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EMPLOYEE HANDBOOK
For Work Hours and Compensation

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It aims to sustain revenue stream and progressive growth to further enhance shareholder value. PSC shall continue to return capital to shareholders through a sustainable dividend policy. Effective 2015, the Company intends to pay at least 20% of annual net profits by way of cash dividends. This considers future capital requirements and potential growth opportunities. The Board regularly reviews the dividend policy, including the frequency of distribution, taking into account all of the above. It encourages the use of PSC's internal mechanisms for reporting whistleblowing matters in a responsible and effective manner. The main objective of the Whistleblowing Policy is to establish the proper channel for reporting of violations of the Code of Conduct and Business Ethics and other related policies and procedures. An independent committee known as the Committee on Conduct is tasked to handle reports of such violations. Modes of reporting can be through a letter, email or other means established by the company. All reports are treated with utmost confidentiality. To report an incident any person may access the PSC Website and accomplish the form in the link below. The Committee on Conduct shall review the report of the whistleblower and shall evaluate the merits of the complaint according to circumstances, time of reporting, evidence, violation of procedure and policy. The whistleblower shall be informed of the decision of the Committee. PSC provides appropriate protection from retaliation as provided in this policy and in the PSC's Employee's Handbook. Covered persons are prohibited from trading within five 5 trading days before and within three 3 trading days after the submission of structured and nonstructured disclosures. Any transaction involving corporate shares done must be reported to the Corporate Secretary within three 3 calendar days from the trading day.http://www.elmor.com.pl/userfiles/case-mate-fc3-manual.xml

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With these policies set in place, employee are informed and required to follow the rules and regulations both from the government and from the company and to steer clear from any covert or overt acts of bribery. Promotion of employees to Section Managers and above are also standardized. In addition, a Whistle Blowing Policy was set up to provide channels for reporting of violations of the Code of Conduct and Business Ethics and the mechanism for its investigation and appropriate action. PSC is also a signatory to the Integrity Pact and a participant in Integrity Summit Fora. All transactions involving related parties require disclosure in the audited financial statement. On the other hand, all related suppliers are mandated to undergo accreditation and approval by the Purchasing Committee. The Audit Committee, chaired by an Independent Director, assists the Board in reviewing RPTs to make sure that they are consummated with only the best interest of the Company in mind. The policy also sets the materiality threshold for MRPT. We respect their rights to selforganization, safe working conditions and worklife balance. Compensation and incentives are determined on the basis of annual performance and achievement of targets. Training and development programs are regularly provided across all levels. Employee satisfaction survey for all position levels are being conducted annually. There is no existing labor union in the company and collective bargaining agreement. There is a PSC Employees' Council which communicates to management the employees concerns. There has been no strike or threat to strike from the employees for the past three years. Inhouse trainings on leadership skills, products, basic

negotiation, change management, retailer initiative and basic operating and quality assurance procedures are also provided by the Company to employees. These are offered periodically based on annual training calendar every month or quarterly.http://www.cubic.is/userfiles/case-maxxum-125-manual.xml

Inhouse trainings are designed to augment and develop the employees skills and competencies. Below is the list, schedule and the number of participants of 2018 trainings. It establishes among others a mechanism for close coordination between concerned departments in the preparation, publication and submission of the said reports and other disclosures of vital corporate information. Quality of the goods and services, pricing and trading terms, payment conditions, and distribution channels are some of the criteria set by this policy for accreditation of suppliers. A supplier's processing plant is evaluated based on standard requirements and criteria such as good manufacturing practices, sanitation, and product quality control. It also continues to improve the quality of products by providing a variety of its offerings to meet consumer demands. It constantly innovates its inhouse brands and products to cater the needs and wants of consumers by taking into consideration the season when to offer. This provided customers a wider array of choices for their on the go meals. The company continuously offers different promotional activities and events. In addition, PSC also launched CLIQQ Messenger. Through this, customers can register their mobile numbers, activate their account, update their points and redeem rewards without the need of downloading the CLIQQ Application. The third party rates stores cleanliness, product quality, store image, assortment, and customer service. As of Dec. 2016, PSC had an overall score 88%, with product quality and cleanliness having the highest rating. The policy provides for sanction and disciplinary actions in case an employee does not comply with the requirements in the manual. It conducts a business overview and provides exposure tour of 711 stores and trade check of other retail business formats. It also provides recent trade analysis or industry benchmarkings together with recent industry surveys.

