


PROCEDURE MANUAL			
 SBS PHILIPPINES CORPORATION	Department : HUMAN RESOURCES	Reference Code	PM-HRD-03
		Revision No.	00
	Title : EMPLOYEE SAFETY, HEALTH AND WELFARE	Page No.	1 of 3
		Date	January 16, 2017

I. Purpose

SBS Philippines Corporation (the “Company”) is committed to ensure its employees safety, health and welfare by providing relevant programs that is essential in achieving the Company’s vision and mission, such as but not limited to:

1. Learning programs that will support and enhance employees’ skills and career development
2. Wellness programs that will lift employees morale and overall well-being
3. Procedures that will guarantee employees safety and protection
4. Corporate Social Responsibility (CSR) activities that will engage employees in promoting positive social and environmental change

✍ Learning Programs

The Company is committed to the training and development of its entire workforce so that they will gain the necessary skills to reach their full potential. Training needs will be identified through analysis (TNA), annual performance appraisal and request from employees.

All internal training provided by the Company will be of no cost to the employee. External courses and professional qualifications may be fully or partly funded by the Company depending on the nature of the training.


✍ Wellness Programs

A healthy workforce results in a more productive workforce with less absenteeism, fewer accidents and lower health care demands. Employees are encouraged to participate in education classes and medical screenings that help identify and reduce health risks before serious health problems occur and/or allow better management of existing conditions.

The Company through its efforts, partnered with community organizations and health care providers that will help provide employees an access to classes, screenings and follow up assistance to medical issues.

To promote work-life balance, the Company designed recreation programs and partnered up with different institutions, such as theme parks, hotels and sports / fitness clubs. Likewise, the Company aims to lift employees’ spiritual well-being by engaging them in Eucharistic celebrations and group bible studies.

Prepared by: Ria Reyes – Buado Human Resources Manager	Reviewed by: Ms. Aylene Sytengco Chief Finance Officer	Approved by: Mr. Gerry D. Tan President & CEO
--	--	---

PROCEDURE MANUAL			
 SBS PHILIPPINES CORPORATION	Department : HUMAN RESOURCES	Reference Code	PM-HRD-03
		Revision No.	00
	Title : EMPLOYEE SAFETY, HEALTH AND WELFARE	Page No.	1 of 3
		Date	January 16, 2017

Safety in the Workplace

The Company is committed to ensure the safety of its employees by identifying, assessing and preparing for potential emergency situations in the workplace and minimize its impact through prevention and preparedness to implement emergency plans and response procedures.

This includes the elimination of occupational hazards, provision of protective wear and/or equipment and proper training in handling machinery and materials. Compliance with government mandate on environmental and safety regulations is met. Necessary permits, licenses, clearances and registrations are acquired to ensure employees' and environment safety and protection.

The Company is committed to promote a workplace that is free from alcohol and drug abuse as it is harmful to the health, safety and work performance of employees.

Harassment and Bullying

The Company is committed to safeguard its employees from harassment of any form. It is dedicated to provide a workplace free from discrimination, prejudices, malicious acts and inhumane treatment. Any abusive behavior shall not be tolerated and will be dealt in accordance with Company policies and legal proceedings as necessary.

Corporate Social Responsibility

The Company aims to make a positive difference to society and the environment. Thus, employees are encouraged to be an abiding Corporate Citizen by promoting the Company's CSR programs, such as medical missions, outreach, scholarships, and tree planting activities.

II. Programs

The Company initiates a variety of activities to promote safety, health and welfare of its employees.


Upon eligibility, employees are entitled to Group Personal Accident Insurance, Medical benefits through HMO coverage which includes annual physical examination, diagnostic procedures, doctors' consultation, dental coverage and hospitalization.

At present, the Company has the following programs to promote safety, health and welfare of employees:

1. Medical supplies and first aid kit available in the workplaces
2. Discount privileges in health care institution partners such as EO Executive Optical

Prepared by: Ria Reyes – Buado Human Resources Manager	Reviewed by: Ms. Aylene Sytengco Chief Finance Officer	Approved by: Mr. Gerry D. Tan President & CEO
--	--	---

PROCEDURE MANUAL

 SBS PHILIPPINES CORPORATION	Department : HUMAN RESOURCES	Reference Code	PM-HRD-03
		Revision No.	00
	Title : EMPLOYEE SAFETY, HEALTH AND WELFARE	Page No.	1 of 3
		Date	January 16, 2017

3. Discount privileges in leisure institution partners, Manila Ocean Park, Hotel H20, Azalea Suites and Residences
4. Well-being events and other seminars or workshops on health awareness
5. Maternity leave benefits
6. Paid leave for women who have undergone surgical operations due to reproductive diseases (under Magna Carta of Women Law)
7. Seven (7) days paid leave for eligible Solo Parent (under RA 8972)
8. Employee bonding initiatives such as Christmas parties, Team building and Summer Outing
9. Promotion of spiritual well-being through Eucharistic celebrations
10. Annual conduct of earthquake and fire drills
11. Activation of Emergency Response Teams that are trained to lead during emergency situations like fires and earthquakes

Prepared by: Ria Reyes – Buado Human Resources Manager	Reviewed by: Ms. Aylene Sytengco Chief Finance Officer	Approved by: Mr. Gerry D. Tan President & CEO
--	--	---

January 16, 2017