

# **HEALTH, SECURITY AND WELFARE POLICY**

## **POLICY STATEMENT**

PhilWeb Corporation recognizes and values its employees as its greatest asset. The Company places the utmost importance upon the health, security and welfare of its employees and others in the working environment. The objective of this policy is to protect every employee against the dangers of injury, sickness or death by ensuring that the employees of the Company are provided with safe and healthful working conditions as well as develop their well-being by engaging in meaningful activities and recognizing excellent employee performance.

## **COVERAGE**

This policy applies to employees of PhilWeb Corporation and its subsidiaries (including contractual employees, probationary employees, on-the-job trainees and consultants). It is the responsibility of all employees to follow the policies and procedures described herein. The Human Resources & Administration Department is responsible for ensuring that all employees understand and accept this policy and its fair and consistent application.

## **GUIDELINES**

While employed at PhilWeb:

1. Employees are expected to comply with safe work practices which are intended to avoid potential injury to themselves and/or their co-workers, and to minimize any possible damage to company property or assigned equipment.
2. For hygienic purposes, employees are expected to keep their workstation clean and orderly at all times. A pantry is provided in each office for staff meals.
3. Employees must take reasonable care of their own health and safety and that of others. A medical doctor and four (4) nurses have been employed and stationed at the company clinic to aid employees in any medical need or emergency. The Company has also contracted the services of a health maintenance organization (HMO) to provide medical and dental services to employees and their qualified dependents.
4. Employees must comply with any direction or training provided by the Company for health and safety, including, but not limited to, fire drills and earthquake drills.
5. Employees should not misuse or interfere with anything provided for health and safety such as fire extinguishers, emergency signs, medical equipment and supplies, etc.
6. Employees must report all accidents and incidents which occur within the workplace immediately to their immediate supervisor and/or the Human Resources & Administration Department, no matter how trivial it may appear.

7. Employees must report all known, observed or perceived hazards to their immediate supervisor and/or the Human Resources & Administration Department in order to prevent possible accidents or mishaps.

#### **EFFECTIVITY**

This policy supersedes any and all previous policies or policy directives concerning health, security and welfare, and is effective 30 July 2014.

#### **END OF POLICY**