

Date : January 1, 2018
To : ALL EMPLOYEES CONCERNED
From : Human Resources
Thru : 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

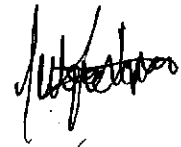
3.1. Iploy Inc. believes that employees should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited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



4.3. WRITTEN POLICY


4.3.1. All officers and employees of Iploy Inc. shall receive a copy of the company's sexual harassment policy upon assumption of their respective offices. If at any time an officer or employee would like another copy of the policy, please contact the Office of the Committee on Decorum. If Iploy 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 Iploy 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.

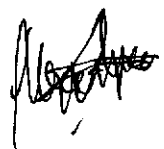
6. EFFECTIVITY

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

Prepared by: 
Jo Hanna R. Melecio
Human Resources

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

Approved by: Yisrael Y. Gissinger
CEO



Iploy Inc.

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

	<u>Name</u>	<u>Position in Establishment</u>
Chairman:	Alfred Camarillo	Director of Operations
Secretary:	Abelardo Dagalea	Operations Manager
Members:	Jo Hanna Melecio	HR Staff
	Ma. Blesila Vestil	CSR - Phone
	Junamel Brigoli	CSR - Phone

Submitted by:

Yisroel Y. Gissinger
CEO

