

EMPLOYMENT CONTRACT

May 25, 2022

Mr. Jason Ostia Abasolo
157-D F. Jaca St. Inayawan, Cebu City

Dear Mr. Abasolo:

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 **May 23, 2022**.
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 **Php 16,000.00** gross plus monthly allowance of **Php 2,400.00** 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


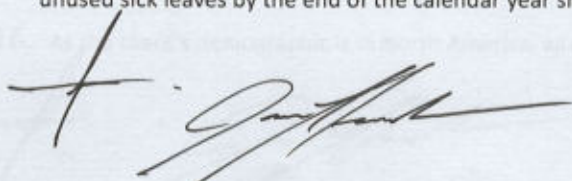
6. Your working days shall be five (5) days a week, with two (2) days as rest days. Your working hours shall be eight (8) hours per day, excluding 1-hour break period or forty (40) hours a week. Your specific work-days and hours will be determined by your immediate supervisor in relation to business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

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 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. 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.

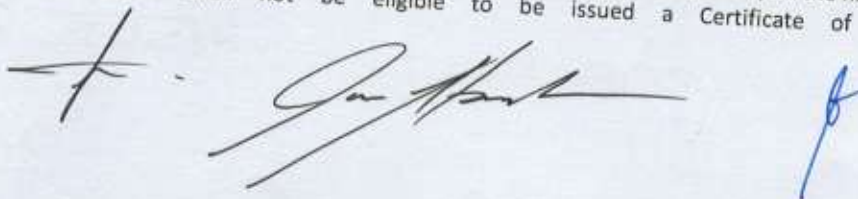
Other Conditions of Employment

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 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.
24. The Company reserves the right to immediately terminate your contract anytime within the probationary period without the need of a 30-Day Notice in the event of a below satisfactory performance, attendance issues (unscheduled absences, tardiness, over breaks etc.), serious disregard of company rules and policies and other reasons critical to its interests.

Return of Property

25. 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

26. 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.

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.



Jason Ostia Abasolo

Employee Name and Signature/Date 05-31-22

Yours sincerely,
For and on behalf of
iPloy Incorporated

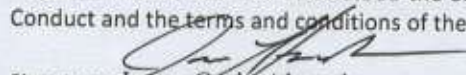

CHRISTELLE MAY RAMOS
Onboarding Specialist

Noted by:


RAMELYN CASTAÑARES
HR Manager

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: Jason Ostia Abasolo
Signature over Printed Name

ID no. 3053
Date: 05-31-22



15th Floor, Glorietta 1 BPO Office Tower
Ayala Center, Makati City 1225 Philippines
Tel. +63 2 8817 8781
Fax. +63 2 8849 9390
www.sykes.com
ph.sykes.com

CERTIFICATION

June 25, 2022

This is to certify that **Mr. JASON OSTIA ABASOLO** was a REGULAR employee of SYKES Asia, Inc. from April 26, 2021 to June 9, 2022. He held the position of CUSTOMER SERVICE AGENT. His total annual compensation package is *One Hundred Ninety Five Thousand Pesos (PHP 195,000.00)*.

This further certifies that he has processed his clearance and has been cleared of all accountabilities from the Company.

For your information, SYKES Asia, Inc., with Corporate Headquarters located in Tampa, Florida, USA, provides customer support solutions for the Asia Pacific region through its Manila and Cebu Call Centers.

This certification is being issued to be used for **whatever legal purpose this may serve.**

Mae E. Blanco
Senior Manager, Site Human Resources



BIR Form No. 2316
January 2018 (ENCS)

**Certificate of Compensation
Payment/Tax Withheld**
For Compensation Payment With or Without Tax Withheld



Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1 For the Year (YYYY) **2 | 0 | 2 | 2**

2 For the Period From (MM/CC) **0 | 1 | 0 | 1** To (MM/CC) **1 | 2 | 3 | 1**

Part I - Employee Information

3 TIN **3 | 1 | 0 - 3 | 4 | 0 - 2 | 6 | 9 - 0 | 0 | 0 | 0 | 0**

4 Employee's Name (Last Name, First Name, Middle Name) **ABAGOLO, JASON OSTIA**

5 RDO Code

6 Registered Address **C/O SYKES ASIA, INC.**

6A ZIP Code

6B Local Home Address **C/O SYKES ASIA, INC.**

6C ZIP Code

6D Foreign Address

7 Date of Birth (MM/DD/YYYY) **0 | 5 | 1 | 4 | 1 | 9 | 8 | 8**

8 Contact Number

9 Statutory Minimum Wage rate per day

10 Statutory Minimum Wage rate per month

11 Minimum Wage Earner (MWE) whose compensation is exempt from withholding tax and not subject to income tax

Part II - Employer Information (Present)

12 TIN **0 | 0 | 5 - 0 | 5 | 7 - 1 | 8 | 1 - 0 | 0 | 0 | 0**

13 Employer's Name **SYKES ASIA, INC.**

14 Registered Address **10th F, Glorietta Corporate Tower 1, Palm Drive, Ayala Center, Makati City, Philippines**

14A ZIP Code **1 | 2 | 2 | 4**

15 Type of Employer Main Employer Secondary Employer

Part III - Employer Information (Previous)

16 TIN

17 Employer's Name

18 Registered Address

18A ZIP Code

Part IVA - Summary

19 Gross Compensation Income from Present Employer (Sum of Items 36 and 50)	151,407.81
20 Less: Total Non-Taxable/Exempt Compensation Income from Present Employer (From Item 36)	151,407.81
21 Taxable Compensation Income from Present Employer (Item 19 Less Item 20) (From Item 50)	0.00
22 Add: Taxable Compensation Income from Previous Employer, if applicable	0.00
23 Gross Taxable Compensation Income (Sum of Items 21 and 22)	0.00
24 Tax Due	0.00
25 Amount of Taxes Withheld	0.00
25A Present Employer	0.00
25B Previous Employer, if applicable	0.00
26 Total Amount of Taxes Withheld as adjusted (Sum of Items 25A and 25B)	0.00

