

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 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:
- to maintain the confidentiality of the contents of this Contract, and
 - 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
 - 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: