



## 2018 PHILIPPINES BENEFITS SUMMARY

Employees are eligible for most benefits program on the first day of employment.

**Holidays:** Ten (10) paid national regular holidays and Eight (8) national special holidays per year as provided under Proclamation No. 269 (2018 Declared Holidays)

**Vacation:** Thirteen (13) vacation leave, with additional 1 day every year starting on the 3<sup>rd</sup> year of service and convertible to cash at the end of each year. Maximum vacation leave is 18 days.

**Retirement:** The plan is 100% funded by the company calculated at one month's base salary per year of service based on the employee's latest basic rate upon normal retirement at age 60, death or total and permanent disability. Early retirement benefit can be available to 10 years of service equal to 50% of normal retirement benefit.

**Healthcare:** The plan provides a comprehensive health care coverage for employees and eligible dependents through Medicaid's accredited hospitals and doctors nationwide. The annual premium for Principal/Employees is 100% shouldered by the company. For direct dependents, OSPI covers 53% of the cost and the rest of the 47% is on employees account. The company also maintains an onsite medical clinic manned by a company nurse per shift and a group of company doctors who reports to the clinic six days a week on specified time schedules providing free medical consultations, emergency medicines, minor and first-aid treatments and health counseling. As part of preventive health care, free multivitamins are also provided to employees while on duty and all employees are required to undergo an annual medical, dental and eye check-up conducted onsite.

- **Dental:** Free dental benefits are likewise provided with two (2) dentists alternately visiting the factory rendering unlimited dental consultations, unlimited simple tooth extractions and permanent/temporary fillings, annual oral prophylaxis, re-cementation of jacket crown inlays and onlays, simple adjustment of dentures and emergency treatments.
- **Outpatient Medicine Reimbursement:** The Company reimburses expenses for outpatient medicines for employees and dependents. Out-patient medicines are 100% reimbursable while Php 2,000 per year is provided for dependents. Approval of reimbursement requires submission of prescription and official receipts.
- **Maternity Grant:** Assistance is provided to regular female employees & legal spouse of male employees: Php 3,000 for miscarriage; Php 1,500 for home delivery; Php 5,000 for normal delivery; 80% (Employer) - 20% (Employee) for caesarian delivery.

### OTHER LEAVES:

- **Sick Leave:** Twelve (12) days for the first two years of service and additional 1 day every year starting on the 3<sup>rd</sup> year. Maximum total sick leave is 15 days. All unused leave are convertible to cash at the end of the year.
- **Paternity Leave:** All married male employees are eligible for 7 working days up to four (4) child birth including miscarriage of legitimate spouse to be availed within sixty (60) days from delivery/miscarriage.
- **Bereavement:** Three (3) days applicable to immediate family member which includes the employee's children, parents, grandparents, brother, sister, spouse, and parents-in-law.
- **Solo Parent Leave:** Seven (7) working days

- **Calamity Leave:** Two (2) days leave for employees who were affected by flood, fire and typhoon (must be supported by a Government proclamation or maybe declared by the Company)
- **Magna Carta for Women:** Sixty (60) calendar days leave. This is given to all female employees who underwent surgery caused by gynecological disorders and who have rendered at least six (6) months continuous aggregate employment service for the last twelve (12) months prior to surgery.
- **Leave for Victims of Violence Against Women and Their Children :** Ten (10) days leave benefit shall cover the days that the woman employee has to attend to medical and legal concerns. The usage of the ten-day leave shall be at the option of the woman employee. In the event that the leave benefit is not availed of, it shall not be convertible into cash and shall not be cumulative.

**DISABILITY/LIFE INSURANCE:** Employee life insurance is 100% funded by the Company, provides insurance benefits to the employee's designated beneficiaries in the event of disability, terminal/critical illness and death due to illness or accident. The amount of benefits is specified below:

**Life Insurance Benefit Limit** - 26 x monthly base salary based on the employee's latest basic rate.

**Accident, Death and Disability Benefit Limit** - 13 x monthly base salary based on the employee's latest basic rate.

**Total Permanent Disability Benefit Limit** - 26 x monthly base salary based on the employee's latest basic rate.

**Terminal Illness Benefit Limit** – 50% of Life, maximum of Php 3.5M

**Critical Illness Benefit** – 60% of Life, maximum of Php 1M

#### **OTHER BENEFITS:**

- **13th month:** The Company grants a 13th month pay equivalent to one (1) month's pay to all eligible employees provided that they worked for at least one (1) month during a calendar year.
- **Mid-year Bonus:** The company grants bonus equivalent to a half month pay to all probationary and regular employees.
- **Rice Allowance:** The Company provides a tax-free rice subsidy to all regular and probationary employees and credited to their payroll account every 30<sup>th</sup> of the month
- **Meal Subsidy:** The Company provides its employees with a meal allowance to partially cover daily meals expenses. An employee must have rendered the minimum number of hours per day to get a full or half-meal credit.
- **Tuition Fee Subsidy:** Php 2,500 is given to regular and probationary employees every April.
- **Employee's Educational Assistance Program:** Provides reimbursement of duly approved educational expenses upon satisfactory completion of the course provided that the degree or course taken is relevant to the employee's present or prospective job assignment. Maximum reimbursement per term is P 10,000. All regular employees are eligible to this benefit.
- **Kapwa Tulong Club:** Cash assistance provided to an employee (KTC members only) for death of immediate dependents and during calamity. The company matches the contribution of employees thru the Kapwa Tulong Program which is administered through salary deduction.
- **Attendance Bonus:** A bonus equivalent to one day pay given to all Regular and Probationary Employees who are Job Grade 8 & below, and all Technicians. Associates must have perfect attendance in one (1) month with no tardiness, undertime or unexcused absence.
- **Prolong Sickness (PSL) Benefits:** It is given to all employees with at least six months of service. Purpose of this benefit is to provide regular employees with salary protection during recuperation period from certain medical conditions. The condition may include but not limited to;
  - Chronic ailments requiring at least one month of treatment whether through hospitalization or outpatient basis.

- Major Operative procedures such as, but not limited to, general and specialized surgeries, and major gynecological operation. Obstetrical surgical procedures such as caesarian section are not included under this benefit.
- Post-injury conditions which warrant long recuperation period.
- **Loyalty Token** – Employees are recognized for their loyal and dedicated service to the company for every five years of continuous service by the way of gift check or token, plus plaque of appreciation during the service award ceremony.