Part IV-B Details of Compensation Income & Tax Withheld from Present Employer

A. NON-TAXABLE/EXEMPT COMPENSATION INCOME

	Amount
27 Basic Salary (including the exempt P250,000 & below) or the Statutory Minimum Wage of the MWE	91,763.46
28 Holiday Pay (MWE)	0.00
29 Overtime Pay (MWE)	0.00
30 Night Shift Differential (MWE)	0.00
31 Hazard Pay (MWE)	0.00
32 13th Month Pay and Other Benefits (maximum of P90,000)	6,646.22
33 De Minimis Benefits	11,000.00
34 SSS, GSIS, PHIC & PAG-IBIG Contributions and Union Dues (Employee share only)	8,130.04
35 Salaries and Other Forms of Compensation	33,868.09
36 Total Non-Taxable/Exempt Compensation Income (Sum of Items 27 to 35)	151,407.81

B. TAXABLE COMPENSATION INCOME REGULAR

37 Basic Salary	0.00
38 Representation	0.00
39 Transportation	0.00
40 Cost of Living Allowance (COLA)	0.00
41 Fixed Housing Allowance	0.00
42 Others (specify)	
42A	0.00
42B	0.00

SUPPLEMENTARY

43 Commission	0.00
44 Profit Sharing	0.00
45 Fees including Director's Fees	0.00
46 Taxable 13th Month Benefits	0.00
47 Hazard Pay	0.00
48 Overtime Pay	0.00
49 Others (specify)	
49A Salaries and other form of compensation	0.00
49B	0.00
50 Total Taxable Compensation Income (Sum of Items 37 to 49B)	0.00

We declare, under the penalties of perjury that this certificate has been made in good faith, verified by me/us, and to the best of my/our knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. Further, I/we give my/our consent to the processing of my/our information as contemplated under the "Data Privacy Act of 2012" (R.A. No. 10173) for legitimate and lawful purposes.

51 VALDEZ, NOEL Payroll Director
Present Employer/Authorized Agent Signature over Printed Name

Date Signed **0 | 6 | 2 | 7 | 2 | 0 | 2 | 2**

CONFORME:

52 ABAGOLO, JASON OSTIA
Employee Signature over Printed Name

Date Signed

CTC/Valid ID No. of Employee

Place of Issue

Date Issued

Amount paid, if CTC

I declare, under the penalties of perjury that the information herein stated are reported under BIR Form No. 1504-C which has been filed with the Bureau of Internal Revenue.

53 VALDEZ, NOEL Payroll Director
Present Employer/Authorized Agent Signature over Printed Name
(Head of Accounting/ Human Resource or Authorized Representative)

54 ABAGOLO, JASON OSTIA
Employee Signature over Printed Name



Republic of the Philippines
Department of Justice
National Bureau of Investigation



28052899

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
A124EJNN88-R71147259

VALID UNTIL
May 26, 2023

FAMILY NAME
ABASOLO

FIRST NAME
JASON

MIDDLE NAME
OSTIA

HUSBAND'S SURNAME

ADDRESS
CABRERA COMPOUND SABELLANO ST BRGY PUNTA PRINCESA CEBU CITY

PLACE OF BIRTH
CEBU CITY

DATE OF BIRTH
May 14, 1988

CIVIL STATUS
SINGLE

CITIZENSHIP
FILIPINO

PURPOSE
MULTI-PURPOSE CLEARANCE

REMARKS
NO DEROGATORY RECORD



SIGNATURE

GENDER
MALE



Date Printed: Wednesday, June 08, 2022 08:18 AM

Agency	R7	DATID	dupag
CASID	dupag	BIOID	dupag
O.R. No.	MP0WVM784W	RECID	LAURENCE
O.R. Date	06/26/2022 8:16:12 AM	INTID	
DST PAID		PRTID	villarinn



A124EJNN88-R71147259

Eric B. Distor
ERIC B. DISTOR
Officer-in-Charge



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

ABASOLO, JASON OSTIA

TIN: 310-340-269-000

157 D F JACA ST., INAYAWAN
CEBU CITY

DATE OF BIRTH: MAY 14, 1988

DATE OF ISSUE: JULY 5, 2012



Jason Ostia Abasolo
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.



The image shows the front of a Pag-IBIG Loyalty Card. At the top left is the Pag-IBIG logo, a house with a tree inside. To the right of the logo, the text "Pag-IBIG" is written in a large, bold font, with "LOYALTY CARD" underneath it in a smaller font. Below the logo and text, the name "JASON O. ABASOLO" is printed. To the right of the name is a small portrait of a man. Below the name, the text "MD No." is printed, followed by the number "1210-1038-5523". At the bottom left of the card, there is a signature and a barcode. Below the barcode is the number "2*35017*1501*08351*00*2957*10*228".

Pag-IBIG
LOYALTY CARD

JASON O. ABASOLO
MD No.
1210-1038-5523

Jason O. Abasolo

2*35017*1501*08351*00*2957*10*228



The image shows the back of the Pag-IBIG Loyalty Card. It features a list of four bullet points providing terms and conditions for the card's use. At the bottom of the card, the website address "www.pagibigfund.gov.ph" is printed. There is a small number "410" in the top right corner of the card.

410

- Present this card when availing of discounts or rewards.
- Use of this card is governed by Terms and Conditions embodied under Pag-IBIG Fund's agreements with its partner establishments and in the Pag-IBIG Loyalty Card Agreement. This card is non-transferable.
- If found, please return to any Pag-IBIG Fund branch.
- For inquiries, please visit your nearest Pag-IBIG Fund branch or call (02) 724-4244 (standard rates apply).

www.pagibigfund.gov.ph

IDENTIFICATION

PhilHealth Identification Number (PIN) 12051051143-9
Name: ABASOLO, JASON OSTIA
Address: 12051051143-9
Status: PRIVATE

ABASOLO, JASON OSTIA
12051051143-9
CEO

PhilHealth Number

Name

EMPLOYMENT INFORMATION

Employer Name: [Faded]
Employer Address: [Faded]
Employer Contact: [Faded]



PhilHealth
Your Partner in Health



12-051051143-9
PhilHealth Number

ABASOLO, JASON OSTIA
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.



