
 - 2.2) Review pending application files and locate candidates through advertisement, contacts, referrals
3. Qualified applicants shall undergo the following:
 - 3.1) IQ Test
 - 3.2) Interviews
4. Personnel references, past employment record and conduct from former employer will be checked and verified.
5. The GM will discuss with the chosen candidate the conditions of employment.

B. Requirements for Employment

1. Prior to hiring, the chosen applicant should accomplish/submit to AA the following:

- a. Bio-data with official birth certificate
 - b. Police/NBI clearance/transcript of School Records
 - c. 2 ID pictures (1x1)
 - d. SSS Number
 - e. Tax Identification Number
 - f. Residence Certificate Number
 - g. Certification of employment from previous employment
2. Minimum age requirement is 22 years and maximum are 35 years old. Changes in this policy can be effected as per discretion of the GM, but within boundaries of Labor Code

IV ADMINISTRATION

Appointment papers shall be prepared by AA only after receipt of memo on appointment terms from GM

POLICY NO. 002

SUBJECT: COMPENSATION POLICIES

I. COVERAGE

All employees

II. POLICY AND PROCEDURES

1. Hiring Rate

- 1.1 The starting rate of new personnel may be any of the following depending upon his qualifications;
 - a. The minimum step of the pay grade level preceding the actual level of the position for which he is to be appointed.
 - b. Any step up to the midpoint of the pay range of the job concerned if the person possesses additional qualifications, which are valuable for the performance of the job.
- 1.2 Upon the employee's assumption of permanent status, he shall be eligible for at least the minimum salary for the job in which his position is classified.

2. Promotion

- 2.1 An employee promoted to higher job grade level will be given the increase necessary to obtain the minimum salary for the higher job grade level or the merit adjustment equivalent to the merit increase due an exceptional or superior performance (depending on the employee's merit rating), whichever is higher.

3. Merit Increase

- 3.1 Merit increase may be given any employee only if his performance for the year warrants such and/or upon discretion of GM.
- a. Employees whose performance rating is above normal, superior or exceptional shall be granted merit increase ranging from 1%-10% of his basic salary. Any adjustment over 10% shall be approved by the GM
- b. The merit increase shall be granted on 01 February of each year or at discretion of GM

POLICY NO. 003

SUBJECT: TERMINATION OF EMPLOYMENT

I. COVERAGE

All employees

II. RATIONALE

The right of an employee to look for opportunities outside the organization adjudged to be better for his professional growth is respected by the company. Likewise, it is the prerogative of management to terminate an employee if his performance falls short of company standards or for reasons similar to those cited in the New Labor Code.

III. POLICY GUIDELINES

A. Resignation

1. The employee shall file his letter of resignation with the GM, at least thirty (30) days before the effective resignation date
2. The resigning employee shall file a clearance form to clear himself of all accountabilities with the company.
3. After the clearance form is fully accomplished, the GM shall sign it.
3.1 Unpaid salaries, , separation benefits, if any, shall be computed.
4. The employee shall sign the release form prepared by AA, enumerating his separation benefits and other such involvement's.
5. On the last working day of the employee, he may be called for an exit interview the purpose of which shall be to find ways by which the company can enhance its relation with its employees. A copy of the exit interview results will be forwarded to the GM and employee's superior.
6. As a general rule, a resigned employee may be re-employed, based on his qualifications, his performance during his service with the company, and the specific need for re-hiring him.

B. Termination

1. As a matter of policy and in accordance with Labor Laws and Regulations, management shall not terminate the services of an employee except for just cause as provided in the Labor Code.

- 1.1 Before an employee is terminated, his case shall be reviewed and investigated by the Management. Findings shall be prepared in writing and recommendations for termination shall be approved by the GM.
 - 1.2 The employee whose services are to be terminated shall be informed in writing of the reasons for said action at least thirty (30) days before effectivity
 - 1.3 Employees whose services are terminated for just cause are not entitled to a separation pay.
2. An employee may also be terminated due to sickness or ailment, which may be prejudicial to the health of the employee and of his co-employees.
 - 2.1 Employees whose services are terminated due to ill health will be entitled to separation pay, the amount of which shall be at Management's discretion; but in no case lower than what is prescribed by the Labor Code which is one half (1/2) month salary per year of service,
3. An employee may also be terminated due to the installation of labor-saving devices, redundancy, retrenchment to prevent losses and other similar causes.
 - 3.1 Employees terminated for reasons cited above shall be entitled to an amount to be decided on by management but not less than that stated in the labor code which is at least one month pay or at least one half (1/2) month for every year of service and reckoned from the employee's hiring date depending on the circumstance of company.

POLICY NO. 004

SUBJECT: PHYSICAL EXAMINATION

I. COVERAGE

All regular employees

II. RATIONALE

The company upholds the belief that physical fitness is important for a person to adequately perform his task. For this reason, AIMC. requires all candidates for employment to undergo a pre-employment check-up, and for its regular employees to have annual physical examination.