This is in addition to the CG training required each year by the SEC. The outline of this program can be viewed here Over the years, the board of directors and key officers have attended several CG trainings. We view these awards as a reminder of our responsibility to our stakeholders to sustain the company's growth and to further develop our governance practices guided by the principles of fairness, accountability, integrity and transparency. Fastest Growing Franchise. Best in Franchise Support Fastest Growing Franchise. Best in Franchise Support Most Promising Franchise and Fastest Growing Franchise Franchise Marketing Campaign of the Year Philippine Quill AwardsCreative Communication Award 7Elections. Advertising Foundation of the Philippines Gintong Haligi Award for Social Marketing 7Elections. Add a few personal touches and you're good to go. Get clear, concise, uptodate advice with our practical, stepbystep guides. Get clear explanations of the most common HR terms. What's in, what's out, and what's around the corner—they've got the HR world covered. Learn more about the features available and how they make each recruiting task easier. Ask questions, find answers, get tips, and dig deeper into our product. Possibly not. Important Definitely. When a company's growing, the guidance it needs to provide employees grows too. Deliver rich, wellresearched company policies fast, with minimal fuss, using our library of model templates. Or talk to us about your hiring plans and discover how Workable can help you find and hire great people. Do not wait until problems occur before drafting one. It is much easier to resolve a situation if there is a policy or rule regarding such. Under pressure and lack of time, the quality of your decision would inevitably suffer. Also, without written rules, you will be more vulnerable to charges of bias or even suffer legal challenges. Do not just copy other companies' manuals.

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You must adapt the rules according to your particular situation. It would be better if you could study

employee manuals from the same type of business and function. In the process of making the handbook, you should also consult with the employees to provide additional input as to the wisdom of the rules you are drafting. You may be surprised that a certain rule would not be feasible in practice and they may suggest something very useful that you had not incorporated. The manual must be easily understood by every employee. Not every employee is a college graduate, so it must be written simply and clearly as possible. There may also be employees who can only understand the manual if it is written in Filipino. Besides the possible legal problem, it would also be difficult for those who cannot understand English to follow the rules. There are a lot of things you may want to put in your employee handbook. While it may seem best to have a rule for each situation, there are too many possibilities, so you should only address those that frequently happen or have significant impact. Besides this, there are also disadvantages in going into so much detail—sometimes you lose flexibility in handling a situation. Making an employee handbook is a major undertaking. Here are some important items that you should include Vision and mission. Stating this at the start would give employees a better idea of the priorities and culture of the company so that they could align their behavior to be consistent with the company's vision and mission. Compensation and benefits. This is the part that employees would like to know first and foremost. Besides the basic salary, overtime pay and incentives, this is the part where you mention company benefits if there are any. Working hours. You should specify the exact time and duration of the lunch break and other breaks that are allowed. Note that breaks under 20 minutes are considered part of payable work time under current laws.

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Policy on tardiness and absences. The rules on tardiness and absences should be given careful thought because these are the most common disciplinary problems. Some of the issues that must be decided are the acceptable excuses for tardiness and absences. Prohibitions. Gambling, pornography, illegal acts, possession of or under the influence of drugs or alcoholic beverage. State here, too, lesser violations that are not allowed, like personal use of company equipment. Legal requirements. You may incorporate here all the legal requirements that need to be stated in writing. Terms of employment. Here are stated certain conditions that could result in termination if violated. Examples of this are prohibitions on marrying coworkers, hiring of relatives, moonlighting, and other terms of employment. Employee conduct. This covers a broad range of policies and rules that prescribe how an employee should behave. This also covers matters like rules on uniforms, grooming, hygiene, and attitude towards customers and coworkers. Safety regulations and disaster preparedness. While this is more important in factory settings, there must also be policies and rules to prevent or minimize accidents in the office or other settings. Note here who will be responsible for matters relating to this. Miscellaneous. In this category, you lump all the other items that do not fit in with the other categories. Some of these are Internet and email use. Penalties. Rules would be difficult to implement if there are no corresponding penalties. Normally, these must be in writing to avoid legal problems later on. Certain violations are so severe that they merit immediate termination. But usually, violations are not so serious. For most transgressions there is a progressive penalty which may start with just a verbal warning and then gradually escalate with repeated violations to qualify for suspension and even termination. Date. It is important that you indicate the date when the handbook was printed.