DR. REY B. AQUINO
President and CEO

MEMBER DATA RECORD

MEMBER INFORMATION

PhilHealth Identification Number (PIN) : **120510511439**

Member Category : FORMAL ECONOMY

Sub-Category : PRIVATE

NHTS Coverage :

Effectivity Period :

ABASOLO, JASON OSTIA

157 D F JACA ST, INAYAWAN, CEBU CITY,
 CEBU 6000

Foreign Address : N/A

Sex : Male

Date of Birth : 05/14/1988

Place of Birth : CEBU CITY, CEBU

Contact No. (Foreign) : N/A

Civil Status : SINGLE

(Local) : 032 2724978

Tax Identification Number :

EMPLOYER/ORGANIZED GROUP INFORMATION

Philhealth Number (PEN/POGN) : 012000022312

Name of Employer/Organized Group : VCUSTOMER PHILIPPINES (CEBU) INC

Business Address : *90 GENERAL MAXILOM AVE, CAMPUTHAW (POB.), CEBU CITY, CEBU

Telephone Number : 032 5126275

Tax Identification Number : 007964541000

DEPENDENT INFORMATION

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

*** NO DECLARED DEPENDENT/S ***

*** NOTHING FOLLOWS ***

WILLIAM O. CHAVEZ

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 orhinal na kopya at huwag ibigay kahit kanino. Kung sakaling gagamit at makikinabang ng benepisyo, magbigay ng kopya sa ospital. *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.

EMPLOYEE STATIC INFORMATION

SS Number 06-2903002-4
Member Name ABASOLO, JASON OSTIA
Date Birth 05-14-1988
Date of Coverage

MEMBER DETAILS

E-1 Flag Status : E-1 FILED
Sex : MALE
Reporting Date :
Reporting ID :
Latest ER ID :
Latest ER Name :
Claim Flag Status : NO CLAIM
SS Number Status : SS NUMBER ACTIVE
Transferred to (New SS Number) :
Coverage Status : PRIOR REGISTRANT
Change in Coverage Status : NO STATUS CHANGE
Date of Loan Disqualification :
SS Number Withdrawal Reason :
Record Location : CEBU



University of Cebu - ~~Banilad~~ UC

to all persons whom these present may come

Greetings

Be it known that the Board of Trustees, by authority of the Republic of the Philippines, and on recommendation of the Faculty, has conferred upon

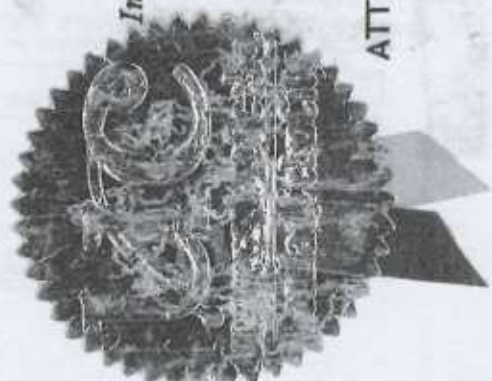
JASON O. ABASOLO

who has fulfilled all the requirements therefore, the Degree of

BACHELOR OF SCIENCE IN NURSING

with all the rights, honors, and privileges as well as the obligations and responsibilities thereunto appertaining.

In testimony whereof, we have hereto subscribed our names and affixed the seal of the School
In Cebu City, Philippines, this 3rd day of April, 2009



[Signature]

ATTY. AUGUSTO W. GO
President

[Signature]

HELEN C. ESTRELLA, R.N., M.N., D.M.
Dean

PACIFIC ACCREDITED
EXEMPTED FROM S.O.



REGISTER Form No. 103
Revised 1997

REPUBLIC OF THE PHILIPPINES
CERTIFICATE OF LIVE BIRTH

(Fill out completely, accurately and truthfully in ink or type)

PROVINCE Cebu LOCAL CIVIL REGISTRY NO. 88-846

CITY / MUNICIPALITY Cebu City

1. NAME (First) JANON (Middle) DAVA (Last) ABRADO

2. SEX (Place 'X' on appropriate answer)
 Male Female
 DATE OF BIRTH (Day) 14 (Month) 07 (Year) 1988

3. PLACE OF BIRTH (Name of Hospital/Institution, if not in hospital, give street/horizogy) (City/Municipality) (Province)
Southern Islands Medical Center Cebu City Cebu

5a. TYPE OF BIRTH (Place 'X' on appropriate answer) SOLE MULTIPLE BIRTH, CHILD WAS
 Single Twin Three or more First Second Third, 4th, etc.

6. MAIDEN NAME (First) (Middle) (Last) NAME <u>Rebecca Jan</u> <u>Sria</u>	7. NATIONALITY <u>Phil.</u>	8. RELIGION <u>R.C.</u>
9. NAME (First) (Middle) (Last) <u>Palberto Aramin</u> <u>Abrado</u>	10. NATIONALITY <u>Phil.</u>	11. RELIGION <u>R.C.</u>

12. DATE AND PLACE OF MARRIAGE OF PARENTS (Important if not applicable, fill Affidavit of Acknowledgment of the Birth)
 Date Jan. 5, 1987 Place Dean Bartayan, Cebu

13. CERTIFICATE OF ATTENDANT AT BIRTH
 I hereby certify that I attended the birth of this child who was born alive at 5:20 P.M. on the date stated above
 Signature [Signature] Address SIMO, Cebu City
 Name in print Gloria Zosa M.D.
 Title or position Res. Physician Date 5/14/88

14. INFORMANT
 Signature [Signature] Address Inayawan, Cebu 3510
 Name in print Rebecca Abrado Date 5/14/88
 Relationship to child Mother

15a. PREPARED BY
 Signature [Signature]
 Name in print Araceli B. Mapa
 Title or position Staff Nurse Date 5/14/88

15b. RECEIVED AT THE OFFICE OF THE LOCAL CIVIL REGISTRAR
 Signature [Signature]
 Name in print [Name]
 Title or position [Title] Date [Date]

16. INFORMATION GIVEN IS SUPPLEMENTAL REPORT DATE WHEN INFORMATION WAS SUPPLIED

(Important: Informant should also provide information for items 17 to 25. The codes used are to be filled out at the Office of the Local Civil Registrar.)

