

Computer Acceptance Form

In accepting the use of iPloy's Computer as part of business continuity plan to work from home, I agree to the following conditions:

ACKNOWLEDGEMENT

- * I understand that I am solely responsible while in my possession.
- * I shall only use the computer for iPloy's operational related purposes.
- * I shall keep the computer in good working order and will notify IT Team Lead/ or Team Leader of any defect or malfunction during my use.

I acknowledge that I have read, understand, and will abide with Employee Remote Work Policy, Computer Acceptance Form, and Internet Usage Policy:

- * I shall not allow the computer to be used by an unknown or unauthorized person. I assume the responsibility for the actions of others while using the computer.

* If the computer is lost, stolen or damaged, the incident must be reported to the IT Team

Abellana Karisse Allia ✓ / 3/25/2020 8:50 AM

Signature Over Printed Name/Date

- * I agree to pay all the costs associated with the damage, negligence or intentional misuse, theft, all or theft of the Computer and its accessories for an amount of One thousand Dollars (USD 1,000.00) while it is checked out to me.

- * I understand that a violation of this agreement may result in further discipline up to and including termination of employment and/or legal action.

Description of Item	Quantity/Serial Number
Dell Optiplex (CPU)	
Dell Monitor 17"	
Keyboard	
Mouse	
AVR	
Windows Pro desktop	

Received by: Abellana Karisse Allia ✓ Date: 3/25/2020 Time: 8:50 AM

Employee's Printed Name and Signature

Date

IT Specialist's Printed Name and Signature

Additional Remarks (if any)

Is the computer working? YES / NO

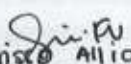
IF NO, please describe the damage:

Computer Acceptance Form

In accepting the use of iPloy's Computer as part of business continuity plan to work from home. I agree to the following conditions:

- I understand that I am solely responsible for the computer while in my possession.
- I shall only use the computer for iPloy's operational related purposes.
- I shall keep the computer in good working order and will notify IT Team and/or Team Leader of any defect or malfunction during my use.
- I shall not install and/or download any unauthorized software and/or applications
- I shall not allow the computer to be used by an unknown or unauthorized person. I assume the responsibility for the actions of others while using the computer.
- If the computer is lost, stolen or damaged, the incident must be reported to the IT Team and/or Team Leader within 24 hours.
- I agree to pay all the costs associated with the damage, negligence or intentional misuse, loss of, or theft of the Computer and its accessories for an amount of One thousand Dollars (USD 1,000.00) while it is checked out to me.
- I understand that a violation of this agreement may result in further discipline up to and including termination of employment and/or legal action.

Description of Item	Serial Number
Dell Optiplex (CPU)	
Dell Monitor 17"	
Keyboard	
Mouse	
AVR	
Wireless Broadband	

Abellana Kanisla Allia ✓  Date 3/25/2020 3:50 AM
Employee's Printed Name and Signature

IT Specialist's Printer Name and Signature Date _____

Additional checks on return

Is the components working? YES / NO

If NO, please describe the damage:

Employee Remote Work Policy

Policy brief & purpose

The purpose of this policy is to answer the ongoing threat of COVID-19 and with iPloy's best interest to protect our employees from this unprecedented event. The employee remote work policy outlines our guidelines for employees who work from a location other than our offices. We want to ensure that both employees and our company will benefit from these arrangements.

Scope

This policy applies to employees whose primary work location is not at our offices, and work-from-home is applicable.

Policy elements

Remote working is a temporary agreement and/or arrangement between employees and iPloy Inc. to work from a non-office location until the "community quarantine" or COVID-19 threat is rectified in Cebu City.

Remote working agreement

Employees may work remotely on a temporary basis only until COVID-19 has been rectified or the local authorities deemed it's safe to go back working in the office.

Remote working that works

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Need to clock in and out on easing clocking for attendance.
- Must report connection difficulties immediately, unable to perform his or her duty within the shift will be tag as unpaid.
- Choose a quiet and distraction-free working space.
- English language minimal background noise
- Have an internet connection that's adequate for their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules agreed upon with their manager.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

Team members and managers should determine long-term and short-term goals. They should frequently meet online to discuss progress and results.

Compliance with Policies

Our remote employees must follow our company's policies like their office-based colleagues. Examples of policies that all employees should abide by are:

iPloy Incorporated

9TH floor, Ayala Center Cebu Tower
Bohol Avenue, Cebu Business Park
Cebu City, Cebu, 6000



Equipment

Employees are allowed to use their own internet connection if it can handle the day to day workload of their job. Whilst we will also provide our remote employees with equipment that is essential to their job duties, like computers, headsets and wireless broadband (when applicable.) We will install VPN and company-required software when employees receive their equipment or using their own equipment.

Equipment that we provide is company property. Employees must keep it safe and avoid any misuse. Specifically, employees must:

- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorized or illegal software.

HR will discuss the Computer Acceptance Form and Internet Usage Policy for eligible employees.

Prepared by:

Carlos Gotiong
General Manager

Noted by:

Alfredo Doc Camarillo Jr.
Director of Operations

Abelardo Dagalea
Operations Manager

Marishka Iris Arcilla
Human Resourc

Internet Usage Policy

This Internet Usage Policy applies to all employees of iPloy Inc. who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees of iPloy Inc. is permitted and encouraged where such use supports the goals and objectives of the business. However, access to the Internet through iPloy Inc. is a privilege and all employees must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Computer, Email, and Internet Usage

- Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role
- All Internet data that is composed, transmitted and/or received by iPloy's computer systems is considered to belong to iPloy and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties
- The equipment, services and technology used to access the Internet are the property of iPloy Inc. and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections
- Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images
- All sites and downloads may be monitored and/or blocked by iPloy Inc. if they are deemed to be harmful and/or not productive to business
- The installation of software such as instant messaging technology is strictly prohibited

Unacceptable use of internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via iPloy's email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Passing off personal views as representing those of the organization

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification

All terms and conditions as stated in this document are applicable to all users of iPloy's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by iPloy Inc.

User Compliance

Company Asset/s Release Permit

NOTE: This form should be filled by HR/IT personnel or and this document should be presented to the Security Officers prior releasing the company assets.

- Acknowledgement (of reading, understanding, and will abide with the Employee Remote Work Policy, Computer Acceptance Form, Internet Usage Policy and Asset Code form.
- Employee Temporary Remote Work Policy
- Computer Acceptance Form
- Internet Usage Policy
- Asset Code

Name of Employee: Abellana Kainse Allia V.

Checked by: Karen C. [Signature]
(Signature Over Printed Name)

SG on duty: _____ Date Released: _____
(Signature Over Printed Name)



ACKNOWLEDGEMENT

I acknowledge that I have read, understand, and will abide with Employee Remote Work Policy, Computer Acceptance Form, and Internet Usage Policy:

Abellana Kainse Allia V.
Signature Over Printed Name/Date

iPloy Incorporated
9th floor, Ayala Center Cebu Tower
Bohol Avenue, Cebu Business Park
Cebu City, Cebu, 6000



Employee Temporary Remote Work Policy

Policy brief & purpose

The purpose of this policy is to answer the ongoing threat of COVID-19 and with iPloy's best interest to protect our employees from this unprecedented event. The employee temporary remote work policy outlines our guidelines for employees who work temporarily from a location other than our offices. We want to ensure that both employees and our company will benefit from these arrangements.

Scope

This policy applies to employees whose primary work location is not at our offices, and work-from-home is applicable.

Policy elements

Remote working is a temporary agreement and/or arrangement between employees and iPloy Inc. to work from a non-office location until the "community quarantine" or COVID-19 threat is rectified in Cebu City. Employees are required to go back in the office once the local government allows the operations in the office.

Remote working agreement

Employees may work remotely on a temporary basis only until COVID-19 has been rectified or the local authorities deemed it's safe to go back working in the office.

Remote working that works

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Need to clock in and out on easing clocking for attendance.
- Must report connection difficulties immediately, unable to perform his or her duty within the shift will be tag as unpaid.
- Choose a quiet and distraction-free working space.
- English language minimal background noise
- Have an internet connection that's adequate for their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules agreed upon with their manager.
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

iPloy Incorporated
9TH floor, Ayala Center Cebu Tower
Bohol Avenue, Cebu Business Park
Cebu City, Cebu, 6000



Team members and managers should determine long-term and short-term goals. They should frequently meet online to discuss progress and results

Compliance with Policies

Our remote employees must follow our company's policies like their office-based colleagues. Examples of policies that all employees should abide by are:

- Attendance
- Social Media Usage
- Confidentiality
- Data Protection
- Employee Code of Conduct and applicable active memorandum
- Anti-discrimination/Equal opportunity/Anti-harassment
- Dress code when meeting with customers or partners online.


Equipment

Employees are allowed to use their own internet connection if it can handle the day to day workload of their job. Whilst we will also provide our remote employees with equipment that is essential to their job duties, like computers, headsets and wireless broadband (when applicable.) We will install VPN and company-required software when employees receive their equipment or using their own equipment.

Equipment that we provide is company property. Employees must keep it safe and avoid any misuse. Specifically, employees must:

- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorized or illegal software.

I understand and will abide by iPloy's Employee Temporary Remote Work Policy. I further understand that should I commit any violation of this policy; my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.


Employee's Printed Name and Signature Allia V. Kanosa Date 1/22/22

Prepared by:

Carlos Gationg
General Manager



Internet Usage Policy

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Computer, Email, and Internet Usage

- Company employees are expected to use the internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted
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- The installation of software such as instant messaging technology is strictly prohibited

Unacceptable use of Internet by employees includes, but is not limited to:

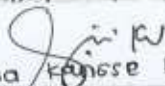
- Sending or posting discriminatory, harassing, or threatening messages or images on the internet or via iPloy's email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Passing off personal views as representing those of the organization

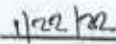
If an employee is unsure about what constituted acceptable internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

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User Compliance

I understand and will abide by iPloy's Internet Usage Policy. I further understand that should I commit any violation of this policy; my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.


Kristiana Kanose Allia V.
Employee's Full Name and Signature


Date



Computer Acceptance Form

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- I understand that a violation of this agreement may result in further discipline up to and including termination of employment and/or legal action.

Description of Item	Asset Code # /Serial #
System Unit	155DUPCM141
Monitor 1	155DUMTMN145
Monitor 2	155DUMTMN101
Keyboard	
Mouse	
AVR	155AVRMN206
Headset	155HSMN272
Etc.	

[Signature]
 ABELANA MARISE ALIA V Date 1/22/22
 Employee's Printed Name and Signature

[Signature]
 IT Specialist's Printer Name and Signature Date 1/22/22

Additional checks on return

Is the components working? YES / NO

If NO, please describe the damage:

Admin Use Only	IT Specialist's Signature: _____
Check Out Date: _____	Date Returned: _____
Date Returned: _____	IT Specialist's Signature: _____



Date : November 28, 2019
To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGEMENT
SUBJECT : MEMO: Security and Contact Requirements

As the company continues to grow, employees are required to resubmit their NBI or Police clearance every 2nd anniversary of their employment.

All employees who were hired on the month of **April 2016 to December 2017** need to submit their new NBI or Police clearance to Human Resource on Mondays to Fridays at 7:00 AM - 12:00 AM, deadline will be on **January 17, 2020**.


Employees hired January 2018 onwards will then submit their NBI or Police clearance on their 2nd anniversary with the company.

Failure to meet the deadline will be dealt accordingly.


Your cooperation in this regard will be highly appreciated.


If there are any questions or clarifications, please feel free to approach the Human Resource Department.

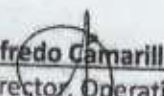
Sincerely yours,


Marishka Iris Arilla
Human Resource

Noted by:


Abelardo Dagalea
Operations Manager


ABEWANA PARISSSE AWIA ✓


Alfredo Camarillo Jr.
Director, Operations

Strictly Confidential

[Date]

MAXICARE HEALTHCARE CORPORATION
Maxicare Tower
203 Salcedo Street, Legaspi Village
Makati City

ATTENTION: [NAME] ABELANA FRANCES AWIA V.
[Designation] CCR

THRU: [NAME OF THE COMPANY] IPLOY

SUBJECT: MEMBER CONFORME

Gentlemen:

In reference to my and/or my dependent/s' healthcare plan procured by the Company, I hereby certify that I and my dependent/s have read and understood the Summary of Coverage and Benefits of the Service Agreement executed by Maxicare Healthcare Corporation ("Maxicare") and the Company including all procedures, benefits, exclusions, limitations and conditions contained therein, and agree to be bound thereby.

In executing this document and in affixing my signature hereto, I confirm that:


1. I agree and understand that in the course of providing service/s to me or my dependents, Maxicare shall engage the services of, and/or interact with, other third parties, such as, but not limited to its parent company, affiliated companies, subsidiaries, financial advisors, affiliated third parties or independent/non-affiliated third parties and service providers, whether local or foreign (collectively referred to as "**Representatives**").
2. I and my dependent/s have freely, knowingly and voluntarily given my consent for Maxicare and its Representatives to:
 - a. Obtain, collect, examine, process, and store copies of my and/or my dependents' personal information, including sensitive personal information, privileged information, medical records or any other information relative to my (and/or my dependents') hospitalization, consultation, treatment or any medical advice in connection with the benefit/claim availed under the Agreement as may be deemed necessary by Maxicare. Except as otherwise stated hereon, any information obtained relative to the authority herein given shall be strictly confidential. The extent of the collection and processing shall be necessary and incidental to the performance of the services contemplated in the Agreement.
 - b. Disclose such information to the Company, its representatives, agents and brokers, Maxicare and its Representatives, including the service providers which will perform the services contemplated in the Agreement, for any legitimate business purpose as Maxicare may deem appropriate, including but not limited to outsourced processing of Maxicare transactions, profiling or historical statistical analysis, providing advice or information which Maxicare and its Representatives believe may be of interest to me or the Company, to effectively administer or manage my account, enhance customer services, or to communicate with me or the Company for any purpose.

Processing is hereby understood to include any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data. Processing would include both manual and automated

handling of personal information and storage and data transfers using various means including but not limited to physical methods as well as electronic via information and communications systems employed by Maxicare and its Representatives.

3. I have been duly authorized by my dependent/s to sign and execute any and all documents and make representations for and in his/their behalf as if the same were personally done by him/them.
4. I hereby warrant that we understand our rights and obligations pursuant to the Data Privacy Act and its implementing rules and regulations. I and my dependents understand that we retain the right to be informed, to object, access, complain, and rectify, to request for filtering of certain information, and to the corresponding damages in case of violation of our rights within the corresponding limitations as set forth in the pertinent laws.
5. I and my dependents hereby represent that, in order to provide the services contemplated in the Agreement, the authorities herein provided shall be valid and existing during the term of the Agreement, including any extensions thereof, and until necessary for the establishment, exercise or defense of any claims arising from the said Agreement.
6. I and my dependents hereby agree to hold Maxicare and its Representatives free and harmless from and against any and all suits or claims, actions, or proceedings, damages, costs and expenses, including attorney's fees, which may be filed, charged or adjudged against Maxicare or any of its directors, stockholders, officers, employees, agents, or Representatives in connection with or arising from the use, processing and disclosure by Maxicare or its Representatives of the aforementioned information pursuant to Maxicare's reliance on my and my dependent's representation and warranty that Maxicare, the Company, and their representatives have the authority to examine, use, process, store, share, or disclose, as the case may be, said information for the above-mentioned purposes.

Very truly yours,


ABEUANA PARHISE NUIA v. 2/3/2019
(Printed Name & Signature)
Member

Powered by
WPS Office

Date : December 2, 2019
To : ALL REGULAR EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
SUBJECT : HMO – MAXICARE

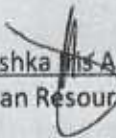
In an effort to manage our HMO utilization for this year's renewal, iPloy would need to review the insurance usage of all its employees and dependents. This will help us make a well-informed decision whether to make changes on its current plan.

In connection to this, all regular employees are **required** to sign and submit the CONFORME letter from Maxicare in compliance to the Data Privacy Act immediately since we are already in the process of renewal.

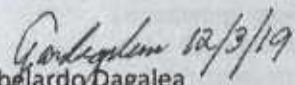
The company reserves the right to exclude regular employees from enrollment if no signed CONFORME letter will be submitted to Human Resources Department.

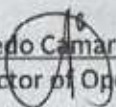
If there are any questions or clarifications, please feel free to approach the Human Resource Department.

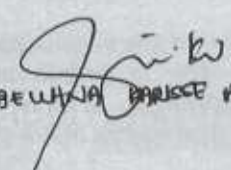
All the best,


Marishka Iris Arcilla
Human Resource

Noted by:


Abelardo Dagalea
Operations Manager


Alfredo Camarillo Jr.
Director of Operations


ABENILDA BRUCE ALIJO V.

IPLOY Incorporated
9th floor, Ayala Center Cebu Tower
Bohol Avenue, Cebu Business Park
Cebu 6000



CERTIFICATE OF EMPLOYMENT

To whom it may concern

This is to certify that **Karisse Allia V. Abellana** is an active employee of iPloy Inc. who reports at 9F Ayala Center Cebu Tower, Cebu Business Park, Cebu, City, Cebu, 6000.

This certification is being issued to allow him / her to have access through the PNP/AFP or any government designated checkpoints in any of the entry points to Cebu City during the "Community Quarantine" period and for other legal purposes it may serve.

Issued this 17th day of March 2020 in the City of Cebu.