III. POLICY GUIDELINES

1. Pre-employment Check-up

1. Every candidate for employment is required to undergo physical check-up.
 - 1.1 This examination shall include chest X-ray, blood, stool and urine tests, and if necessary, other procedures (IE Drug AND Alcohol Test) that may be required due to perceived health deficiencies that need to be confirmed.

- 1.2 The appointment papers of the candidate will be released only if the results of the examination have been received and reviewed by the company doctor.
 - 1.3 Should there be any indications of physical deficiency as a result of the examination, the GM will inform the candidate of such, and will therefore decline the individual's employment.
2. In a case where the candidate refuses to subject himself to the process for whatever reason, AIMC. will automatically decline the candidate's employment. Such refusal will be construed as an effort of the candidate to hide relevant information regarding his health from the company.

2. Annual Physical Examination

1. At the start of each year, the AA will release the schedule for the annual physical check-up of regular employees.
2. The annual examination will include at least a chest x-ray, blood, urine and stool tests, and some other tests that may be prescribed by the company.
3. Should any employee be unavailable on his scheduled examination, he shall notify the AA for a re-appointment.
4. In a case where the employee refuses to subject himself to the process for whatever reason, AIMC. May view this as a violation of company policy and may be used as a condition for termination of the employee after due process.

POLICY NO. 005

SUBJECT: HOSPITALIZATION

I. COVERAGE

All regular employees

II. RATIONALE due process

There are certain occasions that a regular employee needs to be hospitalized. The company acknowledges these situations so that hospitalization privileges, if any, are extended to its regular employees on the condition that confinement is deemed necessary by the retained physician.

III. POLICY GUIDELINES

1. A regular employee needing confinement in a hospital may be confined in any hospital designated by management.
2. Hospital confinement rates shall be based on the prevailing rates.
3. All normal hospitalization expenses incurred by the employee shall be charged to the Hospital Insurance Policy, if any, and/or Philhealth.

POLICY NO. 006

SUBJECT: MATERNITY LEAVES

I. COVERAGE

All female regular employees

II. RATIONALE

The company abides by the labor code to grant to any pregnant female employee, with a minimum length of service of six (6) months of the last 12 months, maternity leave of two (2) weeks prior to expected delivery and another four (4) weeks after normal delivery or abortion with full pay, based on her regular monthly wages.

II. POLICY AND GUIDELINES

1. A female employee due for delivery shall submit a medical certificate stating the probable date of delivery. The date of delivery is counted in the post delivery period.
2. A female employee shall be given maternity leave only for the first four (4) deliveries from March 15, 1973 as per Sec. 10 Rule VII, Book III, p. 87 of the Implementing Rules and Regulations of the New Labor Code.
3. The maternity leave may be extended without pay on account of illness medically certified to have arisen out of pregnancy, delivery, abortion, or miscarriage which renders the woman unfit for work, unless she has earned unused leave credits from which such extended leave may be charged with prior approval of the immediate superior.
4. The employee who will go on maternity leave may, with the approval of her immediate superior, be given advanced payment of her four (4) weeks pay.
5. Should an employee deliver after the expected delivery date, she will still be entitled to full four (4) weeks post-delivery period, but the days in excess of pre-delivery period will be unpaid.

III. ADMINISTRATION

1. The AA will be responsible for keeping the records of employees as regards this policy.

POLICY NO. 007

SUBJECT: PATERNITY LEAVES

IV. COVERAGE

All legally married regular male employees

II. RATIONALE

- V.** The company abides by the labor code to grant to regular male employee, with a minimum length of service of six (6) months of the last 12 months, paternity leave of seven (7) days with full pay, based on his regular monthly wages

VI. POLICY AND GUIDELINES

1. A male employee due for delivery of his legal spouse shall submit a medical certificate of the expected birth of his spouse.
2. The leave must coincide with the schedule of birth of said spouse. Covering 1 week before or 1 week after delivery schedule.

VII. ADMINISTRATION

2. The AA will be responsible for keeping the records of employees as regards this policy.

POLICY NO. 008

SUBJECT: SICK LEAVE

I. COVERAGE

All employees

II. RATIONALE

The company grants sick leave to its regular employees who are genuinely ill in response to such emergency that may beset its personnel.

III. POLICY GUIDELINES AND PROCEDURES

1. The sick leave benefits are granted to regular employees.
2. The employee is allowed five (5) days sick leave with pay. Maximum leave of 15 days
3. The sick leave, based on calendar day (including Saturdays, Sundays and holidays) is non-cumulative.
4. Granting of the sick leave benefit shall be made only upon prior certification of a company recognized (competent) physician.

