

Holidays, Philippines

1. Weekly Holidays: Saturday and Sunday

2. Traditional Holidays: No less than 13 days per year. In case of the holiday being on a Saturday or Sunday, the following working day will be its substitution.

New Year's Day
Maundy Thursday
Good Friday
Bataan and Corregidor Day
Labor Day
Independence Day
Ninoy Aquino Day
National Heroes' Day
Eidul Fitr
Bonifacio Day
Christmas Day
Rizal Day
New Year's Eve

3. Annual Vacation

Annual vacation is dependent on an employee's years of service with the company.

| Years of Service with the Company | Vacation / Year |
|--|------------------------|
| 1 yr to less than 3 yrs | 10 working days |
| 3 yrs to less than 5 yrs | 12 working days |
| 5 yrs up | 15 working days |

An approval from the superior must be obtained at least one day in advance. The company reserves the right to call employee back to work in emergency case.

Vacation Accumulation

Actual vacation accumulate (not over 5 working days) will be extended within next 1 year.

Leave, Philippines

1. Sick Leave:
 - The employee is permitted to take sick leave with pay of no more than 30 days per year and can use this right since start working with the company. Taking sick leave 3 days or more consecutive days, the medical certificate and a sick leave form must be submitted to his/her superior as soon as he/she returns to the office.
 - The employee is permitted to take sick leave with pay of no more than 60 days per year, if the employee gets illness and accident arising from work
2. Business Leave:
 - The employee is permitted to take business leave of no more than 10 days per year and can use this right since start working with the company.
 - An approval from the employee's superior must be obtained at least 1 day in advance.
 - Any business leave without the approval from the employee's superior will be regarded as desertion or absence from work.
3. Maternity Leave:
 - Female employees are allowed to take 90 days maternity leave (holidays are counted) excluding normal sick leave, but will receive normal salary and/or wages for only 45 days.
4. Religious Leave:
 - Male employees who complete 3 years of service with the company can take paid religious leave not exceeding 30 days (including holidays)
 - Religious leave is permitted only 1 time per person.
 - Approval from an employee's superior must be obtained at least 30 days in advance.
 - After the end of religious leave, an employee has to submit the certificate issued by the temple or sacred place to his superior, within 7 days after returning to the office
5. Military Service Leave:
 - Any male employee who is conscripted for military service will be regarded as terminating his employment from the date of conscription. After completing the conscription, he may reapply for work which will depend on the suitability of the position and the availability.
6. Sterilization Leave:
 - The employee is allowed to take sterilization leave for a period of time as per doctor's recommendation in medical certificate.

Welfare and Fringe Benefits, Philippines

Medical Welfare

1. Medical Care can be given at each CR by local health insurance which provided by the company.
2. Employees who have the right to reimburse for medical expenses are regular and probationary employees.
3. The company will not be responsible for the medical expenses incurred as a result of the following diseases and causes:
 - A chronic disease which the employee possessed before taking up service with the company.
 - Drug and alcohol addiction.
 - Pregnancy expenses.
 - Vision checks for eye glasses or contact lenses, hearing aids for deformed ears, plastic surgery for aesthetic purposes (Except in case of accident).
 - Injury caused by actions contrary to the law.
 - Injury caused by war, riots and/or illegal gatherings.
 - Accidents caused by speed racing or any activity not related to the company.
 - Intentionally self-inflicted injury.
 - Physical checks without prior permission from the company.
 - All kinds of dental and gum treatment.
 - Venereal disease.
 - Special nurse expenditures.
 - Prosthesis organs or equipment used for treatment outside or at a designated medical center.
 - Ambulance expenses except for emergency cases.
 - Other categories as considered by the company.

Physical Checkup

- The company will provide a yearly physical check up for employee.
- The company will choose the appropriately check up plan for employees depend on the job environment.

Life and Accident Group Insurance

The company will provide insurance coverage from the first day of an employee's service depending on an employee's status as follows:

| Employee Type / Level | Insurance Coverage | |
|--------------------------|--------------------|-----------------|
| | Life (Baht) | Accident (Baht) |
| ES (PG 13-15) | 2,000,000 | 2,000,000 |
| MS/PS (PG 12) | 500,000 | 500,000 |
| MS/PS (PG 8-11) | 200,000 | 400,000 |
| OS (PG 2-7) including SG | 100,000 | 300,000 |

Life and accident insurance cover death, losing an organ, or permanent disability. In case of an accident, the employee will receive both types of insurance (life insurance coverage plus accident insurance coverage) in which company will pay the premiums.