Certified by:

ABELARDO DAGALEA
OPERATIONS MANAGER

cc: file

Karisse
Abellana Karisse Allia V. 3/17/2020


REPUBLIC OF THE PHILIPPINES
 Unified Multi-Purpose ID

CRN-0111-4436870-4

SURNAME **ABELLANA**
 GIVEN NAME **KARISSE ALLIA**
 MIDDLE NAME **VILLORIA**

SEX **FEMALE**
 DATE OF BIRTH **1990/12/04**

ADDRESS
**528 ZONE 2 DUNLOG TALISAY CITY
 CEBU PHL 6045**



Jeri KV

F337-3-010








Unicomark 24-Hour Service (632) 947-8800
 SSS Customer Service (632) 820-6449 to 65

980 0029611 01 8
109808974798

In case of loss, please return to the nearest SSS Branch



Jeri KV

Jeri KV M

Jeri KV

[Signature]

*Updated
5/23/19*

ACKNOWLEDGEMENT RECEIPT

This is to acknowledge receipt of the following document/s:

PAG-1816 2, NB1

Submitted by: *[Signature]* FU 5/21/19
 (Name and Signature) | Date

Submitted to: Marishka Iris Arcilla / /2019
 (Name and Signature) | Date

*201 Copy

Disclosure: This receipt must be retained by you as proof of submission of the document/s above. Failure to present acknowledgement receipt will automatically assume that document/s were not provided and free the company from any liability.

PERMANENT HOME ADDRESS					COUNTRY + AREA CODE + TELEPHONE NUMBER	
Unit/Room No., Floor		Building Name			HOME	
Lot No.	Block No.	Phase No.	House No.	Street Name	CELLPHONE	
			528	ZONE 2 RIZAL STREET	+63 (0917) 7715489	
Subdivision			Barangay		BUSINESS (DIRECT LINE)	
			DUMLOG		BUSINESS (TRUNK LINE)	
Municipality/City			Province/State/Country		E-MAIL ADDRESS	
TALISAY CITY			CEBU, PHILIPPINES		archikarya@gmail.com	
PRESENT HOME ADDRESS						
Unit/Room No., Floor		Building Name		Lot no.	Block no.	Phase No.
House No.		Street Name		Subdivision		Barangay
528		ZONE 2 RIZAL STREET		DUMLOG		DUMLOG
Municipality/City			Province/State/Country		Zip Code	
TALISAY CITY			CEBU, PHILIPPINES		6045	
PREFERRED MAILING ADDRESS		PERMANENT HOME ADDRESS				



MEMBER'S DATA FORM (MDF)

FOR Pag-IBIG Fund USE ONLY	
Pag-IBIG MID NUMBER	121082284604
REGISTRATION TRACKING NUMBER	913053074852

OCCUPATIONAL STATUS		EMPLOYED			
MEMBERSHIP CATEGORY		EMPLOYED - PRIVATE			
	LAST NAME	FIRST NAME	NAME EXTENSION	MIDDLE NAME	NO MIDDLE NAME
MEMBER	ABELLANA	KARISSE ALLIA		VILLORIA	<input type="checkbox"/>
FATHER	ABELLANA	ALBERT		ABELLAÑOSA	<input type="checkbox"/>
MOTHER (Maiden Name)	VILLORIA	LILIA		CAÑAS	<input type="checkbox"/>
SPOUSE (if Married)					<input type="checkbox"/>
MEMBER'S NAME AS APPEARING IN THE BIRTH CERTIFICATE	ABELLANA	KARISSE ALLIA		VILLORIA	<input type="checkbox"/>
DATE OF BIRTH	MARITAL STATUS		TAXPAYER IDENTIFICATION NUMBER (TIN)		
12/04/1990	SINGLE		SSS NUMBER 633489043		
PLACE OF BIRTH	CITIZENSHIP		GSIS NUMBER		
MINGLANILLA, CEBU	FILIPINO		EMPLOYEE NUMBER		
SEX	HEIGHT(cm.)	WEIGHT(kg.)	PROMINENT DISTINGUISHING FACIAL FEATURES		
FEMALE	0.00	0.00			
COMMON REFERENCE NUMBER (CRN)	FREQUENCY OF MEMBERSHIP SAVINGS (MS) PAYMENT		For AFP/PNP Employee, Serial/Badge No. For DepEd Employee, Division Code-Station Code		

ADDRESS AND CONTACT DETAILS					
PERMANENT HOME ADDRESS					COUNTRY + AREA CODE + TELEPHONE NUMBER
Unit/Room No., Floor		Building Name		HOME	
Lot No.	Block No.	Phase No.	House No.	Street Name	CELLPHONE
			528	ZONE 2 RIZAL STREET	+63 (0917) 7715489
Subdivision		Barangay		BUSINESS (DIRECT LINE)	
		DUMLOG		BUSINESS (TRUNK LINE)	
Municipality/City		Province/State/Country		E-MAIL ADDRESS	
TALISAY CITY		CEBU, PHILIPPINES		archikarya@gmail.com	
ZIP Code					
6045					
PRESENT HOME ADDRESS					
Unit/Room No., Floor		Building Name		Phase No.	
House No.	Street Name		Subdivision		Barangay
528	ZONE 2 RIZAL STREET		DUMLOG		
Municipality/City		Province/State/Country		Zip Code	
TALISAY CITY		CEBU, PHILIPPINES		6045	
PREFERRED MAILING ADDRESS		PERMANENT HOME ADDRESS			



Republic of the Philippines
Department of Justice
National Bureau of Investigation



10963627

This is to certify that the person whose name, picture, signature and thumbprint appearing below applied for NBI Clearance and the results is as follows:

NBI ID NO:
A145LKDA09-OU25080

FAMILY NAME
ABELLANA

MIDDLE NAME
VILLORIA

ADDRESS
ZONE 2 528 BRGY DUMLOG TALISAY CITY CEBU

DATE OF BIRTH
December 04, 1990

CITIZENSHIP
FILIPINO

VALID UNTIL
May 21, 2020

FIRST NAME
KARISSE ALLIA

HUSBAND'S SURNAME



SIGNATURE

Karisse Allia Villoriana Abellana

PLACE OF BIRTH
MINGLANILLA CEBU

CIVIL STATUS
SINGLE

GENDER
FEMALE

PURPOSE
MULTI-PURPOSE CLEARANCE

REMARKS
NO RECORD ON FILE



A145LKDA09-OU25080

Dante A. Gierran
ATTY. DANTE A. GIERRAN, CPA
Director

Date Printed: Tuesday, May 21, 2019 12:05 PM

Agency	OU	DATID	macapanasjr
CASID	macapanasjr	BICID	macapanasjr
O.R. No.	MPN716EZO4	REGID	
O.R. Date	05/21/2019 11:59:37 AM	INTID	
DST PAID		PRTID	macapanasjr



Republic of the Philippines
Department of Justice
National Bureau of Investigation



10963627

This is to certify that the person whose name, picture, signature and thumbprint appearing below applied for NBI Clearance and the results is as follows:

NBI ID NO:
A145LKDA09-OU25080

FAMILY NAME
ABELLANA

MIDDLE NAME
VILLORIA

ADDRESS
ZONE 2 528 BRGY DUMLOG TALISAY CITY CEBU

DATE OF BIRTH
December 04, 1990

CITIZENSHIP
FILIPINO

VALID UNTIL
May 21, 2020

FIRST NAME
KARISSE ALLIA

HUSBAND'S SURNAME



SIGNATURE

Karisse Allia Villoriana Abellana

PLACE OF BIRTH
MINGLANILLA CEBU

CIVIL STATUS
SINGLE

GENDER
FEMALE

PURPOSE
MULTI-PURPOSE CLEARANCE

REMARKS
NO RECORD ON FILE



Date Printed: Tuesday, May 21, 2019 12:05 PM

Agency	OU	DATID	macapanasjr
CASID	macapanasjr	BICID	macapanasjr

PERSONAL COPY

ACKNOWLEDGEMENT RECEIPT

This is to acknowledge receipt of the following document/s:

E1 form, Diploma, ITR, Philhealth

Photocopy of UMID, 2 x pcs 1x1 (BDO)

Submitted by: Abellana Karisse Allia v. / Apr 1, 2019
(Name and Signature) | Date

Submitted to: Samantha ^{for Feb} Saykhamhouane / /2019
(Name and Signature) | Date

*201 Copy

Disclosure: This receipt must be retained by you as proof of submission of the document/s above. Failure to present acknowledgement receipt will automatically assume that document/s were not provided and free the company from any liability.

XI

forwarded
to Act


REPUBLIC OF THE PHILIPPINES
 Unified Multi-Purpose ID


 CRN-0111-4436870-4

SURNAME **ABELLANA**
 GIVEN NAME **KARISSE ALLIA**
 MIDDLE NAME **VILLORIA**

SEX **FEMALE**
 DATE OF BIRTH **1990/12/04**

ADDRESS
**528 ZONE 2 DUNLOG TALISAY CITY
 CEBU PHL 6045**



Karisse KV

F337-9-230








UnionBank 24-Hour Service (632) 887-8800
 SSS Customer Service (632) 820-6446 to 55

980 0029611 01 8
109808974798

UNIONBANK PLUS MEMBER

In case of loss, please return to the nearest SSS branch

Karisse KV

Karisse KV

Karisse KV



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

ABELLANA, KARISSE ALLIA VILLORIA

TIN: **314-028-985-000**

ZONE 2 528 DUMLOG
TALISAY CITY, CEBU

BIRTH DATE: 12/04/1990

ISSUE DATE: 03/16/2015




SIGNATURE

* This card bears your permanent Taxpayer Identification Number (TIN). Always indicate your TIN on all returns / documents filed with the BIR.

* Report immediately to your Revenue District Officer, the loss of this card and change of name or address.

* Any person who secures and / or uses more than one TIN shall be criminally liable and shall be punishable by fine and imprisonment



12-051216675-5

PhilHealth Number

ABELLANA, KARISSE ALLIA
VILLORIA

Name

Signature

IMPORTANT

1. The number on this card is your permanent PhilHealth Number
2. Use the name and PhilHealth Number as indicated in this card in all your transactions with PhilHealth.
3. In case of loss of this card, Please notify PhilHealth and apply for a replacement. Do not apply for a new number.

University of San Carlos



Cebu City, Philippines

To all whom these presents shall come

Breetings

Be it known that

KARISZE ALIA HILORIA ABELLANA

having satisfactorily completed the prescribed Curriculum, in accordance with the recommendation of the Faculty, the approval of the Board of Trustees and by authority of the Government of the Philippines, has this day been granted the degree of

Bachelor of Science in Nursing

with all the Rights and Privileges thereto appertaining. In testimony whereof we hereunto affixed the Corporate Seal of the University and the Signatures of the President, the Vice President for Academic Affairs, and the Dean.

Given at Cebu City, Philippines, this 11th day of April 2018.


Antonio G. Rosales

ANTONIA F. PASQUAL, MN, MSN
Dean

FR. DIONISIO M. MIRANDA, SVD, MA, STD

FR. ANTHONY S. SALAS, SVD, MM
Vice President for Academic Affairs

06-8848904-3

SS NUMBER 06-33-88904-3	SOCIAL SECURITY SYSTEM PERSONAL RECORD (Please Use Black Ink Only) (Gumamit ng Itim na Tinta Lamang)	 E-1 (Rev. 08/94)
--------------------------------	--	--

SURNAME (APELYIDO) Abellano	GIVEN NAME (PANGALAN) Karlene Ann	MIDDLE NAME (GITNANG PANGALAN) Victoria
--------------------------------	--------------------------------------	--

ADDRESS (NO. & STREET; CITY/TOWN & PROVINCE) (TIRAHAN: BILANG AT KALYE, LUNGSOD/BAYAN AT LALAWIGAN) Zone 2 328 Dumag Talisay City Cebu	POSTAL CODE 6000
---	---------------------



SEX (KASARIAN) <input type="checkbox"/> MALE (LALAKI) <input checked="" type="checkbox"/> FEMALE (BABAE)	DATE OF BIRTH (KAPANGANAKAN) m m d d y y 1 2 0 4 9 0	CIVIL STATUS (KATAYUANG SIBIL) <input checked="" type="checkbox"/> SINGLE (WALANG ASAWA) <input type="checkbox"/> MARRIED (MAY ASAWA) <input type="checkbox"/> WIDOWED (BALO)
---	--	--

BENEFICIARIES (MAKIKINABANG)

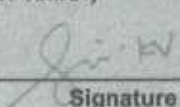
SPOUSE (ASAWA)	FATHER (AMA) Robert Abellano
----------------	---------------------------------

CHILDREN (MGA ANAK) DATE OF BIRTH (KAPANGANAKAN) m m d d y y	MOTHER (INA) Lilia Abellano
--	--------------------------------

<table border="1"> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	1										2									3									4									5									OTHER BENEFICIARIES (IF WITHOUT SPOUSE, CHILD OR PARENT) (IBANG MAKIKINABANG: KUNG WALANG ASAWA, ANAK O MAGULANG)
	1																																														
	2																																														
	3																																														
	4																																														
5																																															
	NAME (PANGALAN)	RELATIONSHIP (RELASYON)																																													
	1																																														
	2																																														
	3																																														

THUMBMARK	
	
LEFT (KALIWA)	RIGHT (KANAN)

I hereby certify that the above
(Ako ay nagpapatunay na ang aking mga isinaad
information are true and correct.
ay totoo at tama.)


Signature (Lagda)

CONFIDENTIAL INFORMATION - TEL. 713 2819



MEMBER DATA RECORD

MEMBER INFORMATION

PhilHealth Identification Number (PIN) : **120512166755**

Member Category : FORMAL ECONOMY

Sub-Category : PRIVATE

NHTS Coverage :

Effectivity Period :

ABELLANA, KARISSE ALLIA VILLORIA

528 ZONE 2 RIZAL ST, DUMLOG, TALISAY,
 CEBU 6045

Foreign Address : N/A

Sex : Female

Date of Birth : 12/04/1990

Place of Birth : MINGLANILLA, CEBU

Contact No. (Foreign) : N/A

Civil Status : SINGLE

(Local) : 4918270

Tax Identification Number :

EMPLOYER/ORGANIZED GROUP INFORMATION

Philhealth Number (PEN/POGN) : 012000038031

Name of Employer/Organized Group : IPLOY INC

Business Address : 9TH FLR AYALA CENTER CEBU TOWER BOHOL ST CEBU BUSINESS PARK, LUZ, CEBU CITY,
 CEBU

Telephone Number : N/A

Tax Identification Number : 484634961000

DEPENDENT INFORMATION

PIN	Surname	Given Name	Middle Name	Sex	Relation	Date of Birth
-----	---------	------------	-------------	-----	----------	---------------

*** NO DECLARED DEPENDENT/S ***

*** NOTHING FOLLOWS ***

LOURDES F. DIOCSON

Regional Vice President

PRO - VII Cebu City

Paalala : Basahin ang nilalaman ng MDR. Kung may kulang o mali, ibalik agad upang maidagdag o maiwasto. Ingatan ang orihinal na kopya at huwag ibigay kahit kanino. Kung sakaling gagamit at makikinabang ng benepisyong, magbigay ng kopya sa **hospital**. Read the contents of the MDR. Should there be any data discrepancies, return it back to amend or rectify the error. Take good care of the MDR and do not hand it over to anybody. Provide photocopy to hospital in case of confinement and availment of benefits.)

This is a system generated report. Signature is not required.



PRIVATE & CONFIDENTIAL

March 22, 2019

Ms. Karisse Allia V. Abellana
Talisay City, Cebu

Dear Ms. Abellana:

We are pleased to offer you employment with iPloy Incorporated (hereafter called the "Company") subject to the following terms and conditions and to satisfactory references, employment history verification, background and other checks required by the Company.

This Contract together with any attachments, sets out the terms and conditions of your employment in accordance with the rules and laws of the Philippines.

Engagement

1. The commencement date of your employment under this Contract is **March 25, 2019**.
2. Your services are hereby engaged as **CSR-Phone**. The reporting requirements of this role may vary from time to time in accordance with the needs of the Company.
3. You shall undergo a probationary period of six (6) months from commencement date of your employment during which period you will undergo training to be able to perform your duties and tasks accordingly. During this probationary period, you shall be expected to meet the standards imposed by the Company for regularization of your employment and to adequately qualify and pass the training. Your failure to meet the foregoing requirements shall be ground for termination of your probationary employment.

Remuneration

4. Your basic salary is **Php16,000.00** gross plus monthly allowance of **Php2,400.00** you shall be entitled to 10%-night differential (covering the period 10PM to 6AM) and you shall also be eligible to receive 13th month pay in accordance with the Labor Code.
5. The Company shall deduct from your basic salary the amount of withholding taxes, Social Security System contributions and other government mandated contributions or agreed deductions.

Working Schedule

6. Your working days shall be five (5) days a week, with two (2) days as rest days. Your working hours shall be eight (8) hours per day, excluding 1-hour break period or forty (40) hours a week. Your specific work days and hours will be determined by your immediate supervisor in relation to business needs.

4

[Handwritten signature]

[Handwritten signature]

Training

7. Trainees shall undergo 3 months of probationary employment training in the Areas of (areas of training) necessary to equip them with the skills and aptitude for the job to be undertaken. Trainees' performance shall be graded accordingly as the training progresses. Trainees who shall pass the training shall be expected to continue with their probationary employment until the 6th month when they shall be subject to a performance evaluation necessary for regularization.
8. Trainees who do not pass the training or who shall incur unexcused and unauthorized absences or tardiness in violation of the Attendance Policy and iPloy Code of Conduct shall be asked to discontinue their probationary contract of employment.

Holidays and Leave

9. Upon regularization, you shall be entitled to ten (10) days' vacation leave and ten (10) days sick leave. All unused sick leaves by the end of the calendar year shall be convertible to cash (a maximum of 10 days).

Holiday Pay

10. You are entitled to receive holiday pay during days that you report for work which fall on a Philippine holiday. Premium computations will be based on what is prescribed by the labor law.

Medical & Insurance Scheme

11. You are eligible for the benefits under the Medical Benefits Plan of the Company's Group Insurance on month of commencement upon the regularization of your employment.

Benefits under the Medical Benefits Plan will be subject to the rules of the plan and terms of applicable insurance policy, which may be varied from time to time, and are conditional upon you complying with and satisfying any applicable requirements of insurers.