RESERVE FOR RECORDING

PROVINCE Cebu Local Civil Registry No. 880876 Registration Status

CITY / MUNICIPALITY Cebu City

17. Weight at Birth (in grams) <u>2868</u>	18. Length of Child (in cm) <u>50</u>	19. Birth Order of Child (Ex. First, second, etc.) <u>1</u>
20. Total number of Children born Alive <u>01</u>	21. How many children are now living including this birth? <u>01</u>	22. How many children were born alive but are now dead? <u>00</u>
23. Usual Occupation <u>None</u>	24. Age at the time of this Birth <u>0</u>	25. Usual Residence (Country) <u>Philippines</u>
26. Usual Residence (City/Municipality) <u>Inayawan, Cebu</u>	27. (Province) <u>Cebu</u>	28. Usual Occupation <u>None</u>
29. Age at the time of this Birth <u>0</u>	30. Attendant of Birth (Place 'X' on appropriate answer) <input checked="" type="checkbox"/> Physician <input type="checkbox"/> Nurse <input type="checkbox"/> Midwife <input type="checkbox"/> Midol <input type="checkbox"/> Others	31. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
32. Date of Birth <u>14/07/88</u>	33. Place of Birth <u>512178</u>	34. Mother's Nationality <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Other
35. Father's Nationality <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Other	36. NAME OF CHILD First <u>JANON</u> Middle <u>DAVA</u> Last <u>ABRADO</u>	

03203-07-999MDZ-02638-BI001

BEST POSSIBLE IMAGE

BREN

02217-ABR-JE04-1

Carmelita N. Ericta
CARMELITA N. ERICTA

Filinvest Tower 2

14th Floor FCC tower 2,
Salinas Dr. cor W. Geonzon St
IT Park, Cebu City 6000

Ebloc 3

6th Floor Ebloc 3 || IT Park Lahug ||
Cebu City, Phils. 6000

JESA ITC

4th Floor JESA ITC || 90 Maxilom Ave.
|| Cebu City, Phils. 6000
Philippines

CEBU: Tel +032 260 970 local 510907

CERTIFICATION

This is to certify that **Jason Abasolo** was an employee of **vCUSTOMER PHILIPPINES (CEBU) INC. (a Tech Mahindra Company)** from **10/03/11 to 02/21/20**. He held the position of Associate Team Lead.

This certification is issued upon the request of **Jason Abasolo** for employment purposes. vCustomer Cebu shall not be held liable if this certification is used other than the purpose indicated.

Issued this 01st day of September 2020, Cebu City, Philippines.



Reynaldo Beluso II

Manager, Human Resources Cebu.

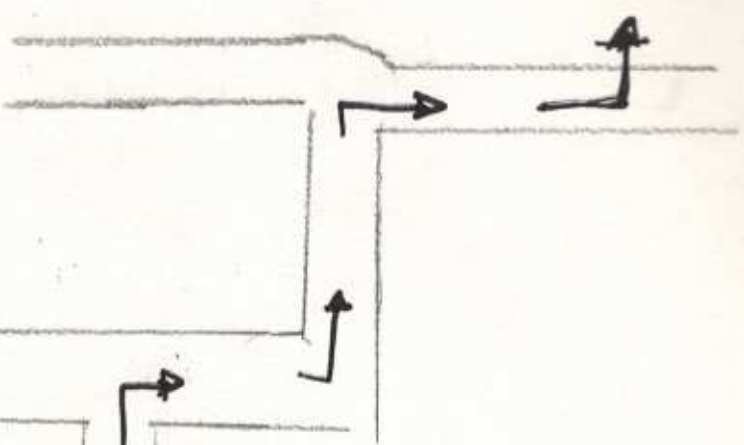
RB00553406@TechMahindra.com

For Employee Verification, please send an email to EmployeeVerificationRequest@TechMahindra.com

CARRERA COMPOUND

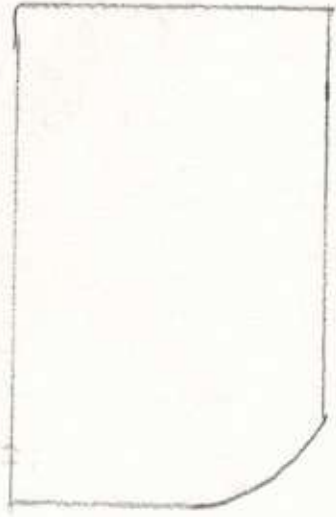


APARTMENT



SAR 1st STORE

SAR 2nd STORE



LOURDES

VILLAGE



E. SABELLANO ST.

iPloy OPC
9th Floor Ayala Center Cebu Tower, Bohol St., Cebu Business Park, Cebu
City 6000



HIPAA, HITECH and The Omnibus Rule

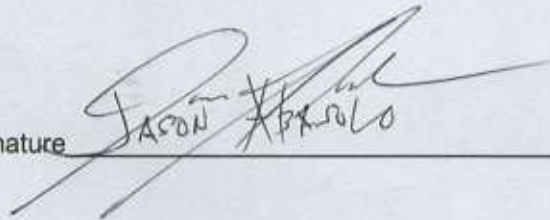
I understand I have been identified as a team member who has the responsibility of accessing, handling and securing Protected Health Information (PHI). I understand PHI is contained in both hardcopy and electronic formats. Unsecured and unencrypted PHI can lead to a breach as defined under the Health 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 iPloy's appointed security and 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


JASON ABADILLO

Date

05-23-22



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



SIGN-ON BONUS POLICY

Policy:

The purpose of the sign-on bonus policy is to outline the requirements, the timing of payments, and the implementation of the sign-on bonus. The sign-on bonus is a non-recurring and non-accumulating sum of money that is paid to an employee as gratitude for joining the Company. The sign-on bonus is subject to taxes.

