2016 PHILIPPINES BENEFITS SUMMARY

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

Holidays: Eleven (11) paid holidays regular holidays and nine (9) national special holidays and one (1) local special holiday per year as provided under Proclamation No. 1105 (2016 Declared Holidays)

Vacation: Thirteen (13) vacation days, with additional 1 vacation day every year starting on 2nd year of service and convertible to cash at the end of each year. Maximum total vacation leave is 18 days.

Retirement: The plan, which 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 Medicard accredited hospitals and doctors nationwide. The company pays 100% of the cost of employees’ coverage while contributing 53% of the cost of dependents’ coverage. 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 ascorbic acid vitamins 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. Medicines for out-patient employee is 100% reimbursable while for dependents up to a total amount of Php2,000 per employee/year. 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%-20% for caesarian delivery (requires Philhealth membership).

Leaves:

- **Sick Leave**: Twelve (12) days per year for the first two years of service. With additional 1 sick leave every year starting on 2nd year of service. Maximum total sick leave is 15 days. All unused leave days are convertible to cash in December of each year.

- **Paternity Leave**: All legally married male employees are eligible for 7 working days up to four (4) child birth or miscarriage of legitimate spouse to be availed within sixty (60) days from deliver / miscarriage.

- **Bereavement**: Three (3) days in the event of death of an 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 parental leave for solo parents certified by the DSWD

- **Calamity Leave**: Two (2) days leave for employees who were affected by flood, fire and typhoon (must be supported by a Government proclamation)

- **Magna Carta for Women**: Sixty (60) calendar days leave. It 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.
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 base 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 associates every November of each year. Associates with at least one (1) year of service as of November 20th shall receive a full bonus equivalent to one (1) month’s basic monthly salary while those less than one (1) year of service shall receive a pro-rated bonus provided they have worked for 1 month.
- Mid-year Bonus: The company grants bonus equivalent to a half month pay. All probationary and regular employees are eligible to this bonus.
- Rice Allowance: The Company shall provide rice subsidy to all eligible associates in cash which shall be incorporated in the payroll, tax-free, every month.
- Meal Subsidy: The Company provides its associates with a meal subsidy to partially cover for meals every day that the associate reports for work and to alleviate his daily expenses. An employee must have rendered the minimum number of hours per day to get a full or half-meal credit.
- Tuition Fee Subsidy: All employees are eligible upon hire. Amount of subsidy: P 2,500 given in April of each year.
- Employee’s Educational Assistance Program: Provides reimbursement of duly approved educational expenses upon satisfactory completion of the course and 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 Program: Cash assistance provided to an employee (KTC members only) in cases of death of immediate dependents or 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;
  o Chronic ailments requiring at least one month of treatment whether through hospitalization or outpatient basis.
  o 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.
  o 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.