The Company reserves the right to vary the terms of the Medical Benefits Plan from time to time.

Annual Physical Exam

12. All employees shall be required by the Company to undergo several medical laboratory tests and examinations as part of its Annual Physical Exam. This APE shall be mandatory for all regular employees.
13. Further thereto, the Company may require random drug testing for all its employees when it

4

Signature

Signature



deems necessary. Employees shall be expected to submit themselves to a random drug test whenever required.

Employee Handbook and Code of Conduct

14. You undertake to abide by the Employee Handbook and the Code of Conduct issued by the Company which may be amended from time to time. Such Employee Handbook and Code of Conduct shall form an integral part of this Contract.

Hence, you further agree, in case of any violations thereof, to the disciplinary sanctions, which includes suspensions, reprimands and dismissal as contained therein.

In addition, you agree that you may be placed in preventive suspension by the Company should it find that your continued employment poses a serious and imminent threat to the life and/or property of the Company including the latter's directors and officers.

Confidentiality

15. In entering this Contract, you agree and undertake:

- a. to maintain the confidentiality of the contents of this Contract, and
- b. that at all times during and after your employment under this Contract you will keep confidential and not disclose matters on compensation and benefits or any Confidential Information to your client or any person other; and
- c. that immediately upon the request of the Company or upon the termination of your employment with the Company you will deliver to the Company all confidential information, stored in hard copy or in any electronic, magnetic or optical form, which is in your control or possession.

For the purposes of this Contract, "Confidential Information" means any trade secrets, technical knowledge, concepts, ideas, designs, programs, processes, procedures, innovations, inventions, data bases, data surveys, customer lists or information, sales plans or marketing plans, research, software, records or other information concerning the Company, related entities or any of their respective customers or supplies which is secret and confidential (that is, not in the public domain) of which you became aware during your employment with the Company.

Any instance of non-compliance on Confidential Information may lead to termination of employment.

"English Only" Language Policy

16. As the client's demographic is in North America, all employees shall be strictly required to converse in English at all times while in the office premises. The English-only rule must be strictly observed as a non-negotiable policy as follows:

A small, stylized handwritten mark or signature at the bottom left of the page.

A handwritten signature in blue ink, appearing to read "Jojo W".

A handwritten signature in blue ink, appearing to be a stylized "O" or "D".



- a. English will be used when communicating with customers, co-workers and other business affiliates who speak only English. Customers who express a preference for another language are an exception to this rule.
- b. All task directions and work directives will be provided in English. Employees engaged in team-related work efforts or project teams will be expected to communicate in English.
- c. All safety, facility and security-related materials will be provided in English, and team or departmental meetings that relate to business operations, safety, facility or personal security will be conducted in English.
- d. The use of the company Internet and intranet, as well as work-related e-mail and other communications that involve company safety and security matters, customer communications, specific work teams or projects, and other business-related group activities, will be in English, unless customer requirements state a preference that another language be used.

Any documented gross non-compliance of the English only policy may lead to termination of employment.

Performance

17. You will at all times faithfully, industriously and satisfactorily perform all duties that may be required of you, pursuant to the express and implicit terms and comply with our Employee Handbook and Code of Conduct made known to you at the commencement of your employment.
18. You agree to devote full time and attention to your work and at all times, protect and maintain the name, reputation, integrity and goodwill of the Company, undertaking to commit no act or omission that will tarnish or bring dishonor or prejudice to the Company. To this end, you agree that you shall not serve or accept any other employment, directly or indirectly, in any manner for the whole duration of your employment with us.

Audio and Video Monitoring

19. The Company shall be under video monitoring through its installed CCTV cameras within the production floor and office premises. Calls made by its employees shall also be monitored through audio recording and monitoring for audit and evaluation purposes.

Other Conditions of Employment

20. The Company at a minimum will comply with all labor laws and regulations relating to your employment in the Republic of the Philippines. In addition, in entering this Agreement, you agree that the policies and procedures of the Company and its client/s, as varied or added to from time to time, will apply to and govern your employment. You must comply with the individual policies

[Handwritten signature]

[Handwritten signature]



and procedures of the Company's business to which you are assigned.

The Company reserves the right to vary the terms of this letter and your employment from time to time. You will be notified of any such changes.

Termination of Employment

21. You acknowledge that the Company may terminate your employment if you have committed any violation of the Company Code of Conduct that shall be considered as just and/or authorized cause for your dismissal in accordance with the Labor Code after observing due process for termination of employment.
22. In the event that you shall terminate your employment with the Company, you are required to serve a written notice of at least thirty days (30) to the Company. Failure to serve the notice in accordance with the thirty (30) day notice policy shall be considered as Absence without Leave (AWOL) on the first day of absence. Employees on AWOL shall not be eligible to be issued a Certificate of Employment from iPloy.
23. If your employment ceases for whatever reason, you agree and authorize the Company to make the necessary deductions from your final salary, bonuses, or other benefits that may be due to you to effect settlement or payment of any unpaid accountability or pending obligations that you may have at the time of the cessation of your employment. This is without prejudice to the Company's right to resort to any and all available legal remedies to secure payment or remuneration for any of your outstanding obligations that are not covered by your final salary, bonuses, or other benefits and any damage incurred by the Company by reason of your act or omission.

Return of Property

24. Upon termination of your employment with the Company, for any cause, you must immediately return to the Company or its authorized representative, all its property including equipment, correspondence, documents, records, data software, disks and other information-storing medium, specifications, models and all copies, summaries notes and reproductions thereof, any other property belonging to or relating to the business of the Company which are in your possession, custody or control.

Entire Agreement

25. This document together with any attachments, records the agreement between the parties. No previous negotiations, understandings, contracts, agreements, representations, warranties, memorandum or commitments will affect the terms and conditions of your employment by the Company.

4

[Handwritten signature]

[Handwritten signature]



No oral explanation or information provided by either party to the other shall affect the meaning or interpretation of this document; or constitute any collateral agreement, warranty or understanding between any of the parties to this Agreement.

This Agreement and the employment terms and conditions shall be governed and construed in all respects in accordance with the Laws of the Republic of the Philippines.

As formal confirmation of your acceptance of employment and the foregoing terms and conditions, and to signify your understanding thereof, please sign and return to us the duplicate copy of this letter.

Karisse Allia V. Abellana
Employee Name and Signature/Date

Yours sincerely,
For and on behalf of
iPloy Incorporated

JASMINE MAE CANILLO
Human Resources

Noted by:

ALFREDO CAMARILLO, JR.
Director of Operations

ACCEPTANCE OF OFFER

I confirm I have read and understood the above terms and conditions of this Agreement. I accept the offer, Code of Conduct and the terms and conditions of the employment with the Company.

Signature: Karisse Allia V. Abellana
Signature over Printed Name

ID no. 1096

Date: 4/5/2019



ID APPLICATION FORM

LAST NAME: ABELLANA FIRST NAME: KARISSE AWA

ID NUMBER: 1096 PAGIBIG #: 9130 59 09297-1 SSS #: 06-3346904-6

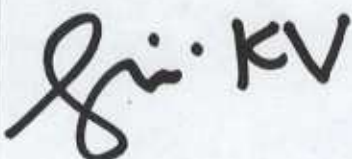
PHILHEALTH #: R-06126675-5 TIN: 314-028-985 000

IN CASE OF EMERGENCY:

CONTACT PERSON: LIA AVELLANA

RELATION: MOTHER CONTACT #: 491 8270

ADDRESS: ZONE 2 528 DUMLOG TAUSAY CITY

2X2 PICTURE	SIGNATURE
	

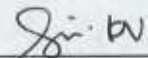
hereby agree to release any person, company, or other entity FROM ANY AND ALL CAUSES OF ACTION that otherwise might arise from supplying the Company with information it may request pursuant to this release. I understand that any false answers or statements, or misrepresentations by omission made by me on this application or any related document, will be sufficient for rejection of my application or of my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.

I release Iploy Inc., its employees, designated representatives, agents, officers and trustees from any and all claims of liability or damage due to either the procurement or the true and accurate disclosure of such records or information.

Applicant Name: ABELLANA KARISSE AWA V.

Present Address: ZONE 2 528 DUMLOG TAUSAY CITY CEBU

Social Security Number: 06-3346904-6 Date of Birth: 04 12 | 04 | 1990

Signature: 

Date: 3 | 22 | 2019

CONSENT FOR PRE-EMPLOYMENT REFERENCE AND BACKGROUND CHECKS

I, ABELLANA KARISSE AWIA V. hereby authorize Iploy Inc. and/or its representatives to make investigation of my background, references, character, past employment, consumer reports, education, and criminal history record information which may be in any state or local files, including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment. A telephone facsimile (fax), scanned copy or xerographic copy of this consent shall be considered as valid as the original consent.

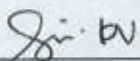
I hereby consent to the Company's verifying all the information I have provided on my application form. I also agree to execute as a condition of employment or a condition of continued employment any additional written authorization necessary for the company to obtain access to and copies of records pertaining to this information. With regard to the foregoing disclosures, I hereby agree to release any person, company, or other entity from any and all causes of action that otherwise might arise from supplying the Company with information it may request pursuant to this release. I understand that any false answers or statements, or misrepresentations by omission made by me on this application or any related document, will be sufficient for rejection of my application or of my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.

I release Iploy Inc., its employees, designated representatives, agents, officers and trustees from any and all claims of liability or damage due to either the procurement or the true and accurate disclosure of such records or information.

Applicant Name: ABELLANA KARISSE AWIA V.

Present Address: ZONE 2 528 DUMLOG TAUSAY CITY CEBU

Social Security Number: 06-3346904-6 Date of Birth: 04/12/04/1990

Signature: 

Date: 3/22/2019

iPloy Incorporated
9th floor, Ayala Center Cebu Tower
Bohol Avenue, Cebu Business Park
Cebu 6000
Mobile no: 09177097074
jobs@iploystaffing.com



CERTIFICATE OF EMPLOYMENT

This is to certify that **Ms. Karisse Allia V. Abellana** is currently employed with **Iploy Inc.** as **Customer Service Representative** from **March 25, 2019** to present.

She is receiving the following compensation:

A. Gross Monthly Salary

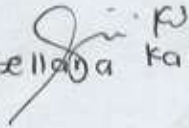
Basic Pay	Php 16,000.00
Allowances	Php 2,400.00
Total Monthly Salary	Php 18,400.00

This certification is being issued upon the request of Ms. Abellana for Tourist Visa purposes only.

Given this 8th day of January 2020, Cebu City.

Certified by:


ALFREDO CAMARILLO JR.
Director, Operations

received by:  Karisse

cc: file

Date : November 7, 2019
To : Karisse Allia Abellana
Position : Resupply CSR
From : Human Resource
Thru : Director of Operations- Alfredo Camarillo Jr.
Subject : DISCIPLINARY ACTION

This is to inform you of the decision regarding the following infraction/s:

ALLEGED INFRACTION AND REMEDIAL ACTION PER OFFENSE

Rule 1 Section 10 -Tardiness more than an hour will be considered as as infraction

Documented Verbal Warning to Dismissal

Date violation committed: October 14 and 23, 2019

Place where violation committed: Iplay Office, 9th Floor ACCT, Cebu Business Park, Cebu City


Upon weighing all the pieces of evidence at hand as well as accounts from witness/es, you are found to be:


Culpable of violating the infraction/s as stated
 Not-culpable of violating the infraction/s

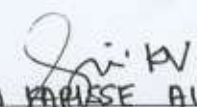
With this, you are then sanctioned:

Coaching Final Written Warning
 Documented Verbal Warning Suspension
 Written Warning From:

If you are suspended, you shall start reporting for work the day immediately after the end of your suspension or on the schedule (and shift) provided by your immediate superior.


MARISHKA IRIS ARCILLA
HUMAN RESOURCE


ALFREDO CAMARILLO JR.
DIRECTOR OF OPERATIONS


ABELLANA KARISSE ALIA V.
Received by (SIGNATURE OVERPRINTED NAME):
Date/Time: 11/12/2019 5:34 AM

Date : **October 28, 2019**
To : **Karisse Allia V. Abellana**
Position : **PAP – Resupply**
From : **Human Resources**
Subject : **INCIDENT REPORT**

This report must be immediately accomplished and forwarded to HR Office with all necessary documents no later than 24 hours after occurrence of incident.

INSTRUCTIONS: Use this form when reporting any of the following. Check the item referring to the type of incident being reported.

- Rules on Proper Conduct and Decorum
 Rules on Customer and Client Relations
 Rules on Company Property, Facilities and Security
 Rules on Productivity
 Rules on Health and Safety
Others: _____

DESCRIPTION OF INCIDENT:


Date/Time: **October 14 and 23, 2019**

Place: 11th Floor MSY Tower, Pescadores Road Cebu Business Park, Cebu City 6000

SEQUENCE OF EVENTS:

Karisse Allia Abellana shift will start at 08:30 PM but she arrived: (see below number of minutes/hours late)

Karisse Allia Abellana	Oct 14, Mon	08:42 PM	10:16 PM	01:34	✓
Karisse Allia Abellana	Oct 23, Wed	10:15 PM	02:16 AM	04:01	✓


MARISHKA IRIS ARCILLA
NAME OF EMPLOYEE REPORTING:
(Signature Overprinted Name)
POSITION: HUMAN RESOURCE

Date : **October 28, 2019**
To : **Karisse Allia V. Abellana**
Position : **PAP – Resupply**
From : **Human Resources**
Subject : **NOTICE TO EXPLAIN**

This is to inform you that the following incident has been brought to our attention. Kindly see below for the following offense/s you allegedly committed:

ALLEDGE INFRACTION AND REMEDIAL ACTION PER OFFENSE

Rules on Proper Conduct and Decorum,
Section 10 – Tardiness.

Documented Verbal Warning to Dismissal

Date violation committed: **October 14 and 23, 2019**

Place where violation committed: 11th Floor MSY Tower, Pescadores Road Cebu Business Park

DETAILED DESCRIPTION OF THE INCIDENT (briefly describe how the offense was allegedly committed):


Karisse Allia Abellana shift will start at 08:30 PM but she arrived: (see below number of minutes/hours late)

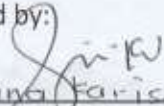
Karisse Allia Abellana	Oct 14, Mon	08:42 PM	10:16 PM	01:34	✓
Karisse Allia Abellana	Oct 23, Wed	10:15 PM	02:16 AM	04:01	✓

This is the **1st** instance that she has committed this infraction.

In view of the evidence presented against you, you are hereby required to submit a written explanation within **five (5) calendar days** from the receipt of this notice. In the event that you are found guilty of the said charge(s), the Company may impose an appropriate penalty, including the termination of your employment.

Your refusal, neglect, or failure to comply with the instructions stated above within the required period shall be construed as a waiver of your right to present your side and therefore management shall be constrained to resolve your case based on official records.


MARISHKA I. ARCILLA
NAME OF EMPLOYEE REPORTING:
(Signature Overprinted Name)
POSITION: HUMAN RESOURCE

Received by:

Abellana Karisse Allia V.
EMPLOYEE (Signature Overprinted Name)

Date/Time

Cc: Immediate Superior
201 file

Date : November 2, 2019
To : Karisse Allia Abellana
Position : Resupply CSR
From : Human Resource
Thru : Director of Operations- Alfredo Camarillo Jr.
Subject : DISCIPLINARY ACTION

This is to inform you of the decision regarding the following infraction/s:

ALLEGED INFRACTION AND REMEDIAL ACTION PER OFFENSE

Rules on Proper Conduct and Decorum, Section 12-
Unscheduled Absence

Documented Verbal Warning to Dismissal

Date violation committed: October 11, 2019

Place where violation committed: Iploy Office, 9th Floor ACCT, Cebu Business Park, Cebu City

Upon weighing all the pieces of evidence at hand as well as accounts from witness/es, you are found to be:

Culpable of violating the infraction/s as stated
 Not-culpable of violating the infraction/s

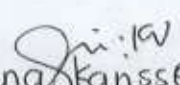
With this, you are then sanctioned:

Coaching
 Documented Verbal Warning
 Written Warning
 Final Written Warning
 Suspension
From:

If you are suspended, you shall start reporting for work the day immediately after the end of your suspension or on the schedule (and shift) provided by your immediate superior.


MARISHA IRIS ARCILLA
HUMAN RESOURCE


ALFREDO CAMARILLO JR.
DIRECTOR OF OPERATIONS


Abellana, Karisse Allia V.
Received by (SIGNATURE OVERPRINTED NAME):
Date/Time: 11/7/19 4:58 AM

Date : **October 24, 2019**
To : **Karisse Allia V. Abellana**
Position : **PAP – Resupply**
From : **Human Resources**
Subject : **NOTICE TO EXPLAIN**

This is to inform you that the following incident has been brought to our attention. Kindly see below for the following offense/s you allegedly committed:

ALLEDGE INFRACTION AND REMEDIAL ACTION PER OFFENSE

Rules on Proper Conduct and Decorum,
Section 12 – Unscheduled Absences.

Documented Verbal Warning to Dismissal

Date violation committed: October 11, 2019

Place where violation committed: 11th Floor MSY Tower, Pescadores Road, Cebu Business Park

DETAILED DESCRIPTION OF THE INCIDENT (briefly describe how the offense was allegedly committed):


Karisse Allia V. Abellana called in that she can't report for work. (See snippet below) However, she failed to provide supporting documents.

10/11/2019	5:38 PM	Abellana	Karisse	Resupply	Justine Ignacio	Absent	I'll be absent tonight due to some personal issues
------------	---------	----------	---------	----------	-----------------	--------	--

This is the **1st** instance that he has committed this infraction

In view of the evidence presented against you, you are hereby required to submit a written explanation within **five (5) calendar days** from the receipt of this notice. In the event that you are found guilty of the said charge(s), the Company may impose an appropriate penalty, including the termination of your employment.

