

sick leave. Leaves shall not be convertible to cash except for five (5) days of sick leave if unused by the end of the calendar year.

### **Holiday Pay**

12. 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**

13. 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**

14. 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.
15. 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**

16. 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