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This is to make clear which version of the handbook is the most recent and the one to be followed. The employee handbook is as crucial to the company as the Constitution is to the country. It sets in writing the expectations and obligations of both management and employees. Having a good employee handbook is the best tool to prevent disputes before they arise and to resolve problems when they happen. D4, Sunday, May 26, 2013. Written by Ruben Anlacan, Jr. President, BusinessCoach, Inc. All rights reserved. May not be reproduced or copied without express written

permission of the copyright holders. A very good seminar. How to Invest in the Stock Market Myrna De Guzman, Insular Life. It complies with the SEC Code of Corporate Governance under SEC Memorandum Circulars No. 2 Series of 2002, No. 6 Series of 2009, No. 9 Series of 2014, and No. 19 Series of 2016. The Revised Manual of Corporate Governance was amended and submitted to the SEC on April 24, 2017. The 2003 version of our COE was revised to include important provisions such as risk management and internal control. A Companywide orientation was conducted for all employees for a thorough understanding of and personal commitment to the revised COE. It was released on January 27, 2012 to strengthen employee understanding of the COE and reinforce their commitment to it. This took effect on August 23, 2004. This was approved by the Board on July 30, 2012 and took effect on August 15, 2012. It supersedes the previous Conflict of Interest Policy adopted by the Company on August 23, 2004. This was approved by the Board on July 30, 2012 and took effect on August 15, 2012. It supersedes the previous Conflict of Interest Policy adopted by the Company on August 23, 2004. This was approved and implemented on February 1, 2010. This policy took effect on July 16, 2010.

In the event that they are required to trade shares within the blackout period 10 trading days before and 2 trading days after the release or announcement of Meralco s quarterly and annual financial and operating results, they must notify and seek approval of the President of Meralco, or in the case of the Meralco President, the Chairman of the Board of Directors of Meralco, prior to trading. The Company requires all its directors and officers to disclose to the Philippine Stock Exchange PSE the details of any acquisition, disposal, or change in their beneficial ownership of Meralco MER shares, within two trading days after the transaction. This policy also provides a framework and guidance for good faith reports on violations of governance principles, policies, codes of conduct, misstatement of financial transactions and accounts, fraud, and other potential whistleblowing type of incidents without exposure to retaliation. The "Be Right" policy was approved on August 10, 2010.Recognitions and rewards are given to the viable and qualified ideas and suggestions. Every stakeholder is allowed to freely communicate with the Company in good faith, and expect corresponding resolution based on merit of report. EReport Mo procedures were developed to maintain confidentiality and fairness in the handling of reports. Retaliation is prohibited and is dealt with in accordance with the pertinent Company policies, rules and applicable laws. Through EReport Mo, the Company provides appropriate protection from retaliation. In the event of retaliation, the reporting person or witness shall report to Corporate Governance Office CGO by filling out a Retaliation Protection Report Form. Protection from retaliation will be granted, upon endorsement of CGO, reviewed by the Management Disciplinary Committee or the relevant Board Committee for approval of the CEO, his designated representative or the Chairman of the Board. These requests shall be processed expeditiously.

This policy was approved on December 13, 2010. This policy was approved on September 24, 2012 and amended on June 15, 2016. Effective management control is necessary to ensure that behavior and decisions of people in the organization are consistent with the companys objectives and strategies. These policies on corporate governance are available at the Corporate Governance Intranet Portal of Meralco. Copies of the Corporate Governance Handbook, which compiles the abovementioned policies, were distributed to all offices. Meralco's Manual of Corporate Governance embodies the principles and meets the standards of governance set by the Philippine Securities and Exchange Commission SEC. The manual adheres to the laws enfranchising the corporate existence and utility operations of the company. It represents a firm commitment to a framework of corporate and governance rules and principles that covers all aspects of our business. If any approach deviates from this manual, it is explained in the Compliance Officers annual certification of compliance to the SEC. Specific documents like the Code of Ethics, Code of Employee Discipline, Safety Code, Policy on Subsidiary Management, Policy on Conflict of Interest and Guidelines on Board Committees were also developed and are being implemented in support of the principles embodied in the Manual of

Corporate Governance. The policies, rules and principles contained herein build on Meralcos own standards and experience, whilst respecting the benchmarks set in the SEC. The Company's Social Media Policy, which was approved on May 31, 2016, prescribes the standards of the Company in relation to the use of online platforms of communications or social media so as to safeguard the Company's interest and that of its stakeholders. The Company's Nomination and Election policy is established to set forth the procedures in the director selection process.