Your refusal, neglect, or failure to comply with the instructions stated above within the required period shall be construed as a waiver of your right to present your side and therefore management shall be constrained to resolve your case based on official records.



Marishka Arcilla
Human Resource
(Signature Overprinted Name)

Received by:



Abellana Karisse Allia V.
EMPLOYEE (Signature Overprinted Name)

Date/Time

Cc: Immediate Superior
201 file

Date : **October 24, 2019**
To : **Karisse Allia V. Abellana**
Position : **PAP – Resupply**
From : **Human Resources**
Subject : **NOTICE TO EXPLAIN**

This is to inform you that the following incident has been brought to our attention. Kindly see below for the following offense/s you allegedly committed:

ALLEDGE INFRACTION AND REMEDIAL ACTION PER OFFENSE

Rules on Proper Conduct and Decorum, Documented Verbal Warning to Dismissal
Section 12 – Unscheduled Absences.

Date violation committed: October 11, 2019

Place where violation committed: 11th Floor MSY Tower, Pescadores Road, Cebu Business Park

DETAILED DESCRIPTION OF THE INCIDENT (briefly describe how the offense was allegedly committed):


Karisse Allia V. Abellana called in that she can't report for work. (See snippet below) However, she failed to provide supporting documents.

10/11/2019	5:38 PM	Abellana	Karisse	Resupply	Justine Ignacio	Absent	I'll be absent tonight due to some personal issues
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This is the **1st** instance that he has committed this infraction

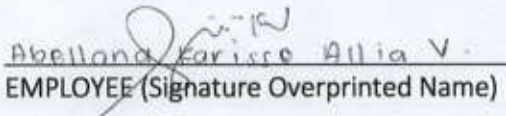
In view of the evidence presented against you, you are hereby required to submit a written explanation within **five (5) calendar days** from the receipt of this notice. In the event that you are found guilty of the said charge(s), the Company may impose an appropriate penalty, including the termination of your employment.

Your refusal, neglect, or failure to comply with the instructions stated above within the required period shall be construed as a waiver of your right to present your side and therefore management shall be constrained to resolve your case based on official records.



Marishka S. Arcilla
Human Resource
(Signature Overprinted Name)

Received by:



EMPLOYEE (Signature Overprinted Name)

Date/Time

Cc: Immediate Superior
201 file

EMPLOYEE'S WRITTEN EXPLANATION FORM

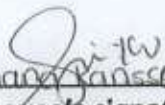
Date/Time: Oct 29 2019

To (Immediate Superior): JUSTINE Lencio

Position: CSE

This is in response to _____

I was absent because I have to attend my friends
wedding in which I was part of the entourage.


MARILYN RANSSA ALICA V.
(Employee's signature over printed name)

iPloy Incorporated
11th Floor MSY Tower
Pescadores Road Cebu Business Park,
Cebu City 600



November 6, 2019

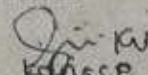
To : ALL EMPLOYEES
FROM : OPERATIONS MANAGEMENT
SUBJECT : HOLIDAY ATTENDANCE TOKEN OF APPRECIATION 2019

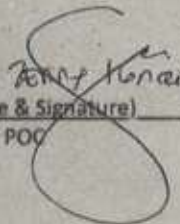
We are pleased to reward a **Holiday Attendance Token of Appreciation** with our very best gratitude to employees who will show commitment and dedication for this coming holiday season. We would like to say "Thank You" in the amount of **FIFTEEN THOUSAND PESOS (Php 15,000)**. This will be on top of the 13th Month Pay and Attendance Bonus.

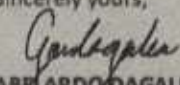
These are the prerequisites to be eligible for the Holiday Attendance Token of Appreciation:

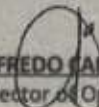
1. This is applicable only to employees who started before November 30, 2019 and was assigned to Operations (Adapt Health and other clients).
2. Employee should be an Immaculate Attendance Awardee and eligible for the Attendance Bonus for December 2019 and January 2020.
3. Employee did not take any approved leaves (Vacation, Paternity, Maternity, Bereavement, Medical LOA and Solo Parent etc.) in December 2019 to January 10, 2020.
4. The Holiday Attendance Token of Appreciation will be released to ACTIVE employees ONLY on **March 30, 2020 payday**.
 - a. Employees who tendered resignation on or before the release date will be ineligible to claim the Holiday Attendance Token of Appreciation.
 - b. Any resignations that takes place on or before the release date will also make the employee ineligible to claim the Holiday Attendance Token of Appreciation.
 - c. Holiday Attendance Token of Appreciation is excluded from the Final Pay of the resigned and/or resigning employee.

Should you want to take advantage of this wonderful opportunity, please sign this memo and submit it to HR through your respective Leads.


Abellana *Kathisse* Allia V.
(Printed Name & Signature)
Employee


JUSTINE *Jenny Lunan*
(Printed Name & Signature)
STL / TL / POC

Sincerely yours,

ABELLARDO OGALEA
Operations Manager

Noted By:

ALFREDO SAMARILLO JR.
Director of Operations

Approved By:

JAY GISINGER
Chief Executive Officer

Date : November 12, 2019
To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGER
SUBJECT : SSS SICKNESS CLAIMS – 5 CALENDAR DAYS

For those employees' who wants to file for sickness claims must submit the duly accomplished SSS notification form attached with original and complete medical documents. It should be submitted **within 5 calendar days from the start of sickness**, they may ask their relatives, friends and workmates to submit their form in Accounting office.

A member is qualified to avail of this benefit if:


1. He is unable to work due to sickness or injury and confined either in a hospital or at home for at least four (4) days;
2. He has paid at least three (3) months of contributions within the 12-month period immediately ~~before the semester of sickness or injury~~;
3. He has used up all current company sick leave with pay; and
4. He has notified the employer or the SSS, if unemployed, voluntary or self-employed member regarding his sickness or injury.

Failure to submit the documents within the prescribed period will free iPloy from any liability of their claims.

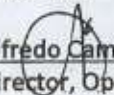
For your guidance.

If there are any questions or clarifications, please feel free to approach the Human Resource Department.

Sincerely,


Marishka Iris Ascilla
Human Resources

Noted by:


Alfredo Camarillo Jr.
Director, Operations


Abelans Kanse

Date : November 12, 2019
To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGER
SUBJECT : 105-DAY EXPANDED MATERNITY LEAVE LAW

This is to formally inform you that all covered females who gave birth starting March 11, 2019 onwards will now be able to avail the 105-day paid maternity benefit.

Under RA 11210, the expanded maternity benefits are as follows:

1. Maternity leave of 105 days with full pay, whether the eligible female employee gives birth via caesarian section or natural delivery.
2. Maternity leave of 60 days with full pay in cases of miscarriages (i.e., pregnancy loss before the 20th week of gestation) or emergency termination of pregnancy (i.e., pregnancy loss on or after the 20th week of gestation and includes stillbirth).
3. Allocation of 7 days of maternity leave credits to the child's father or an alternate caregiver.
4. Additional maternity leave of 30 days without pay in case of live childbirth provided a written notice to the employer is given at least 45 days before the end of her maternity leave. In case of a medical emergency, prior notice is excepted but subsequent notice is required.
5. Additional maternity leave of 15 days with full pay in case the eligible female employee is also a solo parent as defined under Republic Act No. 8972
6. Female workers with pending administrative cases are entitled to the maternity leave benefits.
7. Post-termination maternity leave entitlement (i.e., in case the qualifying event occurs not more than 15 calendar days after termination of employment), except in cases of illegal dismissal.
8. Non-diminution of existing benefits including alternative working arrangements validly agreed upon and non-discrimination of female workers.
9. Security of tenure except in instances of transfer or reassignment within the same enterprise provided there is no reduction in rank, status, salary or otherwise amount to constructive dismissal.

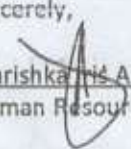
The expanded maternity benefits apply regardless of female worker's employment status, civil status and legitimacy of her child, and frequency of pregnancy

Maternity leave benefits should be availed by the eligible female worker either before or after the actual period of delivery in a continuous and uninterrupted manner. Maternity leave can be used as combinations of prenatal and postnatal leave provided that postnatal care shall not be less than 60 days.

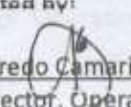
For your guidance.

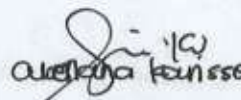
If there are any questions or clarifications, please feel free to approach the Human Resource Department.

Sincerely,


Marishka Arcilla
Human Resources

Noted by:


Alfredo Camarillo Jr.
Director, Operations


Aurelia Louise



CERTIFICATE OF EMPLOYMENT

This is to certify that **Ms. Jovelyn Empenado Malinao** was employed with **Iploy Inc.** as Customer Service Representative from June 17, 2019 August 21, 2019.

Moreover, Ms. Malinao failed to comply with the required 30-day notice rule and has breached ^{hr}his contract with the company.

This certification is being issued upon the request of Ms. Malinao for reference purposes only.

Given this 17th day of October 2019, Cebu City.

Certified by:

ALFREDO CAMARILLO JR.
Director, Operations

Hi Kathleen,

PSB.

Name	Karisse Allia V. Abellana
Position	CSR
Date Hired	4/1/2013
Date Separated	11/1/2018
Status (Permanent / Regular / Contractual / Probationary)	REGULAR
Reason for leaving (Please indicate specific reason for leaving)	CONFIDENTIAL
Re-hirable If no, Please specify why	CONFIDENTIAL
Cleared from any accountability	CLEARED
Pending Case (company violation/negative records)	CONFIDENTIAL

Thanks,



MAE U. BAZARTE
ASSISTANT - HUMAN RESOURCES
Digital Operations And Platforms (DOP)
Wipro Limited
Cebu I.T. Tower, Cor. Archbishop Reyes Ave. & Mindanao St. Cebu
Business Park, Cebu City

IGROW COACHING FORM

Full Name: Karisse Alia Abellana	Date: 9/5/2019
Employee No.: 01096	Immediate Supervisor:

Issue / Goal - What is the issue and goal of the coaching session?


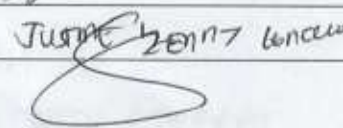
Karisse violated the Code of Conduct and Discipline for bringin unauthorize belonging inside the production floor.

Reality / Options – Root Cause Analysis and Agent's Feedback

Did not notice that it was left in the station.

Way Forward – Action Plan and Setting Proper Expectations

Moving forward I won't be bringing it again

Employee Signature: 	Date: 9/10/2019
Supervisor Signature: 	Date: 9/10/19

Date : AUGUST 14, 2019
To : KARISSE, AVELLANA
Position : Employee - Agent
From : Security Officer
Thru : Operations Management / Human Resources
Subject : INCIDENT REPORT

Justine

This report must be immediately accomplished and forwarded to HR Office with all necessary documents no later than 24 hours after occurrence of incident.

INSTRUCTIONS: Use this form when reporting any of the following. Check the item referring to the type of incident being reported.

Rules on Proper Conduct and Decorum

Rules on Productivity

Rules on Customer and Client Relations

Rules on Health and Safety

Rules on Company Property, Facilities and Security

Others: _____

DESCRIPTION OF INCIDENT:

Date/Time: 8/14/19 / 0800HRS

Place: 9th Floor Ayala Center Cebu Tower

SEQUENCE OF EVENTS:

ON OR ABOUT 0800HRS MORE OR LESS DATED 14TH OF AUGUST 2019 (WEDNESDAY) IN THE MORNING, I CONDUCTED ROVING INSPECTION FOR CHECKING THE PERSONAL COMPUTERS TO THE OUTGOING AGENTS, SHUTDOWN (PC'S), LIGHTS & ARRANGE THE CHAIRS.

WHILE I'M ROAMING 0810HRS MORE OR LESS AT THE PRODUCTION LEADERSHIP OF TL ONIN (SENIOR TL). I FOUND (1) PIECE POCKET MIRROR (BLACK) ROUND IN SHAPE. THEN I PICK & CONFISCATE, THIS WILL BE USE AS PROOF OF EVIDENCE FOR MY (I.R) INCIDENT REPORT. PANGMIM COLLECTION.

THEREFORE THIS AGENT VIOLATED OUR RULE & REGULATIONS ABOUT CODE OF CONDUCT & DISCIPLINE.

F.Y.I.

WITNESS/ES with Signature:

1. no witness only CCTV CAMERAS

2. _____

8/14/19

S/G TRAMA C. G.

NAME OF SECURITY OFFICER REPORTING:
(Signature Overprinted Name)

NOTE: Please don't forget to provide proof (if there's any) as supporting document for the incident report.

18
20

HIPPA, HITECH and the OMNIBUS RULE

1. Which of the activity descriptions would be considered to be non-TPO:

- A. A company requests your database of patients, so it could send them a flyer advertising Aids to Daily Living
- B. The insurance company has a problem with a claim and needs clarification on it
- C. An attorney for a managed care company needs information about a patient of yours that is not covered by the company
- D. None of the above
- E. A & C
- F. All of the above

2. As a result of the Omnibus Rule, individuals have:

- A. An enhanced right to request access to their own Protected Health Information
- B. A right to request transmission of their PHI to a specific third-party
- C. None of the Above
- D. A & C
- E. All of the above

3. What is NOT an obligation your company has regarding Minimum Necessary Rule:

- A. Identify the persons or classes of persons in its workforce who need access to protect
- B. For each person or class, identify the category or categories of PHI to which access is needed and any conditions appropriate to such access
- C. Submit a list to CMS of the persons and categories on annual basis
- D. Enforce those limitations

4. Which of the following render ePHI secure under the HITECH Act:

- A. Making ePHI unreadable by unauthorized persons
- B. Making ePHI unusable by unauthorized persons
- C. Making ePHI indecipherable by unauthorized persons
- D. None of the above
- E. All of the above

5. Prominent media outlets must be notified if a breach affects:

- A. 100 or more individuals
- B. 350 or more individuals
- C. 500 or more individuals
- D. Anyone

6. A notice of breach must be in written:

- A. In plain language
- B. In health care phrasing
- C. In formal legal language
- D. None of the above

7. Note which of the following elements are addressed in the HIPPA Final Privacy Rule by checking the box if that element is addressed

- Giving patients more control over health information
- Reducing the cost of medical care
- Limiting the release of PHI
- Providing automatic jail time for anyone violating the act
- Setting boundaries on the use and release of HEALTH records
- Setting boundaries on the use and release of CREDIT records

8. The HIPPA privacy rule eliminates the requirement of a patient's consent if the PHI is needed as part of what is commonly called TPO.

Match the TPO term with its proper definition.

~~1. Treatment~~ B

~~2. Payment~~ C

~~3. Health Care Operations~~ A

- A. Are the activities performed by a covered entity that relate to several areas, such as medical review or auditing or legal services.
- B. Means the provision, coordination, or management of health care and related services
- C. Means the activities undertaken by a covered health care provider to obtain reimbursement for the provision of health care to the individual

9. Check those items which must be included in a Notice of Breach:

- The patient's Social Security Number
- A description of what occurred
- Who the ePHI was released to
- Contact procedures
- Steps to take to protect self
- The name of the employee who caused the breach
- The names of everyone affected by the breach

10. A response to any request for access to a copy of PHI must be responded to within:

- A. There is no set time for response
- B. 30 days of the request
- C. 45 days of the request
- D. The same calendar year as the request

11. Which is a better description of the HIPPA Privacy rule?

- A. it prohibits the sharing of any private patient information, unless a signed authorization is acquired by the patient
- B. It prohibits the sharing of private patient information except in situations and circumstances as defined in the Privacy Rule

12. Is HIPPA applicable only to PHI transmitted in electronic format?

- A. Yes
- B. NO

13. A mortgage company is considering a loan to an oxygen patient of yours. Are you allowed to release info to that mortgage company, so they can make a good decision on the credit worthiness of the individual?

- A. Yes
- B. No

14. Check the following that are patient's rights under HIPPPA:

- The right to obtain access to the individuals own PHI
- The right to know PHI has been disclosed
- The right to have changes and corrections made to PHI

19/20

HIPPA, HITECH and the OMNIBUS RULE

1. Which of the activity descriptions would be considered to be non-TPO:

- A. A company requests your database of patients, so it could send them a flyer advertising Aids to Daily Living
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- A. 100 or more individuals
- B. 350 or more individuals
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- Reducing the cost of medical care
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Match the TPO term with its proper definition.

1. Treatment ~~b~~

2. Payment ~~c~~

3. Health Care Operations ~~A~~

- 3 A. Are the activities performed by a covered entity that relate to several areas, such as medical review or auditing or legal services.
- 1 B. Means the provision, coordination, or management of health care and related services
- 2 C. Means the activities undertaken by a covered health care provider to obtain reimbursement for the provision of health care to the individual

9. Check those items which must be included in a Notice of Breach:

- The patient's Social Security Number
- A description of what occurred
- Who the ePHI was released to
- Contact procedures
- Steps to take to protect self
- The name of the employee who caused the breach
- The names of everyone affected by the breach

10. A response to any request for access to a copy of PHI must be responded to within:

- A. There is no set time for response
- B. 30 days of the request
- C. 45 days of the request
- D. The same calendar year as the request

B

11. Which is a better description of the HIPPA Privacy rule?

- A. It prohibits the sharing of any private patient information, unless a signed authorization is acquired by the patient
- B. It prohibits the sharing of private patient information except in situations and circumstances as defined in the Privacy Rule

12. Is HIPPA applicable only to PHI transmitted in electronic format?

A. Yes

B. NO

13. A mortgage company is considering a loan to an oxygen patient of yours. Are you allowed to release info to that mortgage company, so they can make a good decision on the credit worthiness of the individual?