Eligibility for Sign-On Bonus:

To be eligible for a sign-on bonus the employee must meet the following criteria:

- A regular employee
- No resignation submitted before the releasing date of the sign-on bonus
- Must not be on Floating, AWOL, Terminated and EOC status or other forms of separation
- Must be an active employee on the release date of the sign-on bonus.

Releasing of Sign-On Bonus:

- The first release (50%) of the sign-on bonus will be on the 15th day of the succeeding month of the first anniversary date of the employee.
- The second release (50%) of the sign-on bonus will be on the 15th day of the succeeding month of the second anniversary date of the employee.

Note: Any reschedule after May 24, 2022 will forfeit the 50k sign-on bonus but will continue to enjoy the 25k sign-on bonus.

The company reserves the right to change these terms and conditions at any time without prior notice. If any changes are made, you will be notified immediately.

Acknowledgment

I hereby acknowledge that I have read, understand, and agree to the terms and conditions of the (50K) sign-on bonus policy.


Signature Over Printed Name/Date



EMPLOYEE PERSONAL DATA SHEET

Print legibly. Mark appropriate boxes D with "/" and use separate sheet if necessary.

Schedule: _____

I. PERSONAL INFORMATION

Team Lead: _____

2. SURNAME	A B A S O L O	
FIRST NAME	J A S O N	
MIDDLE NAME	OSTIA	3. NAME EXTENSION (e.g. Jr., Sr.)
4. DATE OF BIRTH (mm/dd/yyyy)	05 / 14 / 1988	17. RESIDENTIAL ADDRESS CABPEPA CAMP. LOURDES VILLAGE E. SABELLANO ST. RUNTA PRINCESSA CEBU CITY
5. PLACE OF BIRTH	CEBU CITY	
6. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	ZIP CODE 6006
7. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____	18. TELEPHONE NO.
8. CITIZENSHIP	FILIPINO	19. PERMANENT ADDRESS 157 - D F. JACA ST - INAYAYAN CEBU CITY
9. HEIGHT (m)	1.7 m	ZIP CODE 6000
10. WEIGHT (kg)	70 kg.	20. TELEPHONE NO.
11. BLOOD TYPE	O+	21. E-MAIL ADDRESS (if any) abaso/ojas911@ gmail.com
12. GSIS ID NO.		22. CELLPHONE NO. (if any) 09331392178
13. PAG-IBIG ID NO.	12/0/0385523	23. EMPLOYEE ID NO.
14. PHILHEALTH NO.	1205/0511439	
15. SSS NO.	0629030024	
16. TIN	310340269000	

II. FAMILY BACKGROUND

24. SPOUSE'S SURNAME		DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		
MIDDLE NAME		/ /
OCCUPATION		/ /
EMPLOYER/BUS. NAME		/ /
BUSINESS ADDRESS		/ /
TELEPHONE NO.		/ /
(Continue on separate sheet if necessary)		/ /
25. FATHER'S SURNAME	ABASOLO	/ /
FIRST NAME	PELBERTO	05 / 16 / 1963
MIDDLE NAME	AMAMIB	/ /
27. MOTHER'S MAIDEN NAME		/ /
SURNAME	OSTIA	/ /
FIRST NAME	REBECCA	01 / 24 / 1966
MIDDLE NAME	DIAZ	/ /
25. NAME OF CHILD		/ /
(Write full name and list all)		/ /

37 a. Have you ever been formally charged? DYES NO
 If YES, give details

b. Have you ever been guilty of any administrative offense? DYES NO
 If YES, give details

38. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal? DYES NO
 If YES, give details

39. Have you ever been separated from the service in any following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract, AWOL or phased out, in the public or private sector? DYES NO
 If YES, give details
 RESIGNATION - NEW OPPORTUNITY

40. Have you ever been a candidate in a national or local election (except Barangay election)? DYES NO
 If YES, give details

41. Pursuant to: (a) Indigenouse People's Act (RA 83710); (b) Magna Carta for Disabled Persons (RA 7277); and Solo Parents Welfare Act 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group? DYES NO
 If YES, give please specify: _____

b. Are differently abled? DYES NO
 If YES, give please specify: _____

c. Are you a solo parent? DYES NO
 If YES, give please specify: _____

42. REFERENCES (Person not related by consanguinity or affinity to applicant/appointee)

NAME	ADDRESS	TEL NO.

43. EMPLOYMENT RECORD (latest)

COMPANY NAME	POSITION	FROM	TO

44. I declare under oath that this Personal Data Sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

I also authorize the agency head/ authorized representative to verify/ validate the contents stated herein. I trust that this information shall remain confidential.

COMMUNITY TAX CERTIFICATE NO.
ISSUED AT
/ /
ISSUED ON (mm/dd/yyyy)

RIGHT THUMBMARK

ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size)

Computer generated or xerox copy of picture is not acceptable

IN CASE OF EMERGENCY: _____

CONSENT FOR PRE-EMPLOYMENT REFERENCE AND BACKGROUND CHECKS

I, JASON ABASOLO 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: JASON ABASOLO

Present Address: CABRERA COMPTD. E. SABELLANO ST.
PUNTA PRINCESSA CEBU CITY

Social Security Number: _____ Date of Birth: 05-14-88

Signature: 

Date: 05-23-22

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

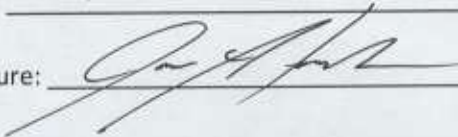


8. Short pants

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: JASON ABASOLO

Signature:  Date: 05-23-22

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:

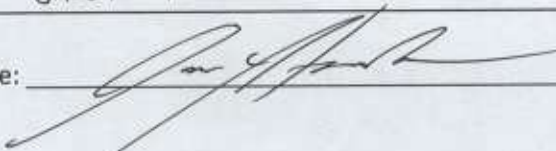
- a. 1st Instance – Written Warning
- b. 2nd Instance- Final Written Warning
- c. 3rd Instance- Dismissal

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: JASON ABASOLO

Signature:  Date: 05-23-22

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: JASON ABASOLO

Signature:  Date: 05-23-22

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. Iploy 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 infected 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 Iploy 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, counselling 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.