It was approved on September 25, 2017,, sets forth the procedures in the director selection process, including the acceptance of nominations from minority shareholders and the evaluation and screening of nominees visavis the applicable qualifications and disqualifications set forth in the Company's Revised Manual of Corporate Governance, Bylaws and other applicable law, policy or regulation. The Manual adheres to the laws enfranchising the corporate existence and utility operations of the company. It represents a firm commitment to a framework of corporate and governance rules and principles that covers all aspects of our business. If any approach deviates from this Manual, it is explained in the Compliance Officers annual certification of compliance to the SEC. The policies, rules and principles contained herein are built on Meralcos own standards and experience while respecting the benchmarks set in the SEC. Submit Feedback. How to Stop Inappropriate Workplace Behavior How to Handle Employees on Facebook During Work Time Company policies and procedures establish the rules of conduct within an organization, outlining the responsibilities of both employees and employers. Company policies and procedures are in place to protect the rights of workers as well as the business interests of employers. Depending on the needs of the organization, various policies and procedures establish rules regarding employee conduct, attendance, dress code, privacy and other areas related to the terms and conditions of employment. Employee Conduct Policies An employee conduct policy establishes the duties and responsibilities each employee must adhere to as a condition of employment. Conduct policies are in place as a guideline for appropriate employee behavior, and they outline things such as proper dress code, workplace safety procedures, harassment policies and policies regarding computer and Internet usage.

Such policies also outline the procedures employers may utilize to discipline inappropriate behavior, including warnings or employee termination. Companies are increasingly paying attention to bullying behavior as a serious issue and beginning to adopt policies in this area as well. Antibullying policies focus on repeated hostile behaviors, identify reporting mechanisms and describe the consequences for employees who engage in persistent bullying behavior. Equal Opportunity Policies Equal opportunity laws are rules that promote fair treatment in the workplace. These policies discourage inappropriate behavior from employees, supervisors and independent contractors in regard to the race, gender, sexual orientation or religious and cultural beliefs of another person within the organization. Attendance and Time Off Policies Attendance policies set rules and guidelines surrounding employee adherence to work schedules. Attendance policies define how employees may schedule time off or notify superiors of an absence or late arrival. This policy also sets forth the consequences for failing to adhere to a schedule. For example, employers may allow only a certain number of absences within a specified time frame. The attendance policy discusses the disciplinary action employees face if they miss more days than the company allows. Substance Abuse Policies Many companies have substance abuse policies that prohibit the use of drugs, alcohol and tobacco products during work hours, on company property or during company functions. These policies often outline smoking procedures employees must follow if allowed to smoke on business premises. Substance abuse policies also discuss the testing procedures for suspected drug and alcohol abuse. Workplace Security Policies Policies on security are in place to protect not only the people in an organization, but the physical and intellectual property as well.

Policies may cover entrance to a facility, such as the use of ID cards and the procedures for signing

in a guest. Equipment such as a company laptop or smartphone may need to be signed out. Computer security is a high priority for firms these days. Policies cover a variety of topics, such as the frequency for changing passwords, reporting phishing attempts and logon procedures. Use of personal devices, such as a USB drive you bring from home, may also be restricted to prevent to unintended spread of computer viruses and other malware. References HR Village Employee Handbook Policies and Procedures U.S. Equal Employment Opportunity Commission Employers UC Berkeley AntiBullying Policy About the Author Sherrie Scott is a freelance writer in Las Vegas with articles appearing on various websites. She studied political science at Arizona State University and her education has inspired her to write with integrity and seek precision in all that she does. Related Internet Employee Policies What Role Does HR Play in Enforcing a Security Policy. Security in Planning a Layoff Strategies for Preventing Workplace Violence What Are the Methods Used by Companies to Monitor Employees Computers. What Is the Role of HR During an Employee Termination. Most Popular Internet Policies for Human Resources Example of Human Resources Business Continuity Plan Is It Legal for Employers to Monitor Employees at Work. Definition of Workplace Privacy How to Explain the Importance of Security to Employees Trending Now 1 Internet Employee Policies 2 What Role Does HR Play in Enforcing a Security Policy 3 Security in Planning a Layoff 4 Strategies for Preventing Workplace Violence Most Popular 1 What Are the Methods Used by Companies to Monitor Employees Computers 2 What Is the Role of HR During an Employee Termination 3 Internet Policies for Human Resources 4 Example of Human Resources Business Continuity Plan 5 Is It Legal for Employers to Monitor Employees at Work.