A. Yes

B. No

14. Check the following that are patient's rights under HIPPPA:

- The right to obtain access to the individuals own PHI
- The right to know PHI has been disclosed
- The right to have changes and corrections made to PHI



NEW HIRE TRAINING CHECKLIST

Name:	ABELLANA KARISSE ALLIA ✓
Account:	RESUPPLY
LOB:	
Team Lead:	JUSTINE IGNACIO

DATE COMPLETED TRAINED BY SIGN

			DATE COMPLETED	TRAINED BY	SIGN
Introduction	Getting to know each other	Classroom Discussion	MAY 22, 19		Ji-KV
iPloy Introduction / ORG CHART	What and who is iPloy, What and who is OHH	PPT Presentation	MAY 22, 19		Ji-KV
Team Introduction	Gives overview of the team structure, growth path of Resupply	PPT Presentation / Company Website	MAY 22, 19		Ji-KV
Task Observation	their respective task to allow familiarization with the process	Side by Side	MAY 22, 19		Ji-KV
Customer Service 101	satisfaction applied on Resupply General Scenarios: Inbound, Outbound, and Offline	Classroom Training	MAY 22, 19		Ji-KV
Sleep Apnea and PAP Overview	work/beam related to orders from intake for machine and supplies.	PPT Presentation / Videos	MAY 22, 19		Ji-KV
Compliance Overview	An explanation on what Compliance is about.	PPT Presentation	MAY 22, 19		Ji-KV
PAP and PAP Resupply ORDER Process	Shows overview of the normal business process flow for ordering supplies for CPAP	Classroom Training / PAP Manual	MAY 22, 19		Ji-KV
ELIGIBILITY AND QUALIFICATIONS, AUTHORIZATIONS AND INSURANCES	Shows guidelines and work involved to proceed with order requests.	Classroom Training / PAP Manual	MAY 22, 19		Ji-KV
PURCHASE PRODUCTS	Respironics Catalogue as well as other new mask/machine catalogues	Classroom Training / PAP Manual	MAY 22, 19		Ji-KV
Brightree	tools and knowledge based resources. Shows the most important and useful tabs.	Brightree Website	MAY 22, 19		Ji-KV
Navigation and Application of Tools	Ways and means for supplies identification and items search.	BT and Manuals / Activities	MAY 22, 19		Ji-KV
Video Presentation	Checklist about CPAP, sounds, apnea, Sleep Study and Guides.	Video Clips	MAY 22, 19		Ji-KV
Medicare and Private Insurance Providers	Explain the differences/requirements for each insurance providers	PPT Presentation	MAY 22, 19		Ji-KV
Basic Troubleshooting for Mask and PAP machine	Give all the possible pap roles and troubleshooting steps.	Classroom Training / PAP Manual			
Medicare and Private Insurance Providers	differences/requirements for each insurance providers, Adding and Editing in	PPT Presentation			
CMN Initial and CMN Recert	How to fill out CMN, Validate, and Logging CMN	PDF Manual			
Insurances and Auth	Verifying Insurances, Adding and Editing in Brightree / Overview of Auth process	Brightree / Demonstration			
OHH Email Correspondence, Faxes, and Connect	How to we communicate with patients and where orders can be placed through.	Classroom discussion / Tools Demonstration			
BAU Process and Updates / Kickback Orders	Any remedial actions on and order / Recent update with changes in process	All tools necessary / Group Discussion			
Navinet	How to check coverage and coins, instructions get insurance not patient.	Navinet website / additional PDF materials			
Brightree 2nd Part Patient Payments Collection	Payment and OOP option process	Brightree Website / Tool Demonstration			
Guided Calls Flow	Show walk in process and workflow and update.	Online file call / PDF manual	MAY 22, 19		Ji-KV
ASSESSMENT	Clarification and Q&A Portion / Review	All tools necessary / Group Participation	MAY 22, 19		Ji-KV
ASSESSMENT QUIZ	QUIZ TIME!!!	Softcopy Questionnaire	MAY 22, 19		Ji-KV
Live Practical Task	Side by Side Practical Task on Live Phones, Live Faxes, Live Emails	Phones, Faxes, Emails	MAY 22, 19		Ji-KV

I confirm that I attended the New Hire Introduction program. I listened, read and understood the training and I understand that as an employee, it is my responsibility to abide by iPloy Inc. Policy and Procedures, in accordance with the training. If I have questions about the training materials

Ji-KV
 ABELLANA KARISSE ALLIA ✓
 Signature Over Printed Name

Date 7/12/19



HIPAA, HITECH and The Omnibus Rule

I understand I have been identified as a team member who has the responsibility of accessing, handling and securing Protected Health Information (PHI). I understand PHI is contained in both hardcopy and electronic formats. Unsecured and unencrypted PHI can lead to a breach as defined under the Health Insurance Portability and Accountability Act (HIPAA) Breach Notification Rule 45 CFR 164.400-414.

I have participated in the HIPAA training session: HIPAA, HITECH and The Omnibus Rule.

I understand that if I have questions at any time regarding HIPAA or PHI, I will consult with the QMES Chief Compliance Officer.

My signature below confirms my understanding of the training material, my responsibility to secure PHI and to notify my supervisor of incidents and/or complaints related to unsecure and unencrypted PHI.

Employee Signature  ABEWANA KARIISSE AWA V.

Date Nov 28, 2019



iPloy Incorporated
9F ACCC Tower 1.
Cebu Business Park, Cebu City 6000

APPLICATION FOR LEAVE OF ABSENCE

Name: Karisse Allia Abellana Position: _____ Date Filed: _____

Type of Leave: _____ Period Covered: _____
Date: May 1, 2, 3 2019 Time: 8:30-5:30 Reason: swelling and redness of the left lower eyelid

- Sick Leave
- Vacation/Emergency Leave
- Maternity Leave
- Paternity Leave
- Bereavement Leave
- Undertime

- Approved
- Disapproved

Summary of leave credits:
(To be filled-up by HRD only)

	SL	VL/EL	ML	PL	BL	UT
Previous Balance :	0					
Less: Applied Leave :	0					
Balance to Date :	0					

With Pay Without Pay

Requested by: _____ Endorsed by: _____ Approved by: _____ Noted by: _____
Abellana Karisse Allia V. JUSTINE ZENNY For JAB 5/1/19 _____
 Employee's Name & Signature Team Leader Operations Manager Director, Human Resources

Date Received by HR : _____

NOTED IN TRACKER
DX: BLEPHARITIS OS
 - LRF
 - WEF
 - MEDCERT
 * MEDCERT WAS PROCURED
 ON MAY 7. AGENT DID NOT
 SEE A PHYSICIAN DURING
 THE COURSE OF DISEASE.
 - NOT ON WATCHLIST

[Handwritten signature] 5/16/19

Abellana Karisse Allia V.
 (Employee's signature over printed name)

EMPLOYEE'S WRITTEN EXPLANATION FORM

Date/Time: _____

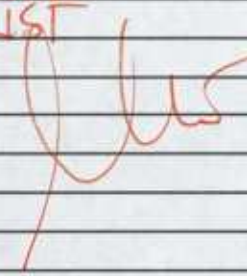
To (Immediate Superior): JUSTIN E ZENY LORADO


Position: _____

This is in response to _____

Please excuse my 3 days of absences from May 1-3, 2019 that was due to the swelling of my left eye which resulted in redness & irritation.

NOTED IN TRACKER
- DX: BLEPHARITIS OS
- LRF
- WEF
- MEDCERT
* MEDCERT WAS PROCURED
ON MAY 7. AGENT DID NOT
SEE A PHYSICIAN DURING
THE COURSE OF DISEASE.
- NOT ON WATCHLIST

 5/14/19


Abellana Karisse Allia V.
(Employee's signature over printed name)



Date : January 2, 2018
To : ALL EMPLOYEES CONCERNED
From : Human Resources
Title : Operations Manager
Subject : WORKPLACE POLICY AND PROGRAM ON ANTI-SEXUAL HARASSMENT

1. OBJECTIVE

1.1. The following policies and procedure are hereby issued by iPloy Inc. to prevent sexual harassment in its workplace and to provide the procedure for the resolution, settlement and/or disposition of sexual harassment cases.

2. COVERAGE

2.1. This Program shall apply to all employees regardless of their employment status.

3. POLICY STATEMENT

3.1. iPloy Inc. believes that employees should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to undesired and unwelcome sexual overtures or conduct.

3.2. Sexual harassment refers to behavior that is not welcome, that is personally offensive, debilitates morale and, therefore, interferes with work effectiveness. Such behavior may be in the form of unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

3.3. iPloy Inc. will not tolerate any behavior that amounts to sexual harassment and any officer or employee found to have committed sexual harassment shall be subjected to disciplinary action, up to and including dismissal.

3.4. DEFINITION OF SEXUAL HARASSMENT

iPloy Inc. has adopted, and its policy is based on, the definition of sexual harassment set forth in Section 3 of R.A. 7877. It provides that sexual harassment in workplace is committed by an employer, employee, manager, supervisor, agent of the employer, or any other person who, having authority, influence or moral ascendancy over another in a work environment, demands,

requires or otherwise requires any sexual favor from the other, regardless of whether the demand, requests or requirement for submission is accepted by the object of said act.

In a work-related or employment environment, sexual harassment is committed when:

3.4.1. The sexual favor is made as a condition in the hiring or in the employment, re-employment, or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

3.4.2. the above acts would impair the employees' rights or privileges under existing labor laws; or

3.4.3. the above acts would result in an intimidating, hostile, or offensive environment for the employee.

3.5. WHERE SEXUAL HARASSMENT IS COMMITTED

Sexual harassment may be committed in any work or training environment. It may include, but are not limited to the following:

- 3.5.1. in or outside the office building or training site;
- 3.5.2. at office or training-related social functions;
- 3.5.3. in the course of work assignments outside the office;
- 3.5.4. at work-related conferences, studies or training sessions; or
- 3.5.5. during work related travel.

3.6. FORMS OF SEXUAL HARASSMENT

Sexual harassment may be committed in any of the following forms:

- 3.6.1. Overt sexual advances;
- 3.6.2. Unwelcome or improper gestures of affection;
- 3.6.3. Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose;
- 3.6.4. Any other act or conduct of a sexual nature or for purposes of sexual gratification which is generally annoying, disgusting or offensive to the victim.

Abellana Kaysse Celina V.
9/25/2019



3.7. WHAT IS NOT SEXUAL HARASSMENT

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

3.8. EMPLOYER'S RESPONSIBILITY

iPlay Inc. undertakes to provide its officers and employees a work environment free of sexual harassment by management personnel, by co-workers and by others with whom officers and employees must interact in the course of their employment in iPlay Inc. Sexual harassment is specifically prohibited as unlawful and as a violation of company policy. The company is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

4. PROCEDURE

4.1. COMPLAINANT PROCEDURE

4.1.1. Any officer or employee, who experiences or witnesses any act of sexual harassment in the workplace, shall report the same immediately to the Committee on Decorum and Investigation. They may also report acts of sexual harassment to any other member of iPlay Inc. management or ownership. All allegations of sexual harassment will be quickly investigated. To the extent possible, the identity of the officer or employee shall remain confidential and that of any witnesses, and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, all parties will be informed of the outcome of the investigation.

4.1.2. A Committee on Decorum and Investigation shall be constituted and shall be composed of the management and the employees' representative to receive complaints, investigate and hear sexual harassment cases. The Committee shall develop its own rules in the settlement and disposition of sexual harassment cases. The Committee shall also develop and implement programs to increase understanding and awareness about sexual harassment.

4.2. RETALIATION

4.2.1. iPlay Inc. will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.



4.3. WRITTEN POLICY

4.3.1. All officers and employees of iPlay Inc. shall receive a copy of the company's sexual harassment policy upon assumption of their respective offices. If at any time an officer of employee would like another copy of the policy, please contact the Office of the Committee on Decorum. If iPlay Inc. should amend or modify its sexual harassment policy, all officers and employees will receive an individual copy of the amended or modified policy.

5. CONFIDENTIALITY

5.1. At the commencement of the investigation procedure at the Committee, starting from the filing of a written complaint, or the manifestation of an objection to an act or behavior, all matters discussed, documents reviewed, letters and correspondences read, and testimonies heard, will be kept under the strictest confidence. It is the intention of iPlay Inc. that rights of the parties, especially the innocent ones, are protected. At the same time, however, dignity and honor shall be preserved for all the parties concerned by keeping all information gathered through the investigation process confidential at all times, even after the conclusion of the investigation proper.

6. EFFECTIVITY

6.1. This Policy shall take place effective immediately and shall be made known to every employee.

Prepared by: *[Signature]*
L. M. M. M.
Human Resources

Reviewed by: *[Signature]*
Director of Operations

Approved by: Israel V. Sissalant
CEO

[Signature]
9/26/2019



Iplay Inc.

**COMPOSITION OF COMMITTEE ON DECORUM AND INVESTIGATION ON SEXUAL
HARRASSMENT POLICY**

	Name	Position in Establishment
Chairman:	Alfred Comanillo	Director of Operations
Secretary:	Abelardo Dagases	Operations Manager
Members:	Jo Hanna Melacdo Ma. Blesilla Vestil Junamal Briqoil	HR Staff CSR - Phone CSR - Phone

Submitted by:

Ysrael Y. Glesinger
CEO

Ysrael Y. Glesinger
9/25/2019



Date : February 22, 2018
To : ALL EMPLOYEES CONCERNED
From : Human Resources
Thru : Operations Manager
Subject : WORKPLACE POLICY AND PROGRAM ON HEPATITIS B

1. OBJECTIVE

1.1. iPlay Inc. is committed to conform to the established standards assurance of customer satisfaction, protection of our environment and health and safety in the workplaces.

1.2. The company promotes and ensures a healthy environment through its various health programs to safeguard its employees. And as part of the company's compliance to DOLE Department Advisory No. 05, Series of 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B), this Program has been developed. This Program is aimed to address the stigma attached to hepatitis B and to ensure that the employees' right against discrimination and confidentiality is maintained.

1.3. This guideline is formulated for everybody's information and reference for the diagnosis, treatment, and prevention of Hepatitis B. This will inform the employees of their role as well as the company in dealing with Hepatitis B. A healthy environment encompasses a good working relationship and great output for continuous business growth.

2. COVERAGE

2.1. This Program shall apply to all employees regardless of their employment status.

3. POLICY STATEMENT

3.1. Implementing Structure

3.1.1. iPlay Inc. Hepatitis B workplace policy and program shall be managed by its health and safety committee. Each division or department of the Company shall be duly represented.

3.2. Guidelines

3.2.1. Education

3.2.1.1. Hepatitis B shall be conducted through distribution and posting of IEC materials and counselling and/or lectures; and



3.2.1.2. Hepatitis B education shall be spearheaded by iPlay Inc. Medical Clinic in close coordination with the health and safety committee.

3.2.2. Preventive Strategies
3.2.2.1. All employees are encouraged to be immunized against Hepatitis B after securing clearance from their physician.

3.2.2.2. Workplace sanitation and proper waste management and disposal shall be monitored by the health and safety committee on a regular basis.

3.2.2.3. Personal protective equipment shall be made available at all times for all employees, and

3.2.2.4. Employees will be given training and information on adherence to standards or universal precautions in the workplace.

4. SOCIAL POLICY

4.1.1.1. Non-discriminatory Policy and Practices

4.1.1.1.1. There shall be no discrimination of any form against employees on the basis of their Hepatitis B status consistent with the international agreements on non-discrimination ratified by the Philippines (ILO C111). Employees shall not be discriminated against from one to post-employment, including hiring, promotion, or assignment because of their hepatitis B status.

4.1.1.1.2. Workplace management of sick employees shall not differ from that of any other illness. Persons with Hepatitis B related illnesses may work for as long as they are medically fit to work.

4.1.1.2. Confidentiality

4.1.1.2.1. Job applicants and employees shall not be compelled to disclose their Hepatitis B status and other related medical information. Co-employees shall not be obliged to reveal any personal information about their fellow employees. Access to personal data relating to employee's Hepatitis B status shall be bound by the rules on confidentiality and shall be strictly limited to medical personnel or if legally required.

4.1.1.3. Work-Accommodation and Arrangement

4.1.1.3.1. The company shall take measures to reasonably accommodate employees who are Hepatitis B positive or with Hepatitis B-related illnesses.

Orbillana Jeanse Aulia V.
9/25/2019



4113.2. Through agreements made between management and employees' representative, measures to support employees with Hepatitis B are encouraged to work through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

4114. Screening, Diagnosis, Treatment and Referral to Health Care Services

4114.1. The company shall establish a referral system and provide access to diagnostic and treatment services for its employees for appropriate medical evaluation/monitoring and management.

4114.2. Adherence to the guidelines for healthcare providers on the evaluation of Hepatitis B positive employees is highly encouraged.

4114.3. Screening for Hepatitis B as a prerequisite to employment shall not be mandatory.

4115. Compensation

4115.1. The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee contracted with Hepatitis B infection in the performance of his duty.

5. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES

5.111. Employer's Responsibilities

5.111.1. Management, together with employees' organizations, company social personnel for human resources, and safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on Hepatitis B.

5.111.2. The Health and Safety Committee shall ensure that their company policy and program is adequately funded and made known to all employees.

5.111.3. The Human Resources Department shall ensure that their policy and program adhere to existing legislations and guidelines, including provisions on leaves, benefits and insurance.

5.111.4. Management shall provide information, education and training on Hepatitis B for its workforce consistent with the standardized basic information package developed by the Hepatitis B TWG. If not available within the establishment, then provide access to information.

5.111.5. The company shall ensure non-discriminatory practices in the workplace.

5.111.6. The management together with the company focal personnel for human resources and safety and health shall provide appropriate personal protective equipment to prevent Hepatitis B exposure, especially for employees exposed to potentially contaminated blood or body fluid.

5.111.7. The Health and Safety Committee, together with the employees' organizations shall jointly review the policy and program for effectiveness and continue to improve these by networking with government and organizations promoting Hepatitis B prevention.

5.111.8. The company shall ensure confidentiality of the health status of its employees, including those with Hepatitis B.

