



COMPANY POLICIES AND PROCEDURES

3. HEALTH & SECURITY
3.1 SECURITY AND SAFETY

Policy # : HS-03-01

Effectivity Date: January 1, 2015

Revision Date: July 1, 2018

3. 1 SECURITY AND SAFETY

3. 1.1 Rationale:

The company is continuously striving towards a protected environment to all employees. The workplace should be a safe environment where employees can do their jobs without the fear of injury or death. There are many ways a Company can reduce the risk of workplace accidents through the implementation of various safety plans and policies.

3.1.2 Objective:

To promote utmost security and safety in all situations and conditions to all employees.

3. 1.3 Procedure/s:

1. Everyone is subject to routine inspection and/or as the need arises. Employees should undergo frisking and check up of their bags, packages and other belongings before leaving company premises.
2. Employees should use entrances and exit that have been authorized and designated by the management.
3. After the scheduled working time, employees are supposed to leave company premises and not loiter around or go from one department to another where he is not authorized.
4. No smoking in non-smoking area.
5. Resigned or terminated employees are not allowed to enter company premises unless with prior permission of HRD.
6. Employee should report all unsafe and security risk conditions and areas including all accidents and injuries.
7. Employee should observe and be conscious of safety signs. Likewise, this must not be removed or defaced.
8. Keep aisle and all passageways clear of unnecessary objects.
9. Personal belongings should be left in the lockers or at designated places.
10. Do not sleep while on duty as it may cause damage or destruction of company equipment or injuries not only to employee but to co-employees.
11. Employees are ordered to wear prescribed uniforms or office attire, safety and hygienic gadgets at all times while on duty.
12. No alcohol is to be consumed in any company buildings, facilities or vehicles.
13. The company prohibits the use, possession, distribution or sale of illegal drugs on its premises, in its vehicles and while conducting company business. No employee may conduct company business while under the influence of drugs or intoxicating liquor.
14. On Machines / Equipment:
 - a. Repairs on machines and equipments should be done only by authorized personnel;
 - b. Stay away from machines/equipments under repair with danger signs;
 - c. Only machines/equipments in good condition must be switched on;
 - d. Unattended machines/equipment must never be left running;
 - e. Moving parts should not be touched;
 - f. All lights and electrically operated machines or equipment should be switched off or unplugged when not in use. It is the responsibility of the person nearest to the light switch and to the air conditioning unit to turn it off after office hours before he leaves the office.



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15. Company Records:

- a. Company records should always be kept in its proper place away from the general public. It must always be kept safe and available for official company use and reference.
- b. No employee may destroy, mutilate or throw away company records without proper authorization from the management.
- c. Reproduction of company records is prohibited unless authorized by management. Employees are also prohibited from passing on to any person or firm transaction, and other information relating to the business of the company.
- d. Company records, files or documents may not be brought out of the office unless authorized by the management.
- e. Tampering, alteration, cancellation of any rubber stamp impression on any document shall be a cause of disciplinary action under the company rules and regulations.
- f. In cases where information is desired by an outsider, the same should have approval of the management.
- g. An employee who intends to give papers, documents, or any item to another employee should ascertain that the latter personally acknowledge acceptance of whatever is to be given.
- h. All secretaries should make sure that the rooms of their respective department heads are properly closed and/or locked at the end of every working day. No one is allowed to hold duplicate keys to any room except Security department.
- i. Compliance to the Data Privacy Act in terms of handling personal information and data.

DOLE COMPLIANCE

1. The Company is in compliance with DOLE Occupational Safety and Health Standards wherein the following are being observed:
 - Registration to Rule 1020
 - An appointed Safety Officer accredited by BOSH
 - An appointed First Aider
 - Reporting of Accidents and occupational illnesses
 - Health and Safety Committee
2. The Company sends the employees to the following trainings:
 - Basic Occupational Safety and Health Seminar (BOSH)
 - First Aid Training by Red Cross
 - Fire and Safety
 - Earthquake Preparedness