5. In case of emergency, prior certification of the physician shall not be necessary, but the employee shall personally or through his family member, notify the company on his first day of illness.
 - 5.1 The sick employee shall submit on his day of work resumption medical certification about emergency treatment received. This certification shall be attached to his sick leave application form.
6. In case no emergency treatment by a doctor was received, such as in cases of ordinary illnesses (headaches, stomachaches, etc.), the employee shall submit a certification from a govt health care physician immediately upon his return to work for justification of his sick leave and further medication, should this be necessary.
 - 6.1 If the employee fails to secure a medical certification, the leave will be considered a vacation leave, or upon application by the employee and with the approval of the GM, may be charged against vacation leave, but not absence without leave, if there was a previous advice to the office.
 - 6.2 Without notice to the office and without doctor's approval, the absence is considered without leave (AWOL).
7. Unused sick leaves cannot be accumulated from year to year, nor is pay given in lieu of sick leave not taken.
8. If an employee uses the maximum sick leave benefits and is still unable to work, the said employee may at the option of the company, be retired from service, as provided by law.

POLICY NO. 009

SUBJECT: VACATION LEAVE

I. COVERAGE

All employees

II. RATIONALE

In accordance with existing laws, the company allows each regular employee to take vacation leaves with pay for each year of continuous service, reckoned from the date of regularization hiring of the employee. The purpose is to allow each employee a regular rest period. It is the company's prerogative to postpone annual leaves.

III. POLICY GUIDELINES AND PROCEDURES

1. An employee's vacation leave is a privilege he earns and is granted on a calendar basis.
 - 1.1 An employee becomes entitled to the vacation leave on his anniversary date.
 - 1.2 The vacation leave can be availed of within the same calendar year of anniversary date.
 - 1.3 An employee is allowed a maximum vacation leave of 5 days per year.

- 1.4 Only five (5) days is considered leave with pay.
- 1.5 Unused leaves cannot be accumulated from year to year, nor is pay given in lieu of vacation leave not taken.

POLICY NO. 010

SUBJECT: EMERGENCY LEAVE

I. COVERAGE

All regular employees

II. RATIONALE

The company responds to its employee's exigencies by granting a maximum of five (5) emergency leaves in any calendar year. Unused emergency leaves are forfeited at the end of the year.

III. POLICY GUIDELINES AND PROCEDURES

1. Emergency leave will be granted to any regular employee for any of the following causes:
 - 1.1 Death of an immediate family member, i.e., spouse, child, parent, brother or sister.
 - 1.2 Occurrence of a serious natural calamity affecting the employee or his own family
 - 1.3 Court appearances which is mandatory, i.e., subpoena to act as witness
2. An employee shall make a request for emergency leave in the prescribed form, for approval of his department head and personnel department.
3. Emergency leaves are without pay but may be converted to a vacation leave if VL does not exceed five (5) days
4. Granting of emergency leave is at the sole discretion of the company.

POLICY NO. 011

SUBJECT: ALLOWANCE

I. COVERAGE

All employees

II. RATIONALE

Since certain jobs require that the employees attend seminars outside of their work base and is required by their job to leave their work base, allowances are warranted.

III. POLICY GUIDELINES AND PROCEDURES

1. Per Diem

1.1 Meals and lodging allowances (per diem) for Workshops, Seminars outside base shall be granted any regular employee wherein activity requires on the hours required of the staff.

1.1.1 P100.00 for breakfast

1.1.2 P100.00 for lunch

1.1.3 P100.00 for dinner

1.1.4 P600.00 for lodging

2. All meal allowance expenses for breakfast, lunch and dinner claim shall be liquidated then travel expense statement approved by the GM or AA.

2.1 A General Cash Voucher Slip (GCV) shall be presented for the liquidation, and such slip shall be duly approved by the AA.

3. All executive personnel can avail of actual expenditure reasonable amount in lieu of the Per Diem allowance.

IV. ADMINISTRATION

1. The AA shall process the request for meal allowance only upon presentation of the approved TES/CPV/GCV.

2. Presentation of the receipts required for the liquidation of meal allowances for breakfast, lunch and dinner and approved by the AA/GM shall be necessary for accounting to release the amounts reimbursable.

POLICY NO. 012

SUBJECT: EMERGENCY LOAN

I. COVERAGE

All regular employees

II. RATIONALE

It is not the company's normal practice to grant loans but it recognizes that the employee is sometimes involved in unforeseen expenses which may be heavy in preparation to his income provided that reasonable measure could not have been taken to save against their expenses, considerations may be given to the granting of a company loan.