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 ILO 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.

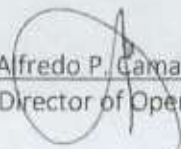
8. IMPLEMENTATION AND MONITORING

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: Jo Hanna R. Melecio
Human Resources


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

Approved by: Yisroel Y. Gissinger
CEO


JASON ABADOLO

05-23-22

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 this 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 (Infirmary) 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.

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 of 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 this 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 suspect 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.

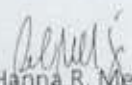
- 4.6. After treatment, with a maximum period of six (6) months on leave (without pay), an employee found to be cured or in a non-communicable stage of TB may be allowed back to work, provided that the employee's health shall continue to be monitored during the annual physical examination with the requisite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

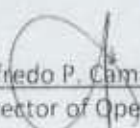
5. IMPLEMENTATION AND MONITORING

- 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: 
Jo Hanna R. Melecio
Human Resources

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

Approved by: Yisroel Y. Gissinger
CEO

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. Iploy 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. Iploy 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 Iploy 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 pre 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.

4.1.1.3.2. 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.

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

4.1.1.4.1. 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.

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

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

4.1.1.5. Compensation

4.1.1.5.1. 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

5.1.1.1. Employer's Responsibilities

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

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

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

5.1.1.1.4. 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.

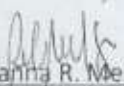
- 5.1.1.1.5. The company shall ensure non-discriminatory practices in the workplace.
- 5.1.1.1.6. The management together with the company focal personnel for human resources and safety and health shall provide appropriate personal protective equipment to prevent Hepatitis B exposure, especially for employees exposed to potentially contaminated blood or body fluid.
- 5.1.1.1.7. 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.
- 5.1.1.1.8. The company shall ensure confidentiality of the health status of its employees, including those with Hepatitis B.
- 5.1.1.1.9. The human resources shall ensure that access to medical records is limited to authorized personnel.
- 5.1.1.2. Employees Responsibilities
- 5.1.1.2.1. 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.
- 5.1.1.2.2. Employees shall practice non-discriminatory acts against co-employees on the ground of Hepatitis B status.
- 5.1.1.2.3. 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.
- 5.1.1.2.4. Employees shall comply with the universal precaution and the preventive measures.
- 5.1.1.2.5. 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.

6. IMPLEMENTATION AND MONITORING

6.1. Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. The safety and health committee or its counterpart shall be tasked for this purpose.

7. EFFECTIVITY

7.1. 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. Camarillo Jr.
Director of Operations

Approved by: Yisroel Y. Gissinger
CEO


JASON ABASOLO

05-23-22

Date : January 1, 2018
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. 53-03, series of 2003 (Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs for the Private Sector), iPloy 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. Iploy 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: Officer/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

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

4.3.5. Iploy 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 Iploy Inc.

5. TREATMENT, REHABILITATION, AND REFERRAL

- 5.1. An officer/employee who, for the first time, is found positive of drug use, shall be referred for treatment and/or rehabilitation in a DOH accredited center. For this purpose, Iploy 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. Iploy 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, iPloy 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. iPloy 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. iPloy 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.

9. IMPLEMENTATION AND MONITORING

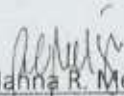
9.1.1. The implementation of these policies and programs shall be monitored and evaluated periodically by management to ensure a drug-free workplace. For this purpose, an Assessment Team shall be constituted in accordance with D.O. 53-03.

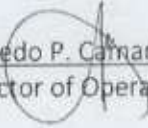
10. EFFECTIVITY

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

11. ATTACHEMENT

11.1. Drug-Free Workplace Policy and Program Acknowledgement

Prepared by: 
Jo Hanna R. Melecio
Human Resources

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

Approved by: Yisroel Y. Gissinger
CEO


JASON ABASOLO

05-23-22

Drug-Free Workplace Program Acknowledgement

I hereby acknowledge that I have received and read iPloy 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 the policy.

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

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



SIGNATURE

05-23-22

DATE

WITNESS

DATE

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,

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.

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

Iploy 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 Iploy 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. COMPLAINT 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 Iploy 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. Iploy 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

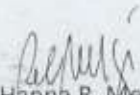
4.3.1. All officers and employees of Iploy Inc. shall receive a copy of the company's sexual harassment policy upon assumption of their respective offices. If at any time an officer or employee would like another copy of the policy, please contact the Office of the Committee on Decorum. If Iploy Inc.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

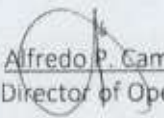
5. CONFIDENTIALITY

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. Camarillo Jr.
Director of Operations

Approved by: Yisroel 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 Ma. Blesila Vestil Junamel Brigoli	HR Staff CSR - Phone CSR - Phone

Submitted by:

Yisroel Y. Gissinger
CEO

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 Velecio
Human Resources

Noted by:


Alfredo Canarillo Jr.
Director, Operations


JASON ARAPOLO

05-23-22

February 27, 2018

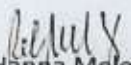
To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGER
SUBJECT : OFFICE SECURITY, LOG IN AND LOG OUT PROCEDURE

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

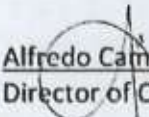
To ensure effective implementation and monitoring of office security

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

DATE : November 17, 2021
TO : ALL EMPLOYEES
FROM : HUMAN RESOURCES
SUBJECT : LOCKER POLICY

The aim of this policy is to guide our employees and establish a well-kept and orderly environment in the locker room.