5.111.9. The human resources shall ensure that access to medical records is limited to authorized personnel.

5.112. Employees Responsibilities

5.112.1. The employees' organization is required to undertake an active role in educating and training their members on Hepatitis B prevention and control. The IEC program must also aim at promoting and practicing a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose employees to increased risk of Hepatitis B infection, consistent with the standardized basic information package developed by the Hepatitis B TWG.

5.112.2. Employees shall practice non-discriminatory acts against co-employees on the ground of Hepatitis B status.

5.112.3. Employees and their organizations shall not have access to personnel data relating to an employee's Hepatitis B status. The rules of confidentiality shall apply in carrying out union and organization functions.

5.112.4. Employees shall comply with the universal precaution and the preventive measures.

5.112.5. Employees with Hepatitis B may inform the health care provider or the company physician on their Hepatitis B status, that is, if their work activities may increase the risk of Hepatitis B infection and transmission or put the Hepatitis B positive at risk for aggravation.

Angellana B. Basse
9/25/2019
Angela Basse
Angela V.



Date : January 1, 2018
To : ALL EMPLOYEES CONCERNED
From : Human Resources
Thru : Operations Manager
Subject : WORKPLACE POLICY AND PROGRAM ON TUBERCULOSIS (TB) PREVENTION AND CONTROL

1. OBJECTIVE

- 1.1 To assist the government in its campaign against Tuberculosis (TB) in compliance with the Department of Labor and Employment's Department Order No. 73-05, series of 2005 - Guidelines for the implementation of Policy and Program on Tuberculosis (TB) Prevention and Control in the Workplace.
- 1.2 To provide initiatives to prevent the outbreak and spread of tuberculosis in the workplace, and to treat, care, and support employees who become afflicted with tuberculosis

2. COVERAGE

2.1 This Program shall apply to all employees regardless of their employment status.

3. POLICY STATEMENT

- 3.1 The company seeks the prevention of the spread of tuberculosis, as well as the treatment, rehabilitation, and restoration to work of employees who contract the disease. To achieve this goal, all employees are strictly mandated to undergo an annual physical examination with the requisite chest x-ray.
- 3.2 Also, in line with this, a TB awareness program shall be undertaken through information dissemination, which shall include its nature, frequency (occurrence in a selected population) and transmission; treatment with Directly Observed Treatment Short Course (DOTS), and control and management of TB in the workplace. This shall be handled by the Office of Health Services (Infirmery) or the partner health provider of IPLOY INC. in conjunction with the Operations Manager and office of Human Resource through the company's accredited health provider.
- 3.3 The DOTS is a comprehensive strategy to control TB, and is composed of five components, which are:
 - 3.3.1 Political will or commitment to enduring sustained and quality TB treatment and control activities;
 - 3.3.2 Case detection by sputum smear microscopy among symptomatic patients;



3.3.3 Standard short-course chemotherapy using regimens of 6 to 8 months for all confirmed active TB cases (i.e., smear positive or those validated by the TB Diagnostic Committee). Complete drug taking through direct observation by a designated treatment partner, during the whole course of the treatment regimen;

3.3.4 A regular, uninterrupted supply of all anti-tuberculosis drugs and other materials;

3.3.5 A standard recording and reporting system that allows assessment of case finding and treatment outcomes for each patient and of tuberculosis control program's performance overall

3.4 Employees must be given proper information on ways of strengthening their immune responses against TB infection, i.e., information on good nutrition, adequate rest, avoidance of tobacco and alcohol, and good personal hygiene practices. However, it should be underscored that intensive efforts in the prevention of the spread of the disease must be geared towards accurate information on its etiology and complete performance overall.

3.5 Improving workplace conditions

3.5.1 To ensure that contamination from TB airborne particles is controlled, workplaces must provide adequate and appropriate ventilation (DOLE-Occupational Safety and Health Standards, OSHS, Rule 1076.01) and there shall be adequate sanitary facilities for workers.

3.5.2 The number of employees in a work area shall not exceed the required number for a specified area and shall observe the standard for space requirement. (OSHS Rule 1062)

3.6 Capability building on TB awareness raising and training on TB case finding, Case Holding, Reporting and Recording of cases and the implementation of DOTS shall be given to Company health personnel or the occupational safety and health committee.

3.7 Social Policies

3.7.1 Non-discrimination: Employees who have or had TB shall not be discriminated against. Instead, they shall be supported with adequate diagnosis and treatment, and shall be entitled to work for as long as they are certified by the Company's accredited health provider as medically fit and shall be restored to work as soon as their illness is controlled.

3.7.2 Work Accommodation: Through agreements made between the management and the employees, work accommodation measures to support employees with TB is encouraged through flexible leave arrangements, rescheduling of working times, and arrangements for return to work.

Wellness Kanse cutia V
1/25/2019



3.7.3 Restoration to Work: The employee may be allowed to return to work with reasonable working arrangements as determined by the Company's Health Care Provider and/or the DOTS provider.

3.8. Employee Responsibility:

3.8.1. Employees who have symptoms of TB shall immediately seek assistance from the Company's Health Services Provider.

3.8.1.1. An employee who has the symptoms of TB is required to initially wear a face mask (especially while inside the office) and observe good hygiene practices, at least until declared by a competent medical practitioner to be safe from transmission.

3.8.1.2. Similarly, for those at risk, i.e. those with family members with TB or those exposed to a co-employee with TB, it would be prudent to observe the same good hygiene practices until declared free from the disease and safe from transmission.

3.8.2. Once diagnosed to be with TB, employees shall immediately seek treatment either through the Department of Health's DOTS or a private physician at the employee's choice. However, it is imperative that the one strictly adheres to the course of treatment. Failing to dutifully observe the treatment course may give rise to complications, such as resistance or even the failure of treatment, which may make it harder to treat the infection and result in a longer absence.

3.8.2.1. An absence from work due to medical reasons of over six (6) months may result in the termination of one's employment as provided for by the Labor Code of the Philippines under Art. 284 - Disease as Ground for Termination.

3.8.3. Employees are required to undergo an annual compulsory chest X-ray through the Annual Physical Examination. If for any reason an employee fails to secure a chest x-ray at that time, he/she shall be directed to secure a chest x-ray at an accredited clinic by his/her respective Infirmary/Health Services.

3.9. The Company shall ensure that any TB occurrence in the workplace is traced and that all contacts are clinically assessed, as much as feasible.

3.10. An employee afflicted with TB, who has voluntarily undergone the treatment and rehabilitation program (DOTS) prescribed, and who is finally declared to be in a non-communicable stage, may be allowed back to work subject to being given a medical clearance by a Company designated physician.

3.11. Employees (those afflicted with the disease or those identified under contact tracing) who refuse to cooperate and dutifully observe lawful



Instructions (undergo a medical check-up and/or treatment), may be subject to disciplinary action proceedings for insubordination (the penalty of which may range up to the termination of one's employment).

4. PROCEDURE

4.1. The respective Health Services of the Company (and/or the contracted Health Services Provider) shall coordinate with the Occupational Safety and Health Center who shall provide preventive and technical assistance in the implementation of the Workplace TB Control and Management Program.

4.2. An employee who undergoes the Annual Physical Examination with the requisite chest x-ray will have his/her medical record forwarded to company clinic/HRD. Employees who fail to undergo the requisite annual chest x-ray shall be directed to secure one at an accredited clinic or by his/her preferred Infirmary/Health Services.

4.2.1. Those with medical findings shall be required to undergo further medical check-up. All medical records in connection with the second/further check-up shall be submitted to company clinic/HRD and his/her respective Infirmary/Health Services.

4.2.2. The employee shall then coordinate with company clinic/HRD and his/her respective Infirmary/Health Services for the next steps.

4.3. An employee who is suspected to be afflicted with TB, whether as a direct subject or by contact tracing, shall cooperate fully with his/her respective Infirmary/Health Services (and/or the contracted Health Services provider) if the employee tests positive for TB, the employee shall undergo the DOTS program to its completion.

4.4. If the employee needs to undergo a leave of absence to recuperate, he/she will be allowed to use the appropriate leave before he/she may request to be permitted to go on a Leave of Absence without Pay (LOA).

4.4.1. The employee shall observe the requisite procedure in applying for a leave.

4.4.2. The Unit concerned shall ensure that the requisite procedures are observed by the employee and that the company clinic is duly informed.

4.5. An employee may be allowed to go on a medical leave of absence (without pay) for a maximum period of six (6) months. The concerned employee shall submit an application for a leave of absence before going on leave. Said leave application shall be subject to approval at the sole discretion of the Company Management.

4.5.1. The same procedures under 4.2.1 to 4.2.2 shall be observed.

Wendy Skansse
3/26/2019
awia v.



4.6 After treatment, with a maximum period of six (6) months on leave (without pay), an employee found to be cured or in a non-communicable stage of TB may be allowed back to work, provided that the employee's health shall continue to be monitored during the annual physical examination with the requisite chest x-ray or as may be deemed necessary by the Unit Health Services (Infirmery) or contracted Health Services provider.

4.7 The employee returning to work shall be required by the Management to secure a medical clearance from a medical doctor chosen by the Company before being allowed to return to work.

4.8 The HRD will initiate disciplinary proceedings against any employee found to have discontinued treatment in defiance of medical advice, or who refuses to undergo the full treatment course prescribed. Likewise, employees who are ordered to undergo a check-up due to contact tracing but refuse to do so will also face disciplinary action proceedings. In both cases, the maximum sanction applicable for insubordination will be the termination of one's employment, if it is deemed warranted.


5. IMPLEMENTATION AND MONITORING

5.1 The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.


6. EFFECTIVITY

6.1 This Policy shall take place effective immediately and shall be made known to every employee.

Prepared by: 
Marina R. Malinoski
Human Resources

Reviewed by: 
Alfredo P. Capanilla Jr.
Director of Operations

Approved by: 
Yvonne V. Gissinger
CEO


Abigail Kanisse
3/25/2019
Alina V.



Date : February 22, 2018
To : ALL EMPLOYEES CONCERNED
From : Human Resources
Thru : Operations Manager
Subject : WORKPLACE POLICY AND PROGRAM ON HIV/AIDS

1. OBJECTIVE

1.1 In conformity with Republic Act No. 8504 otherwise known as the Philippine AIDS Prevention and Control Act of 1998 which recognizes workplace-based programs as a potent tool in addressing HIV/AIDS as an international pandemic problem, this company policy is hereby issued for the information and guidance of the employees in the diagnosis, treatment and prevention of HIV/AIDS in the workplace.

1.2 This policy is also aimed at addressing the stigma attached to HIV/AIDS and ensures that the workers' right against discrimination and confidentiality is maintained

2. COVERAGE

2.1 This Program shall apply to all employees regardless of their employment status

3. IMPLEMENTING STRUCTURE

3.1 Iplay Inc. HIV/AIDS Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

4. POLICY STATEMENT

4.1 BASIC INFORMATION ON HIV/AIDS

4.1.1 What is HIV/AIDS?

4.1.1.1 It is a disease caused by a virus called HIV (Human Immunodeficiency Virus). This virus slowly weakens a person's ability to fight off other diseases by attaching itself to and destroying important cells that control and support the human immune system.

4.1.2. How HIV/AIDS is transmitted?

4.1.2.1. Unprotected sex with an HIV infected person;

4.1.2.2 From an affected mother to her child (during pregnancy, at birth through breast feeding);

4.1.2.3. Intravenous drug use with contaminated needles;

4.1.2.4. Transfusion with infected blood and blood products; and

4.1.2.5. Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.

4.1.3 Is there a cure?

4.1.3.1. No. However, there are antiretroviral drug combinations that are available when properly used, result in prolonged survival of people with HIV. Holistic care of people living with HIV/AIDS and comprehensive treatment of opportunistic infections also dramatically improve quality of life

5. GUIDELINES

5.1. Preventive Strategies

5.1.1. Conduct of HIV/AIDS Education.

5.1.1.1. Who will conduct?

The Medical Clinic of Iplay Inc. in coordination with the Health and Safety Committee shall conduct HIV/AIDS education to all employees for free. This shall also form part of the orientation of newly hired employees. The standardized information package developed by the Department of Labor and Employment (DOLE) may be used for this purpose

5.1.1.2. How will it be conducted?

The HIV/AIDS education will be conducted through distribution and posting of IEC materials, lectures, counseling and training and information on adherence to standard or universal precautions in the workplace

5.1.2. Screening, Diagnosis, Treatment and Referral to Health Care Services

5.1.2.1. Screening for HIV as a prerequisite to employment is not mandatory.

5.1.2.2. The company shall encourage positive health seeking behavior through Voluntary Counseling and Testing.

Atty. Ransse Otila V.
9/25/2019



5.1.2.3. The company shall establish a referral system and provide access to diagnostic and treatment services for its workers. Referral to Social Hygiene Clinics of LGU for HIV screening shall be facilitated by the company's medical clinic staff.

5.1.2.4. The company shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.

6. SOCIAL POLICY

6.1. Non-discriminatory Policy and Practices

6.1.1. Discrimination in any form from pre-employment to post-employment, including hiring, promotion or assignment, termination of employment based on the actual, perceived or suspected HIV status of an individual is prohibited.

6.1.2. Workplace management of sick employees shall not differ from that of any other illness

6.1.3. Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

6.2. Confidentiality/Non-Disclosure Policy

6.2.1. Access to personal data relating to a worker's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILC Code of Practice.

6.2.2. Job applicants and workers shall not be compelled to disclose their HIV/AIDS status and other related medical information.

6.2.3. Co-employees shall not be obliged to reveal any personal information relating to the HIV/AIDS status of fellow workers.

6.3. Work-Accommodation and Arrangement

6.3.1. The company shall take measures to reasonably accommodate employees with AIDS related illnesses.

6.3.2. Agreements made between the company and employee's representatives shall reflect measures that will support workers with HIV/AIDS through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

7. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES

7.1. Employer's Responsibilities

7.1.1. The Company, together with employees/labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on HIV/AIDS.

7.1.2. Provide information, education and training on HIV/AIDS for its workforce.

7.1.3. Ensure non-discriminatory practices in the workplace and that the policy and program adheres to existing legislations and guidelines.

7.1.4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.

7.1.5. The Company, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.

7.1.6. The Health and Safety Committee, together with employees/labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting HIV prevention.

7.2. Employees' Responsibilities

7.2.1. The employee's organization shall undertake an active role in educating and training their members on HIV prevention and control. Promote and practice a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose workers to increased risk of HIV infection.

7.2.2. Employees shall practice non-discriminatory acts against co-employees.

7.2.3. Employees and their organization shall not have access to personnel data relating to a worker's HIV status.

7.2.4. Employees shall comply with universal precaution and preventive measures.

Oliveria
Oliveria Kenisse Oliveria V.
3/25/2019



8. IMPLEMENTATION AND MONITORING

8.1. The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.

9. EFFECTIVITY

9.1. This Policy shall take place effective immediately and shall be made known to every employee.

Prepared by: *[Signature]*
Human Resources

Reviewed by: *[Signature]*
Director of Operations

Approved by: Yusef Y. Gissiniet
CEO

[Signature]
3/25/2019

February 27, 2018

To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGER
SUBJECT : OFFICE SECURITY, LOG IN AND LOG OUT PROCEDURE

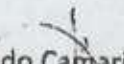
The following is issued to ensure the effective enforcement and strict observance of all employees on office attendance and punctuality
To ensure effective implementation and monitoring of office security

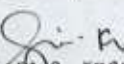
1. Employees are required to log in and log out using the biometric and the RF ID, even if the door is open
2. Employees are allowed to be inside the office and to Log in thirty (30) minutes before their scheduled time
3. Bags and/or personal items should be left in the locker before longing in/going inside the production area
4. Once an employee logged in and inside the production area, they can no longer go outside until their 1st break
5. Employees are only allowed to stay in the office for thirty (30) minutes after their shift, unless authorized or has approval to extend their time
6. Pantry, recreation room and locker should be closed at all times, employees must use their RF ID to access these rooms
7. No tailgating
8. Employee ID and RF ID should be worn at all times, lost RF IDs will be charge to the employee
9. No employees are allowed to stay in the waiting area for applicant.
10. Employees who left/lost their IDs will get temporary ID from HR and will be dealt with according to our code of conduct and discipline.
11. Submit self to magnetic wand scanning with the security personnel
12. Only water in a clear container is allowed in the operation area and recreation room

For guidance and strict compliance.


Jo Hanna Molecio
Human Resources

Noted by:


Alfredo Camarillo Jr.
Director of Operations


ABELLIDA FARIÐE ALIA V.

DATE : April 3, 2018
To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGER
SUBJECT : MEMO: CALL IN FOR OUT OF OFFICE

In order to properly monitor out of office employees, a new process to call in/report absence will be implemented effective Monday, April 9, 2018.

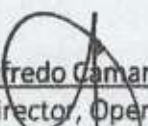
Guidelines:

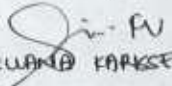
1. In cases of late and/or absences, employee should report to Human Resources through SMS or Call via HR hotline: 0917-709-7074
2. Notification should contain the following information:
 - a. Complete (real) Name
 - b. Department
 - c. Team Leader
 - d. Call in for: (Whole day Absent, Half-day Absent, Late)
 - e. Reason
3. HR will be the one to send notification to Operations Management
4. No call in should be communicated through Team leads or any other employee. It should be done by the employee or his/her relatives
5. Notification should be at least two (2) hours before the employee's shift
6. If an employee is advised to rest/confined in the hospital, number of rest days as advised by the physician should be indicated. Otherwise, employee must send notification daily
7. Failure to notify will be tagged as No Call, No Show and/or unscheduled absence and will be dealt with according to our Code of Conduct and Discipline.

For your guidance and strict compliance.


Jo Hanna Melecio
Human Resources

Noted by:


Alfredo Camarillo Jr.
Director, Operations


ABEJANA KARKSE ALIA V.