III. POLICY GUIDELINES

1. Emergency loan shall be granted only under the following circumstances:
 - 1.1 Death or serious illness affecting a member of his immediate family
 - 1.1.1 A single employee may claim as his immediate family only his parents;
 - 1.1.2 A married employee's immediate family shall consist of his parents, spouse, and his children
 - 1.2 A grave national calamity seriously affecting him or his immediate family i.e., loss of house, personal effects, etc.
 - 1.3 Purchase of expensive drugs, medicines required by a member of the immediate family
2. Request for emergency loan shall be formally made through the official loan application form.
 - 2.1 Said request shall also be supported by the necessary documents and/or certificates such as hospitalization report, death certificate, medical report, etc.
 - 2.2 Telegrams alone shall not be honored as supporting documents.
3. An emergency loan shall be a maximum of one (1) month's salary and may be payable thru monthly salary deduction at sole discretion of management, the period of which will not exceed six (6) months

POLICY NO. 013

SUBJECT: 201 FILE UPDATE

I. COVERAGE

All employees

II. RATIONALE

From time to time, data regarding employees vary for several reasons. Although it is incumbent on each employee to furnish the company these data, the company realizes the need to update on a regular basis the 201 files of its employees.

III. POLICY GUIDELINES

1. Initially, each employee shall submit to AA, a completed Personal Data Sheet and the sketch of his residence. The latter is important for emergency purposes, like sudden illness or injury, in which case the immediate family of the employee has to be notified.
2. The following changes should be relayed to AA by the employee himself:
 - 2.1 Change in address and telephone number. The new residence sketch shall likewise be given.
 - 2.2 Change in legal status
 - 2.3 Change in the person to be contacted in emergency cases;
 - 2.4 Change in beneficiaries;
 - 2.5 Change in social security number and/or income tax exemption number.
3. AA shall issue at the start of every fiscal year Personal Data Sheet that has to be completed. This completed form shall be returned after a month, and shall include data of the following:
 - 3.1 additional education or training;
 - 3.2 major civic or technical accomplishments;
 - 3.3 change in position or function

IV. ADMINISTRATION

1. Non-compliance with the policy guidelines shall release the company from any accountability should situations arise where the pertinent data on the employee be needed.
2. SO shall be responsible for the safekeeping and updating of 201 files

POLICY NO. 014

SUBJECT: SAFETY, PPE AND SECURITY POLICY

I. COVERAGE

All employees

II. RATIONALE

The company exerts effort to maintain that safe conditions exist all over the organization. It has also established provisions to safeguard all company property and confidential information. For this reason, it expects all its employees to follow safety and security measures that have been set to supplement its own efforts on the matter. All staff and employees of AIMC shall adhere to maintaining at all times zero Loss Time Injury (LTI).

III. POLICY GUIDELINES

A. Safety Measures:

1. All safety hazards should be reported to the immediate superior for immediate action.
2. Electrical fixtures should not be left running or switched on when not being used. These should always be unplugged or switched off before employees leave for home.
3. All established safety precautions must be observed when performing hazardous jobs particularly in the Shop and Warehouse. Safety shoes, goggles and such other safety outfits must be used while performing jobs for which these devices are intended.
4. Each employee must know the fire exits within the building to avoid confusion during emergencies.
5. Safety manuals are available to all staff for reading and references.

B. Personal Protective Equipment (PPE)

1. All regular staff shall be issued their own Personal Protective Equipment depending on their assessed job hazards. Automatically, the following will be issued upon hiring:
 - a.) hard hat
 - b.) safety shoes
 - c.) uniform
2. Care of these safety equipment will be the responsibility of the staff and should endure normal life expectancy. Cost of replacement of PPE below normal utilization shall be for expense of the staff Life expectancy of equipment is as follows:

- a.) hard hat -not less than three (3) years
 - b.) safety shoes -not less than one (1) year/
(special shoes not less than 1.5 years)
 - c.) face shield/goggles -not less than six (6) months
 - d.) apron -not less than three (3) year
 - e.) uniforms -not less than one (1) year
 - f.) rubber gloves - not less than one (1) month
 - d.) cotton gloves - not less than two (2) weeks
 - e) Rain coat/rain boots – not less than three (3) years
3. Replacement of PPE under normal life (above table) shall be the responsibility of AIMC.

IV. ADMINISTRATION

- 1. It is incumbent on the OM to ensure that the policy guidelines are strictly followed to avoid any untoward incidents in his section, specifically, and the whole company, in general.
- 2. GM and OM shall coordinate in the implementation of any disciplinary measure warranted by non-compliance to any or all of the policy guidelines.

POLICY NO. 015

SUBJECT: RELEASE OF CONFIDENTIAL INFORMATION

I. COVERAGE

All employees

II. POLICY GUIDELINES

- 1. Employees are strictly prohibited to disclose any information which are work related without prior clearance from the GM or Administration Manager (AM)
- 2. Focal point of releasing of confidential matters will be the GM.
 - 1. Confidential information and files must be strictly kept within the company.
 - 1.1 Should any files be brought out, clearance from the GM must be obtained.
 - 1.2 Inquiries, whether from within or outside the organization, regarding confidential matters must not be answered without prior consultation or approval of the GM.
 - 2. Any company property to be brought out of the company premises must be covered by a gate pass accomplished in duplicate and properly signed by the GM or OM.
 - 2.1 The gate pass shall contain an accurate description and count of the items to be taken out.
 - 2.2 The gate pass shall be presented to the guard on duty, who shall inspect that the item(s) conform with the gate pass issued.