Please see list of rules provided below for your reference.

RULES

- ONE LOCKER ONLY per employee. **NO sharing of lockers.**
- NO storing of perishable foods/leftovers inside the locker.
- Proper sanitation is strictly observed (E.G. No storing of unwashed containers/mugs/utensils, etc.)
- NO transferring of lockers. Transferring of lockers is subject to approval.
- Checking/audit will be done from time to time and once unassigned lockers are being used, they will be forced open, and the company will not be liable for padlock replacement nor reimbursement.
- Any sort of action that may result in damage to property is strictly prohibited. This includes but is not limited to graffiti/vandalism, posting of stickers, damage to facility property such as the forced opening of lockers without the management/HRs' knowledge or consent, etc.
- The company will not be liable for the loss or damage to any personal belongings left unattended and that includes, sharing of lockers, lockers without padlocks, placed on top of the lockers, etc.
- The company is not responsible for loss or missing items due to the owner's negligence.
- Forced Open Request due to lost padlock key or forgotten password/code should be submitted a day prior and will be subject to availability of the bolt cutter.
- Authorization to Forced Open a Locker, the request must be submitted via email to hr@iploy.com and must wait for the approval.
- NO LOITERING inside the locker room
- Unassigned Lockers with cable ties should not be opened.
- Things inside unassigned lockers will be subject to disposal of the management


This Memorandum shall take effect on November 22, 2021.


Failure to comply will be dealt accordingly.


Prepared by:


Nigel Arganza
Employee Relations Specialist

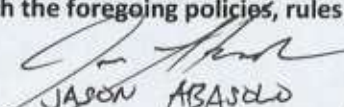
Noted by:


Marishka Iris Arcilla
HR Manager


Carlos Gotiong
General Manager


Alfredo Camarillo
Director of Operations

I have read, understood, and agreed to comply with the foregoing policies, rules and conditions governing the iPloy Locker Policy.


JASON ABASOLO / 05-23-22
Employee Signature Over Printed Name/Date

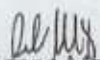
DATE : April 3, 2018
To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGER
SUBJECT : MEMO: CALL IN FOR OUT OF OFFICE

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


JASON ABARDO

05-23-22

February 18, 2020

To : ALL EMPLOYEES
FROM : OPERATIONS MANAGEMENT
SUBJECT : ATTENDANCE BONUS 2020

As we end the year 2019, iPloy would like to set clear key procedures and policies. This memorandum serves as reminder to be followed:

PAYROLL

1. Immaculate Attendance Bonus is for employees with perfect attendance. Employee should NOT commit any schedule deviations like tardiness, unscheduled absences, undertime and overbreak. Failure to punch in – out for breaks will also disqualify the employee. No waivers will be given.
2. Tardiness, Undertime and Over breaks will be deducted from the employee's pay.
3. Employees who tendered their resignation before the release of the Sign On Bonus (First Half or Second Half) will NO longer be eligible to receive it.
4. Employees qualified for the Sign On Bonus (First Half or Second Half) will receive it on the 30th of the succeeding month from eligibility.
5. Eligibility for the annual merit increase is based on overall performance and management discretion. Pay out is at management's discretion.

MEDICAL CERTIFICATE

1. When must the medical certificate be dated?


- 1 day absence – the medical certificate must be dated on the day of absence or the next day. If the absence falls on a Friday, the medical certificate must be dated the Saturday that immediately follows – at the latest. It cannot be dated on the day that the agent is to report back to work.
- 2 days absence - the medical certificate must be dated on the initial day of absence or the next day. If the absence falls on a Thursday, the medical certificate must be dated either that Thursday or the next day – at the latest. It cannot be dated on the Saturday that immediately follows or that Monday that the agent is to report back to work.
- 3 days of absence or longer - the medical certificate must be dated on the initial day of absence or the next day. It cannot be dated on the day that the agent reports back to work with the advice to rest antedated from the initial date of absence. Also, the advice to rest is inclusive of rest days.
 - o Ex: If the agent is absent on a Friday and the medical certificate states advised to rest for 3 days, that is inclusive of the day of absence that the agent took to rest plus Saturday and Sunday – the agent must be back to work on Monday.

- o If the doctor prescribes rest, the medical certificate must include the number of days of rest. The advice to rest cannot be antedated.
- o There must be a fit to work date.
- o The only exception to the Medical Certificate date guidelines is if the employee has been hospitalized.


VACATION LEAVES

1. The company reserves the right to approve and disapprove all vacation leave (VL) requests.
2. Employee must exactly have the corresponding credits for the request to be approved.
 - 1 credit = One Day
 - .5 credit = Half Day
3. Employee with perfect attendance 60 days from the requested VL date will be given priority in the approval of leaves. This is a way of rewarding employees with perfect attendance.
4. The company and client have the right to disapprove leave requests and cancel approved leaves for those employees who committed unscheduled absences on the prior month and on the current month of the requested time off including poor attendance records, behavioral and productivity issues.

Sincerely yours,


ABEGARDO DAGALEA
Operations Manager

Noted By:


MARISHKA IRIS ARCILLA
HR Supervisor

Approved By:

JAY GISSINGER
Chief Executive Officer

ALFREDO CAMARILLO JR.
Director of Operations


JASON ABASOLO

05-23-22

Date : November 17, 2021
TO : ALL EMPLOYEES
From : HUMAN RESOURCES DEPARTMENT
Subject : RE: SICK LEAVE POLICY

Sick Leave is to be used by employees who are ill, or any other form of absences supported by a valid document.

1. Employees are required to notify the HR hotline number **(0917-709-7074)** and/or send an email to **hr@iploy.com** at least two (2) hours before the employee's shift (following call-in procedure) and/or within 24 hours from the first day of absence.