DATE : April 3, 2018
To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGEMENT
SUBJECT : -MEMO: RESTROOM GUIDELINES


Iploy Inc. provides unisex restrooms available so that employees can use them when they need to do so. One is located inside the operation floor and second is in the hallway outside the operation floor. However, those who are uncomfortable. has issue with the unisex restroom, we have a separate single, private restroom available for use.

Moreover, any employee with concern/issue in using the unisex restroom, please visit Human Resources office to get door access pass. Office security, Log in and Log out procedure shall apply.

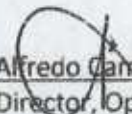
Furthermore, it is essential that all employees should comply and observe the restroom etiquette:

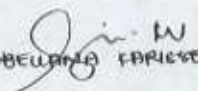
- Knock if the cubicle appears to be occupied. Don't peek under the doors.
- Lock the cubicle door when you enter.
- Stand close enough to the pan or urinal so you don't wet the seat, walls or floor
- Flush the toilet after use and wipe off the toilet seat for the next user
- Paper towels go in the trash can, not on the floor or in the toilet bowl
- Wash your hands to prevent the spread of colds and the flu
- Please use water and paper towels conservatively

For your information and guidance.


Jo Hanna Melecio
Human Resources

Noted by:


Alfredo Camarillo Jr.
Director, Operations


ABELLANA FARIETE ALIA V.

iPloy Gift Policy

The aim of this policy is to establish a uniformity relating to the acceptance of gifts, including gratuities and rewards. This policy applies to employees of the company. Employees include all permanent, part-time, temporary and probationary status.

"Gift" means any bestowal of money, any item of value, service, loan, thing or promise, discount or rebate for which something of equal or greater value is not exchanged. Payments for travel, entertainment and food are also considered as gifts.

Employees are required NOT to solicit or accept for personal benefit directly or indirectly any gift from any employee/s or company that is seeking to conduct or is currently conducting business with the Company. Any gift with a substantial monetary value of more than Php200 should be returned to the giver.

Any violations will be subject to the iPloy Code of Conduct and Discipline. Infractions for this policy is tagged under Level 2 offense and follow these progression:

- a. 1st Instance – Written Warning
- b. 2nd Instance- Final Written Warning
- c. 3rd Instance- Dismissal

If in doubt, employees should with management on the appropriateness of any gift exchange.

Employee Acknowledgement

I have read, understand and agree to comply with the foregoing policies, rules and conditions governing the iPloy Gift Policy.

Name: Abellana FarissB Alia V.

Signature:  Date: 3 | 25 | 2019

iPloy Social Media Policy

iPloy recognizes that employees use social media tools as part of their daily lives. Employees should always be mindful of what they are posting, who can see it, and how it can be linked back to the organization and work colleagues.

All employees should be aware that iPloy regularly monitors the internet and social media about its work and to keep abreast of general internet commentary, brand presence and industry/customer perceptions. iPloy does not specifically monitor social media sites for employee content on an ongoing basis, however employees should not expect privacy in this regard. iPloy reserves the right to utilize for disciplinary purposes any information that could have a negative effect on the company or its employees, which management comes across in regular internet monitoring, or is brought to the organization's attention by employees, customers, members of the public, etc.

All employees are prohibited from using or publishing information on any social media sites, where such use has the potential to negatively affect iPloy or its staff. Examples of such behavior include, but are not limited to:

- Publishing material that is defamatory, abusive or offensive in relation to any employee, manager, office holder, shareholder, customer or client of the company;
- Publishing any confidential or business-sensitive information about iPloy;
- Publishing material that might reasonably be expected to have the effect of damaging the reputation or professional standing of the company.

Procedure:

All employees must adhere to the following when engaging in social media.

- Be aware of your association with the company when using online social networks. You must always identify yourself and your role if you mention or comment on the company. Where you identify yourself as an employee, ensure your profile and related content is consistent with how you would present yourself with colleagues and clients. You must write in the first person and state clearly that the views expressed are your own and not those of iPloy. Wherever practical, you must use a disclaimer saying that while you work for the company, anything you publish is your opinion, and not necessarily the opinions of the company.
- You are personally responsible for what you post or publish on social media sites. Where it is found that any information breaches any policy, such as breaching confidentiality or bringing the company into disrepute, you may face disciplinary action up to and including dismissal.

- Be aware of data protection rules – you must not post colleagues' details or pictures without their individual permission. Employees must not provide or use their company password in response to any internet request for a password.
- Material in which the company has a proprietary interest – such as software, products, documentation or other internal information – must not be transmitted, sold or otherwise divulged, unless the company has already released the information into the public domain. Any departure from this policy requires the prior written authorization of the management.
- Be respectful always, in both the content and tone of what you say. Show respect to your audience, your colleagues and customers and suppliers. Do not post or publish any comments or content relating to the company or its employees, which would be unacceptable in the workplace or in conflict with the company's website. Make sure the views and opinions you express are your own.
- Recommendations, references or comments relating to professional attributes, are not permitted to be made about employees, former employees, customers or suppliers on social media and networking sites. Such recommendations can give the impression that the recommendation is a reference on behalf of the iPloy, even when a disclaimer is placed on such a comment. Any request for such a recommendation should be dealt with by stating that this is not permitted in line with company policy and that a formal reference can be sought through HR, in line with the normal reference policy.
- Once in the public domain, content cannot be retracted. Therefore, always take time to review your content in an objective manner before uploading. If in doubt, ask someone to review it for you. Think through the consequences of what you say and what could happen if one of your colleagues had to defend your comments to a customer.
- If you make a mistake, be the first to point it out and correct it quickly. You may factually point out misrepresentations, but do not create an argument.
- This policy extends to future developments in internet capability and social media usage.

In addition to the above rules, there are many key guiding principles that employees should note when using social media tools:

- Always remember on-line content is never completely private;
- Regularly review your privacy settings on social media platforms to ensure they provide you with sufficient personal protection and limit access by others;
- Consider all online information with caution as there is no quality control process on the internet and a considerable amount of information may be inaccurate or misleading; and

- At all times respect copyright and intellectual property rights of information you encounter on the internet. This may require obtaining appropriate permission to make use of information. You must always give proper credit to the source of the information used.

Specific Managerial Responsibilities

By their position, Managers have obligations with respect to general content posted on social media. Managers should consider whether personal thoughts they publish may be misunderstood as expressing the company's opinions or positions even where disclaimers are used. Managers should err on the side of caution and should assume that their teams will read what is written. A public online forum is not the place to communicate company policies, strategies or opinions to employees.

Enforcement / Progression

Non-compliance with the general principles and conditions of this social media policy and the related internet, e-mail and confidentiality policies may lead to disciplinary action, up to and including dismissal. This policy is not exhaustive. In situations that are not expressly governed by this policy, you must ensure that your use of social media and the internet is always appropriate and consistent with your responsibilities towards the company. In case of any doubt, you should consult with your manager.

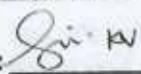
Infractions for this policy is tagged under Level 2 offense and follow these progression:

- 1st Instance – Written Warning
- 2nd Instance- Final Written Warning
- 3rd Instance- Dismissal

Employee Acknowledgement

I have read, understand and agree to comply with the foregoing policies, rules and conditions governing the use of all property of iPloy and all work and conduct completed on or with the assistance of iPloy property. Further, I agree to abide by the Social Media Best Practices when using social media sites on my personal time and when my affiliation with iPloy regarding those sites is known, identified, expected or presumed.

Name: ABOLANA FARISE ALIA V.

Signature: 

Date: 9/25/2019

DRESS CODE POLICY (What NOT to wear to work)

Policy

All iPloy Staffing Solutions employees are expected to wear clothing that is appropriate for their job and work site. Clothing and appearance should be neat, clean, in good business taste, and shall not constitute a safety hazard. The following standards of dress code are established to provide direction for employees to maintain the professionalism that iPloy Staffing Solutions advocates.

Procedure

Employees shall practice good personal hygiene, select attire that is clean and in good repair, and presents a professional image. Management may make exceptions for special occasions, and will work with Human Resources to determine whether attire is unprofessional on a case-by-case basis.

Examples of unprofessional attire include but are not limited to:

For Female Employees:

1. Clothing with a printed message, slogan, political messages, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or that is obscene or disrespectful;
2. Strapless dresses or tops unless such garments are covered by another article of clothing always (e.g., a sweater or jacket)
3. Spaghetti straps, lingerie inspired garments unless such garments are covered by another article of clothing always (e.g., a sweater or jacket);
4. Leggings, jeggings, sweat pants, jogging pants and pajamas
5. Stomach exposing tops
6. Sheer or mesh clothing that exposes undergarments or midriffs;
7. Skirts above the knee
8. Flip-flops or Sandals. Anything that shows toe/s
9. Tattered pants
10. Shirts without collar
11. Short pants

For Male Employees

1. Clothing with a printed message, slogan, political messages, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or that is obscene or disrespectful;
2. Tank or muscle tops unless such garments are covered by another article of clothing always (e.g., a sweater or jacket);
3. Shirts without collar
4. Sheer or mesh clothing that exposes undergarments or midriffs;
5. Flip-flops or Sandals. Anything that shows toe/s
6. Tattered pants
7. Jogging pants, sweat pants and pajamas

iPloy Incorporated
11th Floor MSY Tower
Pescadores Road Cebu Business Park,
Cebu City 6000



8. Short pants

An employee unsure of what is appropriate should check with a supervisor, manager, or Human Resources Department. Supervisors shall provide guidance as to proper attire and grooming.

Dress Code Policy will be strictly implemented from Mondays – Thursdays. Employees can wear their preferred clothing/s every Fridays however it should still be within the acceptable borderline of **DECENCY**.

Name: ABELLANA FARISSE ALIA V.

Signature: *[Handwritten Signature]* Date: 3 | 25 | 2019



CODE OF CONDUCT AND DISCIPLINE (Table of Infractions)

I. STATEMENT OF POLICY

The Code of Conduct and Discipline is designed to ensure healthy and positive working environment, and hopes to maintain and uphold professionalism among iPlay Inc. employees. The established norms herein set forth are geared towards the attainment of the Company's Goals and objectives. It is worthy to emphasize that the Code is not meant to be oppressive nor is it intended to threaten and intimidate employees. Indeed, it serves as the guiding principles on what is expected of its employees to conduct during the entire employment here in iPlay, Inc.

II. DOCTRINES TO GOVERN THE COMPANY'S CODE OF CONDUCT AND DISCIPLINE

1. The right to discipline and discharge employees for just and proper causes is management's prerogative enshrined from the 1987 Philippine Constitution.
2. Fairness and justice shall always govern the imposition of disciplinary actions. Existing Labor Laws, Implementing Rules and Jurisprudence will always be observed.
3. The full and strict maintenance of discipline is the management's responsibility. Thus, it shall be the primary concern of immediate superiors and department heads to initiate any disciplinary actions against their subordinates whenever a violation of the rule is committed.
4. Administrative investigations and other proceedings shall be conducted expeditiously.
5. Imposition of penalties when warranted, shall not be cancelled, nor delayed for any reason.
6. The rights of the respondent as provided for by Law shall be guaranteed.
7. The management may mitigate the penalty to be imposed, subject however to management's approval and upon compliance to the conditions set forth by the latter.
8. In cases of multiple violations of this Code, the following rule shall apply as to the penalty to be imposed:

Minor offense + Serious offense =	The higher penalty shall be imposed.
3 or more offenses under the same category =	Penalty for the next schedule of offense shall be imposed

III. PROCEDURE



1. Incident Report will be submitted to Human Resources (HR) within 2 working days from the date of the incident.
2. Human Resources will issue a Notice to Explain (NTE) to the employee within 3 working days.
3. Direct Superior should coach the employee within 5 working days from the issuance of the NTE.
4. Coaching Form and Written Explanation of the employee should be submitted within 5 working days from the issuance of the NTE.
5. HR will issue Notice of Decision with or without sanctions within 5 days from the receipt of the Coaching Form and Written Explanation.
 - a. Failure to provide Written Explanation shall constitute a waiver of the employee's right to be heard and confirms that all the details in the Incident Report are true and without any biases.
 - b. Lapses in the timeline will result to a sanction – Neglect of Duty / Insubordination
 - c. Lapses in the timeline will not void the sanction.

IV. GENERAL BEHAVIORAL STANDARDS

As an iPlay employee we expect that you will meet the following behavioral standards:

- a. Proper Conduct and Decorum is expected from you within the office and outside when representing the Company. This includes appropriate dress, attending the office ready to work, use of proper and decent language, observance of proper office and work decorum, maintaining proper relationships with your colleagues, customers and other individuals not in the employ of the company, observance of and compliance with existing laws of the Philippines.
- b. Enhancing Company Productivity the Company expects the Proper care and utilization of Capital available to the Company; turning up for work ready to work on time all the time, following the appropriate break and finish times, getting on with the job and performing the job to the best of your ability, positive attitude and dedication to one's work assignments, supporting supervisors and those in management.
- c. Following rules on customer and client relations and always maintaining a professional helpful attitude with customers.
- d. Maintenance of health and safety of the office and people around you. A proper attitude towards cleanliness and proper housekeeping in the office, good health of yourself and others around you, assist in the security of the office, following basic safety procedures.
- e. Proper use of Company Property, facilities and security to protect company and employee assets. Secure handling and maintenance of Company records, keep confidential and protect the integrity of all Company operating data and information, appropriate use of all Company equipment for work related purposes, properly account for all Company funds received.



I. Applicability

This Code shall apply to all iPlay employees, regardless of status or position held.

II. Types of Offenses

Level 1 – Infractions which are minor in nature but which may become habitual and disruptive if not corrected. It has no detrimental impact of the business.

Level 2 – Serious offense which causes delay in operations, may pose threat, harm, or danger to Company property and/or lives of individuals.

Level 3 – Infractions which will destroy the company's image and reputation. It causes substantial loss to the company and can result to critical operational disruption. A critical offense that has compromised the security of the employees, the integrity of Client, the safety of customer's information and the stability of the business.

III. Table of Infractions

I. Rules on Proper Conduct and Decorum

Section	Description of Infraction	Type of Offense	1 st Instance	2 nd Instance	3 rd Instance	4 th Instance	5 th Instance
1	Creating unnecessary noise or disturbance within the Company Premises.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
2	Failure to comply - iPlay Dress Code Policy.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
3	Non-participation in compulsory company activity or group work.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
4	Failure to maintain orderliness or cleanliness in the assigned work station. Failure to practice Clean As You Go Policy for all areas in the office.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal

Section	Description of Infraction	Type of Offense	1 st Instance	2 nd Instance	3 rd Instance	4 th Instance	5 th Instance
5	Improper or untimely conduct as to cause disorder or disrupt work.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
6	Bringing of personal mobile phones deliberately to the operations or training areas other than those authorized. Bringing of non-work related electronic gadgets (laptops, handy/portable drives, cameras, etc.) inside the company premises without prior approval from the immediate supervisor.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
7	Editing in unauthorized areas (operations, management & support area) within the company premises especially while taking calls.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
8	Speaking in another language or dialect other than English within the company-designated area.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
9	Failure to log in/out in biometrics and other required attendance monitoring tool. Failure to punch in/out for breaks and lunch per day considered as one (1) instance.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
	3 manual edits in a month from Easyclocking tool will merit 1 instance.						



Section	Description of Infraction	Type of Offense	1 st Instance	2 nd Instance	3 rd Instance	4 th Instance	5 th Instance
10	Tardiness: a. 3 Counts of Tardiness of less than an hour in a month is considered 1 instance.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
	b. 1 Count of Tardiness of more than an hour in a month is considered 1 instance.						
11	Under time - Left early and failed to complete the 8 hour shift.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
12	Unauthorized Absence/Absence without official leave (AWOL) for 3 consecutive days.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
13	Failure to wear ID inside office at all times, Non-adherence to the No ID, No Duty Policy	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
14	No Call No Show.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
15	Failure to report back for work on time from scheduled breaks.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
15	Withholding vital information necessary during investigation or any official inquiry.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
17	Taking part in any gambling, lottery or any other game of chance on company time and/or within company premises.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
18	Malingering to escape work.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	



Section	Description of Infraction	Type of Offense	1 st Instance	2 nd Instance	3 rd Instance	4 th Instance	5 th Instance
19	Loafing, doing very little and spending time in a lazy, wasteful way, loitering during working hours.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
20	Flagrant discourtesy, either by acts or words, use of disrespectful language, impolite or obscene language in addressing or speaking with superiors and other employees.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
21	Leaving work assignments or company premises during official work hours without prior permission and approval from the immediate supervisor or HOD/ Abandonment of post.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
22	Insubordination - Failure to comply any directive and/or instructions from Superiors and/or Management/Withal disobedience.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
23	Neglect of Duty - Failure to Implement policies and procedures.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
24	Failure to comply - iPlay Gift Policy.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
	a. Offering, soliciting or accepting favors or anything of value in exchange for a task, job, work, or favorable employment condition.						
24	b. Accepting "gifts" of more than 200php in value without prior approval or notification to the Management. (Key Personnel - Management, Admin, IT, TIS etc).	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	



Section	Description of Offense	Type of Offense	1 st Instance	2 nd Instance	3 rd Instance	4 th Instance	5 th Instance
25	Tagging and untagging unauthorized visitors.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
	iPLAY Social Media Policy;						
	a. Publishing material that is defamatory, abusive or offensive in relation to any employee, manager, office holder, shareholder, customer or client of the company.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
26	b. Publishing any confidential or business-sensitive information about iPlay.						
	c. Publishing material that might reasonably be expected to have the effect of damaging the reputation or professional standing of the company.						
27	Sleeping on the job during working hours.	Level 3	Suspension - 5 Days	Dismissal			
28	Encouraging, inducing, instigating or threatening other employees to perform an act constituting a violation of this Code another company policies, rules and regulations.	Level 3	Suspension - 5 Days	Dismissal			
	Borrowing/lending of motor/ LOAN sharing inside the company premises.	Level 3	Suspension - 5 Days	Dismissal			
	Solicitation or collecting contribution from employees and suppliers for any purpose with whatsoever unless channeled and authorized by senior management.	Level 3	Suspension - 5 Days	Dismissal			
29							
30							