- 2.3 The guard on duty shall sign the gate pass, keep the original copy and return the duplicate to the employee authorized to bring out the article(s).

POLICY NO. 016

SUBJECT: COMMUNICATIONS TO EMPLOYEES

I. COVERAGE

All employees

II. RATIONALE

It is the intent of this policy to develop and strengthen manager-subordinate relationships, through the former's acknowledgement of responsibility for both the rewards and sanctions affecting his subordinates.

III. POLICY GUIDELINES

1. All announcements that are for general information shall be posted on the various bulletin boards that the company maintains. These bulletin boards are located in the Administration Office, and near the Main gate.
2. Anyone who wishes to post a memo or announcement shall coordinate with AA in disseminating the information through the bulletin boards.
3. All employees must periodically check the notices posted on the bulletin boards to keep abreast with changes or the latest information about the organization.

IV. ADMINISTRATION

1. AA shall maintain the bulletin boards within the company.
 - 1.1 This will involve coordinating the information that will be posted on these information centers.
2. All memos/posters/notices shall remain posted for a period of one month, after which these shall be taken off and kept in file.
3. It is incumbent on each employee to keep informed of the developments in the company. Ignorance of these developments is no excuse for any action/undertaking by any employee that may be contrary to what has been stated in the memo or announcement.

POLICY NO. 017

SUBJECT: COMPLAINTS AND GRIEVANCES

I. COVERAGE

All employees

II. RATIONALE

The company believes in maintaining harmonious relationships between labor and management and among all employees. It also strongly encourages teamwork to enhance productivity of the whole company. To maintain this spirit of harmony, the company commits itself to take immediate action on complaints and grievances arising from terms and conditions of employment brought to the attention of management as well as on reported violation of company rules and regulations. A meeting between management and staff will be held regularly.

III. POLICY GUIDELINES

1. Violation of Company Rules and Regulations

- 1.1 Any violation of rules committed by staff shall be reported to GM copy furnished to the employee.
- 1.2 Employees concerned are required to explain their side in writing within 48 hours upon receipt of said notice. Depending on the seriousness of the offense. AA shall coordinate between the staff concerned and management to conduct a thorough fact-finding investigation.
- 1.3 Employees concerned shall present their evidences or confront any witnesses that may strengthen their explanation.
- 1.4 The investigation committee shall document and evaluate the facts of the case. It shall also formulate and recommend the necessary sanctions for approval by the GM.

2. Employee's Complaints

- 2.1 As a matter of policy, the company encourages all employees to discuss their work-related problems with their immediate manager so that remedies where possible, can be effected immediately.
- 2.2 An employee may bring up his problems to higher superiors or request AA to intervene when he feels unable to communicate with his superior.
- 2.3 As a matter of policy, no employee shall discuss his grievances outside of management.

IV. ADMINISTRATION

AA shall oversee the implementation of the above procedures and will be responsible for coordinating with members of the Investigation Committee.

POLICY NO. 018

SUBJECT: ATTENDANCE AND WORKING HOURS

I. COVERAGE

All employees

II. RATIONALE

The company realizes the need for good attendance in attaining the company objectives.

Since the company works as a team, each employee's contribution is necessary to the total company effort.

III. POLICY GUIDELINES

1. All employees are expected to report promptly and regularly at their designated work schedule, 6 days a week and render services for 8-hours. As a rule a worker is allowed a maximum of 12 hours continuous work time. When workers may be required to work more than 8 work hours (i.e., tanker receiving, overtime filling). In such instances it is
2. the responsibility of the OM to ensure the ability of staff to continue working safely. In such cases, the safety of the personnel and plant must be given first consideration.
 - 2.1 A six days work is defined as the inclusive days within the week
 - 2.2 Actual working hours will be based on the regulatory eight hours for every working day.
 - 2.3 For operatives, the no work no pay scheme is adopted
3. All employees, should record their attendance through the record book.
4. All leaves, apart from those authorized, shall be considered absences and are therefore unpaid. The following are the company paid leaves:
 - 4.1 Vacation Leave
 - 4.2 Sick Leave
5. In case an employee shall be absent and foresees such necessity, he must have the permission of his immediate superior a day in advance through an accomplished leave form. Failure to do so shall be considered absence without leave (AWOL) and shall subject the employee to the corresponding disciplinary measure.
6. In case an absence is not anticipated, the employee shall inform his immediate superior of said absence through messenger, telephone or telegram within the same day of absence.

- 6.1 The AA retains the discretion to excuse the absence based on the expressed reason for the un-anticipated absence. Should the absence be excused, the employee can charge this against the applicable leave benefit, with the due approval of the AA, through the official leave form
7. Habitual absenteeism or non-productive use of working hours, as defined in the Code of Offenses, will make the employee liable to penalties.