Welfare and Fringe Benefits, Philippines

Beneficiary:

- 1) To be named by an employee. (The beneficiary can be changed by submitting the required form to the HR department)
- 2) In the case of the employee not naming a beneficiary, the company will comply with the Civil and Commercial Code.

Recommendations:

The beneficiary should be an employee's close relative such as a parent, spouse, child, brother or sister. Further details can be acquired from the HR department.

Employees' Compensation Commission

Entitlement and practical Compensation Fund reimbursement

- Illness and accident arising from work: If an employee is injured, please inform his/her superior, and the HR department will coordinate with the compensation fund in order to obtain financial assistance according to the law. The company will pay the expenses that the compensation fund does not cover. The company will be responsible as per its regulations
- In case of employee dead arising from work: Employee shall receive a monthly pension not to exceed 60 months but not less than fifteen thousand pesos (P 15,000).

Social Security System (SSS)

Contributions:

The SSS contribution rate is equivalent to 10.4% of a worker's monthly salary credit, which shared by;

- Employer contribution is 7.07%
- Employee contribution is 3.33%

Benefits:

- a) Sickness Benefit: A daily cash allowance paid to a member for the number of days he or she is unable to work due to injury or sickness.
- b) Maternity Benefit: A daily cash allowance granted to a female employee who temporarily stops working due to childbirth or miscarriage.
- c) Disability Benefit: Cash benefits, a lump sum or monthly pension for a member who becomes either totally or partially permanently disabled.
- d) Retirement Benefit:
A member who reaches age 60 and is no longer employed, or age 65 whether employed or unemployed, will receive a monthly pension for life if he or she has paid at least 120 monthly contributions, or a lump sum if less than 120 monthly contributions have been paid.
- e) Death Benefit: The primary beneficiary will receive a monthly pension if the deceased member has paid at least 36 monthly contributions or a lump sum if he or she has paid less than 36 monthly contributions.
- f) Funeral Benefit: A cash benefit of PHP 15,000 is paid to the beneficiaries or to any person who paid the burial expenses.
- g) Dependent's Pension: This additional pension is granted to each (up to five) dependent child of a deceased member, a totally disabled member or a retiree pensioner, equal to 10% of the monthly pension or PHP 250, whichever is higher.

Welfare and Fringe Benefits, Philippines

Home Development Mutual Fund (Pag-IBIG Fund)

The HDMF is a provident savings system providing housing loans to private and Philippine government employees, and to self-employed persons who elect to join the Fund.

Contributions:

- Employee will contribute 2% of monthly compensation, (or 1% if earning PHP 1,500 per month or less); additional contributions may also be made.
- The company will contribute to 2% of the monthly compensation of each covered employee.

Benefits:

- Upon termination of membership, in accordance with the rules on termination, an eligible member is entitled to receive his or her total accumulated value in the Fund. In addition to the member's total accumulated value in the Fund, there is a death benefit payable of PHP 6,000.
- The Pag-IBIG Expanded Housing Loan Program (EHLPP) is available to eligible members. The maximum loan is PHP 2,000,000.
- The Multi-Purpose Loan (MPL) Program provides immediate assistance to eligible Pag-IBIG members so that they can finance medical, educational, livelihood, minor home improvement, purchase of appliances and furniture, and other related needs.
- The Pag-IBIG Overseas Program (POP) provides eligible Filipino overseas workers/immigrants the opportunity to obtain a housing loan for as much as PHP 2,000,000.
- Other loan programs include the Land Development and Construction Program, Stock Investment Loan Program and Home Repair/Improvement Loan Program.

Philippine Health Insurance Corporation (PhilHealth)

PhilHealth is administered by the Philippine National Health Corporation, which is designed to provide employees with a practical means of paying for adequate medical care in the Philippines.