Section	Description of Offense	Type of Offense	1 st Instance	2 nd Instance	3 rd Instance	4 th Instance	5 th Instance
31	Rumor-mongering or creating intrigues that will cause damage to the reputation of the employees or the company as a whole.	Level 3	Suspension - 5 Days	Dismissal			
32	Submission of false or fraudulent money claims, medical certificates, other documents/engaging in bogus transactions with the intent to gain.	Level 3	Suspension - 5 Days	Dismissal			
33	Conducting oneself in grossly indecent or immoral nature in company premises, while on duty or doing business for the Company.	Level 3	Suspension - 5 Days	Dismissal			
34	Commission of a crime or violation by the employees against the company or its members, customers and third parties.	Level 3	Suspension - 5 Days	Dismissal			
35	Engaging in violence whether physical or serious verbal threats within company premises or during official company activities.	Level 3	Suspension - 5 Days	Dismissal			
36	Drinking alcoholic beverages while on duty or reporting for duty while intoxicated.	Level 3	Suspension - 5 Days	Dismissal			



II. Rules on Productivity

Section	Description of Offense	Type of Offense	1 st Instance	2 nd Instance	3 rd Instance	4 th Instance	5 th Instance	
1	Compliance to Performance Improvement Plan (PIP)	Level 2	Written Warning	Final Written Warning	Suspension - 5 Days	Dismissal		
2	All grave acts of dishonesty which cause or tend to cause prejudice to the Company/ such as but not limited to the following: a. Knowingly giving false or misleading information to qualify for a company benefit, promotion, salary increase, transfer, and job assignment. b. Any act of harassment including but not limited to sexual harassment. c. Other similar or analogous offenses to the foregoing.	Level 3	Suspension - 5 Days	Dismissal				
3	Willful breach by an employee of the trust reposed in him/her by the company such as but not limited to the following: a. Abuse of position with the company to gain profit or advantage from employees. b. Using the Company's name in private transactions or business for personal profit. c. Deliberately removing, concealing, or destroying in whole or in part any Company documents without authority or with malicious intent.	Level 3	Suspension - 5 Days	Dismissal				
4	Other similar or analogous offenses to the foregoing.	Level 3	Suspension - 5 Days	Dismissal				
5	Constantly failing to meet business commitments or promises that have significant business impact.	Level 3	Suspension - 5 Days	Dismissal				



5	d. Constantly failing to meet business commitments or promises that have significant business impact. e. Fabrication of personal records. f. Fabrication of Company documents such as reports, forms, etc. g. Commission of fraudulent acts against the Company. h. Willful breach of confidentiality and (or) any violations analogous to the foregoing. i. Speaking or attempting to steal from the Company or from its customers, or from others on Company premises or job sites at any time. j. Robbery, theft, pilferage or its attempts in any form, manner or shape from the company, team members or customers. k. Concealing defective work which directly results in prejudice to the company. l. Other acts with malice and with intention to hide discrepancies. m. Willful and deliberate destruction of Company property, sabotage and vandalism. n. Withholding or misappropriation of Company funds.	Level 3	Suspension - 5 Days	Dismissal				
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III. Customer-Client Relations

Section	Description of Infraction	Type of Offense	1 st Warning	2 nd Warning	3 rd Warning	4 th Warning	5 th Warning
1	Willful and premeditated form of fraud or deceit committed against the customer and clients.	Level 3	Suspension - 5 Days	Dismissal			
2	Engaging in business that competes with the Company, or working with a competitor	Level 3	Suspension - 5 Days	Dismissal			
3	Threatening to inflict harm on the person, property or reputation of customer or clients and third party.	Level 3	Suspension - 5 Days	Dismissal			
4	Extortion or bribery against a customer or third party.	Level 3	Suspension - 5 Days	Dismissal			
5	Engaging in inducement or divisive behavior towards customers or clients.	Level 3	Suspension - 5 Days	Dismissal			
6	Deliberately mishandling a customer transaction, service or need.	Level 3	Suspension - 5 Days	Dismissal			
7	Inaccurate or misleading information to the customer or loss of revenue or additional cost to the Company.	Level 3	Suspension - 5 Days	Dismissal			
8	Substituting Company products, materials or equipment with any other product with the intent to defraud.	Level 3	Suspension - 5 Days	Dismissal			



IV. Health and Safety

Section	Description of Infraction	Type of Offense	1 st Warning	2 nd Warning	3 rd Warning	4 th Warning	5 th Warning
1	Non-observance of proper housekeeping.	Level 1	Documented Verbal Warning	Written Warning	Written Warning	Suspension - 3 Days	Dismissal
2	Smoking in prohibited areas.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
3	Creating unsanitary conditions inside the Company premises.	Level 2	Written Warning	Final Written Warning	Suspension on - 3 Days	Dismissal	
4	Failure to undergo annual physical examinations as required by the Company and the government.	Level 2	Written Warning	Final Written Warning	Suspension on - 3 Days	Dismissal	
5	Violating safety rules, regulations, or procedures of the Company causing accident or damage to person or property.	Level 4	Dismissal				
6	Non-disclosure of contagious disease which may endanger the lives or health of other employees.	Level 4	Dismissal				
7	Using, possessing, manufacturing, distributing, selling illegal drugs and drug paraphernalia while on duty or in the company premises. Commission of a crime involving illegal drugs.	Level 4	Dismissal				
8	Reporting for work while under the influence of illegal drugs.	Level 4	Dismissal				
9	Unauthorized carrying and possession of deadly weapons and explosives inside the Company premises, while on duty or doing business for the Company.	Level 4	Dismissal				



V. Rules on Company Property, Facilities and Security

Section	Description of Violation	Type of Offense	1 st Infringe	2 nd Infringe	3 rd Infringe	4 th Infringe	5 th Infringe
1	Mishandling of company property and unauthorized transfer of furniture and equipment without proper authorization from management.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
2	Unauthorized installation of wallpapers, themes and the like into computer/email accounts; not adhering the prescribed company email signature.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
3	Improper or incorrect use of Company tools or equipment.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
4	Failure to comply - 9/By Energy Conservation Policy (AVR, Computer, Lights, Aircon etc).	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
5	Accessing websites or bringing provocative or pornographic materials.	Level 2	Written Warning	Final Written Warning	Suspension - 5 Days	Dismissal	
6	Refusal to submit to any inspection within Company premises by authorized security personnel or Company representative.	Level 2	Written Warning	Final Written Warning	Suspension - 5 Days	Dismissal	
7	Unauthorized email broadcast or spamming.	Level 2	Written Warning	Final Written Warning	Suspension - 5 Days	Dismissal	
8	Entering restricted areas in the Company without proper authorization.	Level 2	Written Warning	Final Written Warning	Suspension - 5 Days	Dismissal	
9	Expelling Company resources to personal gain.	Level 2	Written Warning	Final Written Warning	Suspension - 5 Days	Dismissal	
10	Damaging or destroying any Company property through negligence.	Level 2	Written Warning	Final Written Warning	Suspension - 5 Days	Dismissal	



Section	Description of Violation	Type of Offense	1 st Infringe	2 nd Infringe	3 rd Infringe	4 th Infringe	5 th Infringe
11	Lossing or misplacing Company records which may prejudice the Company.	Level 2	Written Warning	Final Written Warning	Suspension - 5 Days	Dismissal	
12	Unauthorized use of computers or information technology resources to access sites or download files, which are nonwork related.	Level 3	Suspension - 5 Days	Dismissal			
13	Unauthorized sharing or personal passwords or log-in information.	Level 3	Suspension - 5 Days	Dismissal			
14	Unauthorized access to networks resulting in any one or a combination of the following: a. Deliberate alteration of files including but not limited to the padding or reducing of files. b. Unauthorized changing server/network rights of users. c. Unauthorized attachment of computers, storage media/drives or any other computer peripheral to servers, workstations or any network segment/cable whether remote or on site. d. Unauthorized storage media/drives or any other computer peripheral to servers, workstations or any network segment/cable whether remote or on site. e. Consenting to, tolerating or allowing another employee to use your user number, access, and or password to gain access to a server, directory or files to which accessing employee has not been authorized.	Level 3	Suspension - 5 Days	Dismissal			



14	<p>A. Negligence or carelessness of the employee by leaving the computer unattended and risking the network to a possible security violation.</p> <p>B. Tampering of company server/network configuration.</p>	Level 3	Suspension - 5 Days	Dismissal		
15	Purposely sharing privileged and confidential information to anyone in the company or external parties.	Level 3	Suspension - 5 Days	Dismissal		
16	Unauthorized possession or bringing out of Company property, supplies or equipment.	Level 3	Suspension - 5 Days	Dismissal		
17	Unauthorized copying of licensed software application packages and all acts that violates intellectual property rights.	Level 3	Suspension - 5 Days	Dismissal		
18	Deliberate locking-out or hacking of another employee's user name in any server.	Level 3	Suspension - 5 Days	Dismissal		
19	Placement of computer virus, Trojan horse, and other damaging electronic files or physical accessories on servers or workstations.	Level 3	Suspension - 5 Days	Dismissal		

VI. Saving Clause

1. Termination of an employee shall automatically bar him/her from re-employment.
2. The penalty of dismissal shall not prejudice the right of the company to initiate court action against the erring employee.
3. This Code shall supersede all other existing policies, rules, memos, and the like, and all policies to be implemented, if the same is found to be inconsistent with the Code of Conduct.

VII. Approval

Jay Gisinger
 Owner and Chief Executive Officer

RECEIPT OF THE CODE OF CONDUCT AND DISCIPLINE POLICY

This is to acknowledge that I have read the Company's Code of Conduct and Discipline and understand that it sets forth the terms and conditions of my employment as well as the duties and responsibilities, and obligations of employment with the Company.

I also acknowledge that the Company reserves the right to revise, delete, and add to the provisions of this Code of Conduct and Discipline, or condition of employment can be established by any other statement, conduct, policy, or practice.

NAME ABEYUNA FOLKE AUBA V.
 DATE 23 2019

AND HAVE READ AND UNDERSTAND ITS ENTIRE CONTENTS.
 EMPLOYEE SIGNATURE [Signature]



Date : January 1, 2013
To : ALL EMPLOYEES CONCERNED
From : Human Resources
Thru : Operations Manager
Subject : DRUG-FREE WORKPLACE POLICY AND PROGRAM

1. OBJECTIVE

1.1. In compliance with Article V of Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, and its Implementing Rules and Regulations and DOLE Department Order No. 53 113, series of 2003 (Guidelines for the Implementation of a Drug-Free Workplace Policy, and Programs for the Private Sector), iPlay Inc hereby adopts the following policies and programs to achieve a drug-free workplace:

1.2. Company policy is to maintain a workplace free of illegal drugs. To ensure that the objectives of the company's corporate policy are met, the company is implementing this drug-free program. The program will have the following elements:

2. COVERAGE

2.1. This Program shall apply to all employees regardless of their employment status.

3. POLICY STATEMENT

3.1. The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.

3.2. Being impaired or under the influence of dangerous drugs away from the company, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.

3.3. Possession, use, solicitation for, or sale of dangerous drugs away from the company premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.

3.4. The presence of any detectable amount of dangerous drugs in the employee's system while at work, while on the premises of the company, or while on company business. "Dangerous Drugs" include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971

Single Convention on Psychotropic Substances as enumerated in the attached annex of R.A. 9165.

4. MANDATORY DRUG TEST

4.1. To ensure that only those qualified shall be screened and recruited to prevent the detrimental effects (e.g. lower productivity, poor decision making, increased accidents, more compensation claims, and reduced team effort) which drug use and abuse may cause in the workplace, the conduct of mandatory drug test shall be required for pre-employment.

4.2. iPlay Inc. designates company accredited or affiliated center, a duly accredited drug testing center by the Department of Health (DOH), as its authorized drug testing laboratory.

4.3. The Company may also conduct drug testing under any of the following circumstances:

4.3.1. **RANDOM TESTING:** Officers/employees may be selected at random for drug testing at any interval determined by the Company.

4.3.2. **FOR-CAUSE TESTING:** The company may ask an officer/employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs, including, but not limited to, the following circumstances: evidence of drugs on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

4.3.3. **POST-ACCIDENT TESTING:** Any officer/employee involved in a "Near-Miss" incident or "Work Accident" under circumstances that suggest possible use or influence of drugs may be asked to submit to a drug test. As defined herein, "Near-Miss" means an incident arising from or in the course of work which could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed. "Work Accident" refers to unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof of which arises out of and in the course of employment.

4.3.4. All drug tests shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Where the confirmatory test turns positive, the company's Assessment Team shall evaluate the results and determine

Atelliana Kolasse Alona V.
912512019



the level of care and administrative interventions that can be extended to the concerned employee.

4.3.5. Iplay Inc. shall inform the officer/employee who was subjected to a drug test of the test results whether positive or negative.

4.3.6. All costs of drug testing shall be borne by Iplay Inc.

5. TREATMENT, REHABILITATION, AND REFERRAL

5.1. An officer/employee who, for the first time, is found positive for drug use, shall be referred for treatment and/or rehabilitation in a DOH accredited center. For this purpose, Iplay Inc. shall provide a list of at least three (3) accredited facilities which an employee who was tested positive for drugs may choose from.

5.2. Following rehabilitation, the company's Assessment Team, in consultation with the head of the rehabilitation center, shall evaluate the status of the drug dependent employee and recommend to the employer the resumption of the employee's job if he/she poses no serious danger to his/her co-employees and/or the workplace.

5.3. All costs for the treatment and rehabilitation of the drug dependent employee shall be charged to his account. The period during which the employee is under treatment or rehabilitation shall be considered as authorized leaves.

5.4. Repeated drug use even after ample opportunity for treatment and rehabilitation shall be dealt with the corresponding penalties under R.A. 9165 and is a ground for dismissal.

6. ADVOCACY, EDUCATION AND TRAINING

6.1. Iplay Inc. undertakes to increase the awareness and education of its officers and employees on the adverse effects of dangerous drugs through continuous advocacy, education and training programs/activities to all its officers and employees.

6.2. All officers and employees are required to undergo an orientation/education program before assumption of their respective duties. The program shall include the following topics:

6.2.1. Salient features of R.A. 9165;

6.2.2. Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;



6.2.3. Preventive measures against drug abuse; and

6.2.4. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.

6.3. To encourage all officers and employees to lead a healthy lifestyle while at work and at home, Iplay Inc. undertakes to conduct the following activities as often as possible:

6.3.1. Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;

6.3.2. Health wellness screenings (e.g. blood pressure and heart rate, cholesterol test, blood glucose, etc.);

6.3.3. Sports, recreational and fun-game activities; and

6.3.4. Other activities promoting health and wellness.

7. ROLES, RIGHTS AND RESPONSIBILITIES OF EMPLOYER AND EMPLOYEES

7.1. Iplay Inc. shall ensure that the workplace policies and programs on the prevention and control of dangerous drugs, including drug testing, shall be disseminated to all officers and employees. The employer shall obtain a written acknowledgement from the employees that the policy has been read and understood by them.

7.2. Iplay Inc. shall maintain the confidentiality of all information relating to drug tests or to the identification of drug users in the workplace; exceptions may be made only where required by law, in case of overriding public health and safety concerns; or where such exceptions have been authorized in writing by the person concerned.

7.3. All officers and employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.

8. CONSEQUENCES OF POLICY VIOLATIONS

8.1. Any officer or employee who uses, possesses, distributes, sells or attempts to sell, tolerates, or transfers dangerous drugs or otherwise commits other unlawful acts as defined under Article II of RA 9165 and its Implementing Rules and Regulations shall be subject to the pertinent provisions of the said Act.

8.2. Any officer or employee found positive for use of dangerous drugs shall be dealt with administratively in accordance with the provisions of Article 282 of Book VI of the Labor Code and under RA 9165.

Abelara Gonzales Alicia V.
9/25/2019



9. IMPLEMENTATION AND MONITORING

9.1.1. The implementation of these policies and programs shall be monitored and evaluated periodically by management to ensure a drug-free workplace. For this purpose, an Assessment Team shall be constituted in accordance with D.O. 53-03.

10. EFFECTIVITY

10.1. This Policy shall take place effective immediately and shall be made known to every employee.

11. ATTACHMENT

11.1. Drug-Free Workplace Policy and Program Acknowledgment

Prepared by: Jeanelle K. Morales
Human Resources

Reviewed by: Mirrored P. Gonzalez Jr.
Director of Operations

Approved by: Mirrored V. Gissinger
CEO

Drug-Free Workplace Program Acknowledgment

I hereby acknowledge that I have received and read iPlay Inc. Drug-Free Workplace Policy and Program, a summary of the drugs which may alter or affect a drug test and a list of local Employee Assistance Program providers or local drug and alcohol treatment programs. I have had an opportunity to have all aspects of this material fully explained. I also understand that I must abide by the Program as a condition of initial and/or continued employment, and any violation may result in disciplinary action up to and including termination.

I also understand that during my employment I may be required to submit to testing for the presence of drugs or alcohol in my body. I understand that submission to such testing is a condition of employment with [Company], and disciplinary action up to and including termination may result if:

- 1) I refuse to consent to testing.
- 2) I refuse to execute all forms of consent and release of liability that are usually and reasonably associated with such examinations.
- 3) I refuse to authorize release of the test results to the company.
- 4) The tests establish a violation of [Company]'s Drug-Free Workplace Policy.
- 5) I otherwise violate this policy.

I also recognize that the Drug-Free Workplace Policy and related documents are not intended to constitute a contract between iPlay Inc. and me.

The undersigned further states that he/she has read and understands the above acknowledgment and signs below of his/her own free will.

Jeanelle K. Morales SIGNATURE 3/25/2019 DATE

WITNESS _____
DATE