IV. ADMINISTRATION

1. It is the OM's responsibility to ensure that the above guidelines are observed, and that all his subordinates are regularly in attendance.
2. Likewise, it is incumbent on the OM to inform AA of his subordinate's deviation from the policy.

POLICY NO. 019

SUBJECT: BREAK HOURS

I. COVERAGE

All employees

II. RATIONALE

The company recognizes the need for giving its employees sufficient break periods during their working hours.

III. POLICY GUIDELINES

1. In accordance with the law, the company grants a lunch break of one hour to all its employees (12:00NN – 1:00 PM), the said period being considered unpaid and not part of the eight hours worked by the employees.
2. The company also grants two paid break periods of not more than fifteen minutes each, one in the morning (10:00AM – 10:15AM), and one in the afternoon (3:00PM – 3:15PM).

IV. ADMINISTRATION

1. OM is responsible for the observance and implementation of this policy.

POLICY NO. 020

SUBJECT: OVERTIME WORK

I. COVERAGE

Non-supervisory employees

II. RATIONALE

In view of the occasional need for extra work outside of the regular working hours arising from exigencies of company business, the company extends a provision for authorized extra work within the provisions of the law.

III. POLICY GUIDELINES

1. Before overtime is rendered, prior authority from the Operations Manager must be secured.
 - 1.1 This authorization shall be documented by a Request for Overtime Slip (ROS) with the corresponding justification.
 - 1.2 No overtime work shall be processed for payments unless supported by a duly approved ROS.
2. All employees authorized to perform overtime work shall show a copy of his ROS to the guard upon his arrival and departure from the office. The required hours shall be logged by the guard on duty.
3. Overtime pay shall be based on hourly rates plus premium as mandated by the Law.

POLICY NO. 021

SUBJECT: UNDERTIME

I. COVERAGE

All employees

II. RATIONALE

Situations arise when it becomes necessary for an employee to leave the office before the end of office hours or because of no production, management decides to cut down operating hours the company acknowledges these instances so that undertime may be exercised provided authorized by management.

III. POLICY GUIDELINES

1. If an employee finds it necessary to leave the office before the end of his official hours, he should get permission from his immediate superior before he leaves the office.
 - 1.1 It is the prerogative of the immediate superior to judge the urgency and validity of the excuse presented by the employee.
2. The employee is required to fill out a leave form to be approved by AA before leaving the office.
 - 2.1 This is important so that accounting will be properly guided in deducting the corresponding amount from the employee's salary, in accordance with the rules on salary deductions.
3. Non-compliance with the guidelines will subject the employee to the corresponding disciplinary measures.

POLICY NO. 022

SUBJECT: DISCIPLINARY POLICY

I. COVERAGE

All employees

II. RATIONALE

AIMC is a professional company and therefore requires its employees to conduct themselves according to the rules and regulations of the company. Actions of staff, which are not accepted by the company, require disciplinary sanctions.

III. POLICY GUIDELINES

1. As a general rule an employee who has displayed acts against company/plant policies shall be given two (2) warning letters and disciplinary actions equivalent to their offense. A third offence of similar circumstances would prompt a possible termination of the employee. ***The above policy does not limit the GM from manifesting his authority to suspend and/or outright terminate an offending employee without warning as per his discretion, if the GM is convinced that the employee in question is a liability to the company and may prejudice the security & safety of AIMC employees, client & assets.***

2. Below is a list of penalties for violation of plant safety rules and regulations.

Violation	Offence		
	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
a. smoking or exposed flame		WL/S (7da)	T
b. caught in possession of matches and/or lighter	WL	WL/S(3da)	T
c. damage to property	WL	WL/S (7da)	T
d. attempted pilferage/pilferage/theft	T		
e. challenging authority/ deviating from procedure/policy	WL	WL/S (5da)	T
f. un-authorized release of company information	T		
g. fighting inside plant	WL	WL/S (3da)	T
h. carrying deadly weapons inside plant	T		
i. under influence of drugs/alcohol	T		
j. not wearing proper PPE	WL	WL	S(3da)/T
k. AWOL	WL	WL/S (3da)	T
l. Shell LSR Violations	T		

**LEGEND:*

WL - warning letter
S -suspension
T - termination
Da - max no. of days

POLICY NO. 023

SUBJECT: INDUCTION TRAINING

I. COVERAGE

All new hire

II. RATIONALE

AIMC recognizes the need for hands on training regarding plant operations.

III. POLICY GUIDELINES

1. All newly hires will have at least a one (1) month training on all aspects of LPG operations after which he/she shall be allowed to work on his/her designated job for at least two (2) months with strict supervision from the OM.
2. An introduction to safe handling and product knowledge of LPG shall be given to the new hire during his first month.

SUBJECT: WASTE DISPOSAL POLICY

I. COVERAGE

All staff

II. RATIONALE

In line with AIMC HSE policy, the company is responsible for the protection of its environment thus plant waste is disposed of according to safe practices and standards under the law.