Contributions:

The monthly health insurance premium of an employee is pegged at 2.5 percent of the salary base, which is shared by;

- 1.25% from employee
- 1.25% from employee

Welfare and Fringe Benefits, Philippines

| Salary Bracket | Salary Range | Salary Base | Total Monthly Premium | Employee Share | Employer Share |
|----------------|-----------------------|-------------|-----------------------|----------------|----------------|
| 1 | 4,999.99 and below | 4,000.00 | 100.00 | 50.00 | 50.00 |
| 2 | 5,000.00 - 5,999.99 | 5,000.00 | 125.00 | 62.50 | 62.50 |
| 3 | 6,000.00 - 6,999.99 | 6,000.00 | 150.00 | 75.00 | 75.00 |
| 4 | 7,000.00 - 7,999.99 | 7,000.00 | 175.00 | 87.50 | 87.50 |
| 5 | 8,000.00 - 8,999.99 | 8,000.00 | 200.00 | 100.00 | 100.00 |
| 6 | 9,000.00 - 9,999.99 | 9,000.00 | 225.00 | 112.50 | 112.50 |
| 7 | 10,000.00 - 10,999.99 | 10,000.00 | 250.00 | 125.00 | 125.00 |
| 8 | 11,000.00 - 11,999.99 | 11,000.00 | 275.00 | 137.50 | 137.50 |
| 9 | 12,000.00 - 12,999.99 | 12,000.00 | 300.00 | 150.00 | 150.00 |
| 10 | 13,000.00 - 13,999.99 | 13,000.00 | 325.00 | 162.50 | 162.50 |
| 11 | 14,000.00 - 14,999.99 | 14,000.00 | 350.00 | 175.00 | 175.00 |
| 12 | 15,000.00 - 15,999.99 | 15,000.00 | 375.00 | 187.50 | 187.50 |
| 13 | 16,000.00 - 16,999.99 | 16,000.00 | 400.00 | 200.00 | 200.00 |
| 14 | 17,000.00 - 17,999.99 | 17,000.00 | 425.00 | 212.50 | 212.50 |
| 15 | 18,000.00 - 18,999.99 | 18,000.00 | 450.00 | 225.00 | 225.00 |
| 16 | 19,000.00 - 19,999.99 | 19,000.00 | 475.00 | 237.50 | 237.50 |
| 17 | 20,000.00 - 20,999.99 | 20,000.00 | 500.00 | 250.00 | 250.00 |
| 18 | 21,000.00 - 21,999.99 | 21,000.00 | 525.00 | 262.50 | 262.50 |
| 19 | 22,000.00 - 22,999.99 | 22,000.00 | 550.00 | 275.00 | 275.00 |
| 20 | 23,000.00 - 23,999.99 | 23,000.00 | 575.00 | 287.50 | 287.50 |
| 21 | 24,000.00 - 24,999.99 | 24,000.00 | 600.00 | 300.00 | 300.00 |
| 22 | 25,000.00 - 25,999.99 | 25,000.00 | 625.00 | 312.50 | 312.50 |
| 23 | 26,000.00 - 26,999.99 | 26,000.00 | 650.00 | 325.00 | 325.00 |
| 24 | 27,000.00 - 27,999.99 | 27,000.00 | 675.00 | 337.50 | 337.50 |
| 25 | 28,000.00 - 28,999.99 | 28,000.00 | 700.00 | 350.00 | 350.00 |
| 26 | 29,000.00 - 29,999.99 | 29,000.00 | 725.00 | 362.50 | 362.50 |
| 27 | 30,000.00 and up | 30,000.00 | 750.00 | 375.00 | 375.00 |

**Employee share represents half of the total monthly premium while the other half is shouldered by the employer.*

Welfare and Fringe Benefits, Philippines

Benefits:

Each sickness or injury requiring hospitalization/surgical operation is covered. Complications of pregnancy and surgical family planning procedures like vasectomy and ligation are also covered.

Marriage

The company will pay 5,430 PHP for the employee's first and legal marriage. Employee has to submit within 60 days from the date in marriage License.

Funerals

| Death Person | Pay for the funeral (PHP) | Pay for being the host of the cremation (PHP) |
|-----------------------------------|---------------------------|---|
| an employee | 6,790 | 6,790 |
| employee's legal mother or father | 6,790 | 6,790 |
| employee's legal spouse or child | 6,790 | 6,790 |

The company will pay for the funeral as above and with an appropriate wreath.

Disaster

The company will pay up to 27,140 PHP to an employee who suffers from the damage due to a disaster under the executive's decision.

Gift Set for Patient.

In case of employee being an IPD in the hospital, the employee will be visited by HR department or the co-workers of employee with a gift set worth not more than 1,360 PHP/ time.