



AFPGEN

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SAGOT KA NAMIN 24/7

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I.1 POLICY ON EMPLOYEE HEALTH, SAFETY AND WELFARE

I.1.a POLICY STATEMENT

AFPGEN values its employees as its most important asset. The company promotes its employees' welfare, safety and health to create happy, loyal, committed and productive employees. Programs and policies are institutionalized to ensure that employees' health, safety and general welfare are protected, enhanced, and nurtured to ensure efficiency and competitiveness.

I.1.b OBJECTIVES

The policy aims to:

1. Ensure happiness, loyalty, commitment and productivity of employees
2. Motivate employees to continuously improve performance and contribute to the attainment of the company's objectives
3. Retain performing employees
4. Have a strong employee engagement
5. Prevent injury or ill health both to the employees and other persons

I.1.c DEFINITION OF TERMS

Medical and Dental Services – activities and programs provided by the company in compliance with the Labor Code of the Philippines

Benefits Program – the set of benefits given to employees upon employment and upon regularization

Employee Relations – the efforts of the company to manage relationship between the company and its people that will aid in employee engagement

Learning and Development – the programs prepared the company to enhance and develop employees' competencies to be more efficient and effective

Safety and Security – the programs and activities done by the company to prevent injuries and illnesses in the company

I.1.d IMPLEMENTING GUIDELINES

1. Medical and Dental Services

- a. All regular employees shall be covered by Health Insurance through a legitimate HMO provider which shall provide medical and dental services to the member employees.
- b. An Annual Physical Exam (APE) shall be conducted through the HMO to check the health status of the employees, to know the sickness the employee is suffering from, to treat the sickness and to prevent an unfavorable health condition to worsen or infect
- c. Emergency medicines shall be available in the Human Resources Department to address common sicknesses that can be cured with common medicines.
- d. A physician shall be available for emergency cases to check and assess the condition of the employee that may not need hospitalization.
- e. Physical fitness programs as well as health related seminars shall be implemented by the company to ensure fitness and awareness of its employees.

2. Benefits Program

- a. The company shall provide Sick Leaves and Vacation Leaves to employees to ensure that employees can have respite from daily work, attend to their personal circumstances and recuperate from sicknesses without worrying about loss of income on those days that they are out of the workplace.
- b. Employees shall be provided with health insurance to immediately address their medical conditions and protect them from financial burden that comes with their illness or injury.
- c. The company shall provide personal accident insurance and group life insurance to its employees
- d. To maintain professional dressing, the company shall provide yearly uniform/clothing allowance to its employees.

- e. The company shall provide its regular employees with monthly rice subsidy.
- f. The company shall allow regular employees to reimburse dental or medical expenses every year up to a maximum amount specified by the company.
- g. The company shall grant educational loan to employees to help defray expenses of schooling for themselves and/or for their children.
- h. The company shall provide birthday leave and birthday cash gift to its employees.
- i. Maternity Leave, Paternity Leave and Solo Parent Leave shall be provided by the company to its employees as applicable.
- j. The employees shall receive cash gifts and a basket of groceries every Christmas.
- k. The company shall provide Provident Fund with employee and employer shares.
- l. The company shall provide a non-contributory Retirement fund to assist the employee in preparation for life after employment.
- m. The employer shall provide bereavement leave to the employee to attend to the death of a family member.
- n. The company shall extend financial assistance to the bereaved family to help defray expenses incurred brought about by the demise of the employee or a direct dependent of the employee.

3. Employee Relations

- a. The company shall join the yearly inter-Financial Sportsfest and shall provide regular sports activities to its employees to foster health consciousness among its employees and to promote camaraderie.
- b. The company shall conduct a monthly General Assembly of all employees, teambuilding sessions, company anniversary celebration,

and Christmas programs to uphold the sense of belongingness and to strengthen commitment of employees to AFPGEN.

- c. AFPGEN shall recognize Employee Service and Performance by providing rewards.
- d. The company shall fortify employee engagement by effectively communicating Employee Relations programs by utilizing email, bulletin boards, newsletters, employee portals, regular meetings and special events. The company shall allow grievances and appeals to be heard and resolved through a formal process.

4. Learning and Development

- a. All newly hired employees shall undergo on-boarding orientation that presents the company profile, the business it is in, the products it handles, the policies and procedures of each department, the job description of the employee and the goals of the function.
- b. The company shall provide seminars to orient and/or update employees, old and new on the products being sold by the company and the technical information about the industry.
- c. The company shall provide programs to enhance and develop the functional and technical knowledge and skills of the employee by sending them to training programs or by conducting in-house programs pertaining to the technical and functional knowledge and skills.
- d. The company shall develop its leaders and managers to be efficient and effective leaders of the company that will spearhead the achievement of the company's objectives.

5. Safety and security

- a. The company shall sponsor and/or participate to regular fire and earthquake drill exercises to prepare employees for any eventualities that may threaten their lives and properties.
- b. The company shall maintain the CCTV coverage up to a duration prescribed to address security issues.

- c. The company shall conduct regular maintenance of the building, air conditioning unit, lighting/electrical and alarm system.
- d. The company shall ensure cleanliness and orderliness of the office premises and availability of fire extinguishers.
- e. The company shall conduct regular pest control.

I.1.e PROCEDURAL GUIDELINES

1. Activities pertaining to employee benefit, learning and growth, employee engagement and health shall be initiated, recommended and implemented by the Human Resource Department.
2. Activities pertaining to security and safety of the office premises shall be initiated, recommended and implemented by the Administration and Information Technology Departments.



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