III. POLICY GUIDELINES

1. Waste materials shall be segregated to biodegradable and non-biodegradable materials.
2. Biodegradable materials shall be thrown in a pit at least one (1) meter deep within the plant premises.
3. Non-biodegradable materials will be disposed of properly, bundled and sent to the government waste unit in Villanueva.

POLICY NO. 025

SUBJECT: ALCOHOL AND DRUG POLICY

I. COVERAGE

All staff

II. RATIONALE

In line with AIMC HSE policy, the company is responsible for the health of its employees as well as the security of its property.

III. POLICY ON DRUGS

Except when specifically prescribed by competent medical authority, the use of drugs by employees is expressly prohibited. If the use of prescribed drug is such that it would reduce safety, interfere with job performance or is otherwise detrimental to the company's interest, employee's should go on sick leave of which policy no. 007 shall apply.

IV. POLICY ON ALCOHOL

Employee's must refrain from the use of alcohol where such use would reduce safety, interfere with job performance or be otherwise detrimental to the company's best interest.

V. POLICY GUIDELINES

1) RULES AT WORK

- It is the responsibility of the individual to be fit for work
- Work:
 - a) Company premises; elsewhere with company activities
 - b) Business activities including travel
 - c) Driving to and from company sponsored events
- "Unfit" – based on:
 - a) Actual test results based on minimum allowable levels
 - b) With or without behavioral signs

2) PREVENTION

- Management will not support behavior that incite or encourages or otherwise facilitates abuse of substances
- Information and training programs:
 - a) Adverse effects on health and well being

3) CONTROLS

- **Search**
 - a) Search may be done in company locations, unannounced, without consent
- **Testing**
 - a) *Testing for Alcohol* is done using Breath Alcohol Concentration. Blood testing is for confirmatory purposes.
 - b) *Testing for Drugs* is done using urine analysis. Testing requires strict

- observance of the chain of custody and analysis
- c) The medical officer will establish and ensure the quality of test results

• ***When do we tests***

a) *Pre-Employment Testing*

b) *Random Testing* is done depending on the extent of the problem and is decided by management

c) *With Cause Testing* is decided by management and is usually done, but not limited to, the following circumstances:

- following a site incident
- illegal drugs are found in site
- suspected drug abuse
- suspicious behavior/hazardous to people, operations and environment

4) **DISCIPLINARY MEASURES**

- The terms in this policy is a condition to work in AIMC
- Any violation is a ground for non-acceptance or termination

Grounds for Termination:

a) Failure to cooperate with implementation of policy

b) Use, possession, distribution and/or sale of illegal drugs whether during or outside of company/ business activities

c) Use, possession of alcohol on company/business activities, unless authorized by GM

d) Positive test results. Results beyond minimum drug indication level will also result in dismissal from the company, unless individual is able to submit a medical certification from a reputable physician.

POLICY NO. 026

SUBJECT: HIV-AIDS POLICY & OTHER NON-INFECTIOUS DISEASE

I. COVERAGE

All staff

II. RATIONALE

Protection of human rights and the dignity of HIV-infected employees, including employees with AIDS, is essential for the maintenance of just and humane conditions of work, as long as infected employee is capable of doing his job equal to other staff.

III. POLICY ON HIV

- HIV infected employees who are healthy and capable to do their assigned job will be treated in the same way as any other employee
- HIV infected employees, with HIV related illness, including AIDS, will be treated in

the same way as any other employee suffering from serious illness.

IV. POLICY GUIDELINES

- 1) HIV/AIDS screening is not required, but is encouraged to all staff
- 2) Confidentiality regarding all medical and personal information including HIV/AIDS status will be maintained at all times
- 3) It is required that employees inform the company regarding HIV/AIDS status, to safeguard the transmission of the disease through contact (i.e. first aid)
- 4) HIV infected employees, including those with AIDS will be treated in line with employees suffering from other illnesses in terms of medical benefits, as and if covered by company's medical insurance benefit.
- 5) As with many other illnesses, employees with HIV related illness, including AIDS, should be able to work as long as medically able for the work assigned.
- 6) In any situation regarding first aid in the work place, precaution will be taken to reduce the risk of transmitting blood borne infections, including HIV virus.

POLICY NO. 027

SUBJECT: SMOKING POLICY

I. COVERAGE

All staff

POLICY NO. 027

II. RATIONALE

In line with AIMC HSE policy, the company is responsible for the health of its employees as well as the security of its property.

III. POLICY ON SMOKING

Smoking has been demonstrated to be a major contributor to respiratory and cardiac diseases. Absence from work through sickness and premature death are consequences of direct smoking and the inhalation of secondary smoke by non-smokers. This does not preclude the fact that the plant premises is a non-smoking area.

IV. POLICY GUIDELINES

To protect the health of its employees and the safety of the plant, a "NO SMOKING" policy is implemented. Absolutely no-smoking nor lighters are allowed throughout the plant premises.