She has covered HR for The Balance Careers since 2000. Do you need sample checklists, procedures, forms, and examples of Human Resources and business tools to manage your workplace to create successful employees. These samples are provided for your personal use in your workplace, not for professional publications.See the Human Resources Glossary of Terms. The terms provide a basic definition and much more about how you can implement the defined concept within your own organization. Consider taking a look at the glossary to assist you with defining concepts for your own organization. These policies, procedures, and checklists successfully recognize the limits of providing employees proper guidance for appropriate behavior at work and draw a line between that and employee lives outside of the workplace. The site is read by a worldwide audience and.Please seek legal assistance, or assistance from State, Federal, or International governmental resources, to make certain your legal interpretation and decisions are correct for your location. This information is for guidance, ideas, and assistance. Use This Letter. To make sure you have the right policies in place, talk to an employment lawyer. Back to top Maybe your business has grown to the point where it makes sense to get your policies in writing. It could be that you want to streamline onboarding for new hires. Or maybe your company encountered a challenging situation between coworkers, or even experienced an employment lawsuit, and you want to help protect yourself from future incidents. How do you write an employee handbook and what sort of content should you include Get Started It also lists what employees can expect from the employer. New hires are generally given a copy of the employee handbook with a form to sign, saying they've read through it and agree to the terms.

Creating an employee handbook shows employees that there are consistent policies for all employees — the same rules and guidelines apply to everyone, and all employees are treated equally. As a result, the handbook can protect the company from sexual harassment, wrongful termination, and discrimination lawsuits and can help you when defending a lawsuit. The handbook can be a useful resource to keep all the key policies in one place. Consult with your attorney to see what requirements apply to your business. If an employee is expecting a baby, they may not feel comfortable asking their manager or HR about the company's parental leave policy early in the pregnancy. If this information is contained in the employee handbook they can look it up themselves. For example, if an employee is let go, having an atwill policy clearly documented in the handbook can help show your company was legally in the right. Once you know what material you want to

include, create an outline with a logical structure. For example, it probably makes sense to group all your business's benefits together in one section. This makes it not only easier for you to write but also more useful for employees. Avoid industry jargon or confusing wording. Basically, the clearer and simpler the better. Have a strong writer copy edit your staff handbook if possible, and have someone with eagle eyes proofread it for typos. It should lay out your legal obligations as an employer and your employees' rights. The second list contains items you can include at your discretion. In addition, you may wish to enter into separate written agreements with the employee concerning other policies e.g., arbitration of disputes, nondisclosure agreement, assignment of intellectual property rights, nonsolicitation agreement, noncompete agreement — consult with an employment attorney to determine what policies and agreements are appropriate for your business.

Also mention that the policies in the employee handbook can change at the employer's discretion. You may also opt to print hard copies, but a digital version is more environmentally friendly and easier to keep up to date. You may need to refer to these materials in the event of litigation. Our team comes from a variety of backgrounds and share a passion for providing information that helps businesses to start, run, and grow. The team is based in San Francisco, but has collaborators all over the country. Employer Launchpad Explore now Related Content 5 Effective Strategies for Mentoring Employees How to mentor your employees to create a loyal, empowered workforce, and boost your business's bottom line. How to Button Up Your YearEnd Bookkeeping The year's coming to a close — which means it's time to get your 2014 bookkeeping in order. 5 Common Causes of Employee Turnover at Small Businesses What usually drives people to quit their jobs. Treasury guidelines have changed. Sign in now to download your new report.Sign in to get your new report.For W2s or 1099s, sign in.But it really shouldn't. Plus, it gives your employees the clarity they need to know how things work. Though 87% of small businesses sized 10200 have employee handbooks, HR experts agree that it's best practice to start a handbook as soon as you hire your first employee, as it defines expectations and can protect you legally. So kick things off by laying out the basics that every employee should know before the shimmy through the front door. Team Management Your code of conduct section should spell out the "10 Commandments" for life as a member of your team. If there's anything that's frowned upon, this section should cover it. For example, you can explain your This section of your employee handbook explains how, when, and where employees are expected to get things done. You'll want to include hot topics like What about customers, vendors, and other partners.

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