POLICY NO. 028

SUBJECT: CELLULAR PHONE POLICY

I. COVERAGE

All staff and visitors

II. RATIONALE

In line with AIMC HSE policy, the company prohibits the use of cellular phones beyond the vicinity of the administration building when inside the plant, due to the static electrical charges the equipment creates when in use. In driving a motor vehicle, it's use carries an inherent danger by distracting the driver's attention.

III. POLICY GUIDELINES ON CELL PHONE USE

3.1) Inside the Plant

3.1.1) All cellular phones are to be surrendered at the guard house or inside the administration building

3.1.2) If calling on cell phone is necessary, use of equipment is allowed in the following areas:

- Inside the administration building
- Approved areas

3.2) On company vehicles (i.e. Lorry)

3.2.1) Cell phone should remain off while inside the vehicle

3.2.2) Cell phone use is prohibited while the lorry is in motion.

3.2.3) If use of cell phone is required, the user should park the vehicle at a safe spot and move away from the vehicle at approximately 15 meter radius before turning on the cell phone

3.2.4) Absolutely, the use of cell phone while inside the vehicle is prohibited (For Petroleum Carriers)

POLICY NO. 029

SUBJECT: SEXUAL HARASSMENT POLICY

I. COVERAGE

All staff

II. RATIONALE

The company believes that the employees should be afforded equal respect in a work environment

III. POLICY ON SEXUAL HARASSMENT

- Employees cannot display any behavior towards other employees that is offensive, debilitates morale and therefore interferes with work effectiveness of the victim
- all employees, will be treated in the same way as any other employee

POLICY NO. 030

SUBJECT: POLICY ON TUBERCULOSIS, HEPATITIS & OTHER COMMUNICABLE DISEASES

I. COVERAGE

All staff

II. RATIONALE

Protection of human rights and the dignity of employees, including employees with communicable diseases, is essential for the maintenance of just and humane conditions of work. Nevertheless the law also provides for the equal protection of co-employees if and when 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 health as well as to the health of his co-employees.

III. POLICY ON COMMUNICABLE DISEASES

- Employees found to be suffering from a communicable disease such as, but not limited to TB and Hepatitis, may avail of leave benefits by company.
- Employee, upon knowledge of such disease must advise the company of his/her condition so the company make take steps to protect the health of other employees

IV. POLICY GUIDELINES

The applicable law is Article 284 of the Labor Code of the Philippines, as implemented by Section 8, Rule I, Book VI of the Rules to Implement the Labor Code.

1)Disease as ground for termination. — An employer 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 health as well as to the health of his co-employees; *Provided*, that he is paid separation pay equivalent to at least one-half (1/2) month salary for every year of service

POLICY NO. 031

SUBJECT: WOMAN AND CHILD POLICY

I. COVERAGE

All staff

II. RATIONALE

The company believes in safeguarding the rights of women and children in the workplace

III. POLICY ON WOMEN

1. The company shall adhere to all Labor Laws, particular Book III, Title III Chapter 1 (Employment of Women)
2. The company shall provide equal opportunity to women in the workplace
3. Sexual Harassment will not be tolerated and management will act swiftly and decisively on any and all reports in the workplace

POLICY ON CHILDREN

1. The company shall adhere to all Labor Laws, particular Book III, Title III Chapter 2 (Employment of Children)
2. It is the policy of the company not to employ children, child defined as below legal age of 17 years.

POLICY NO. 032

SUBJECT: CODE OF CONDUCT

I. COVERAGE

All staff

II. RATIONALE

Bribery and corruption and money laundering are two of the highest risk areas of Ethics and compliance for our business. AIMC will not approve of any action/activity by its employees and officers that shall corrupt the company's name and credibility in the industry

III. Gifts & Hospitality

No employee or officer of the company shall accept or entertain any gifts or hospitality from suppliers and contractors which at the discretion of the company may represent a bribe and may influence management decision disadvantageous to the company. Likewise, the company or its representatives shall not bribe, give commissions or bestow gifts to government representatives or private individuals.

Conflicts of Interest

To protect AIMC and yourself, register all actual, potential and perceived Cols such as but not limited to:

- 1) Disclosing company or client information
- 2) Accepting commissions, bonuses, gifts from suppliers/contractors to purchase their products or services
- 3) Working/contracting services for competitors without seeking approval from Management

4) Any other activity or action which may place the company at a disadvantage

ANNEX 1

Induction Training Schedule

Day 1	-	Briefing on safety regulations and plant rules
	-	Briefing on processes inside plant
Day 2	-	Introduction to job task
Week 2	-	Seminar on Product Knowledge and Handling
Month 1	-	Introduction to Ship-Shore Operations
Month 2	-	Fire Fighting Techniques and Strategies
Month 3	-	Re-assessment of individuals capability to handle task at hand
Month 6	-	Confirmation of individual/ Endorsement of HSE activities