2. Employee may use sick leave for absence due to the following reason:

- Employee's illness or injury.
- Bereavement leave/s
- Emergency leave/s
- Power Outage/Internet Outage **(for temporary Work from Home set-up)**

3. Employee must file the incurred sick leave in HRweb within 48 hours. Failure to file the sick leave on the given hours will be forfeited.

Note: No more Manual filing of Sick Leave except if the employee was hospitalized and/or quarantine due to COVID-19.

4. Below are the documents needed to provide to use the paid sick leave;

- **Employee's illness or injury**
 - At the discretion of the employer, the employee should furnish a certificate from a physician stating that the employee was incapacitated from work for the period of absence because of sickness or injury and that the employee is again physically able to perform his or her duties. (Medical Certificate with Fit to Work)
 - Blacklisted Doctors and clinics' will not be honored. (Please refer to the Blacklisted Clinic/Physician Memo)
- **Bereavement leave** (Please refer to the Bereavement Leave Policy)
- **Emergency leave**
 - Validate his/her absence through supporting documents as to why she/he was having emergency leave on the said date.
- **Power Outage**
 - Certification from their electric/power supply provider (e.g., VECO, CEBECO, MECO)
- **Internet Outage**
 - Ticket number from the internet service provider and/or screenshot/link of official outage announcement from the internet/telco provider
 - Picture of the modem (showing red, no light in "internet")

5. Any unauthorized sick leave will subject the employee to disciplinary action. SL is unauthorized under the following circumstances:

- The employee failed to inform the immediate superior or HRD about his/her absence due to illness unless fully justified.

- If sickness claimed is fictitious or non-existent.

6. The employee or his/her representative must inform his/her immediate superior or HR if an extension of SL will be needed to recover from the sickness. A medical certificate must be submitted before the expiration of the SL. Absence of notice and certification will be considered unauthorized unless the company physician, after due examination of the employee, certifies that extension of leave is warranted.

This Memorandum shall take effect on November 22, 2021.


Please be guided accordingly.

Created by:


MARISHKA IRIS ARCILLA
HR Manager

Noted by:


Alfredo Camarillo Jr.
Director, Operations


Angelo Manal
Operations Manager


Carlos Gotiong
General Manager

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 I. Arcilla
Human Resources

Noted by:


Alfredo Camarillo Jr.
Director, Operations



DATE : November 17, 2021
TO : ALL EMPLOYEES
FROM : HUMAN RESOURCES
SUBJECT: BLACKLISTED CLINICS AND/OR PHYSICIANS

The following clinics and/or physicians are considered blacklisted and medical certificate/documents issued by them will not be accepted and will be tagged culpable due to some grounds.

Please see list of clinics/physicians and grounds for your reference.

1. Rajah Tupas Medical Services
2. Bimbo H. Tequillo MD Clinic
3. Lolita E. Abella-Libres, DMD
4. Dr. Omar Arceo
5. Lapu Lapu – City Health Office
6. Sia Clinic
7. Health Doc Diagnostics
8. Gaudioso Montecillo Jr., MD
9. Dr. Omar B. Arceo, MD

GROUND:

- Phone numbers shown in the medical certificate are incorrect and can't be validated.
- Questionable medical certificates due to some inconsistencies/discrepancies.
- The clinic does not entertain phone validations for the certificate issued.
- Issued a fraudulent dental certificate to our employee.
- Secretary Nurse is the one issuing medical certificates pre-signed by the MD and no actual consultation is conducted.
- Caters primarily on beautification procedures and not medical consultations.

This Memorandum shall take effect on November 22, 2021.

Please be guided accordingly.


Prepared by:



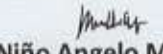
Niège Arganza

Employee Relations Specialist


Noted by:



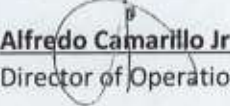
Marishka Iris Arcilla
HR Manager



Niño Angelo Manal
Operations Manager



Carlos Gotiong
General Manager



Alfredo Camarillo Jr.
Director of Operations

December 17, 2019

To : ALL EMPLOYEES
FROM : OPERATIONS MANAGEMENT
SUBJECT : CLEANSING PERIOD

iPloy Staffing Solutions believes in giving employees enough room for improvement to straighten out employment in regards to compliance to our company's Code of Conduct. The aim of this approach is to help motivate employees rectify passed offenses and start anew.

Cleansing Period pertains to the time when an employee who has been subjected to a Disciplinary Action (DA) is expected to improve performance. Ample time is given to correct improper behavior and refrain from committing any other infractions.

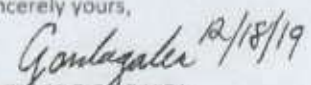
If an employee does not commit the same infraction for the specified cleansing period, the progression of the disciplinary action will slide back to a level depending on its type. Please refer to table below:

INFRACTION	CLEANSING PERIOD (Months)
Attendance	6
Productivity	6
Behavioral	12

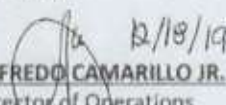
The counting of the Cleansing Period will start based on the date when DA was decided upon. All documentations for infractions will still be kept in the Employee's 201 File regardless what period of progression.

The Cleansing Period is effective January 1, 2020 covering DAs 6 months and older.

Sincerely yours,

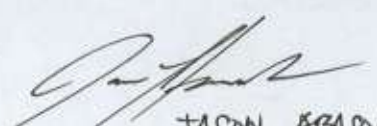

ABELARDO MAGALEA
Operations Manager

Noted By:


ALFREDO CAMARILLO JR.
Director of Operations

Approved By:

JAY GISSINGER
Chief Executive Officer


TACON 861010 25-23-22

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



February 10, 2021

To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
SUBJECT : VACATION AND SICK LEAVE CONVERSION UPDATE

The management has decided to reward all regular active employees with unused vacation leave (VL) credits for their dedication and commitment towards work.

Instead of just converting the ten (10) sick leave (SL) credits to the end of the calendar year, all remaining vacation leave credits, maximum of ten (10) will also be converted to **CASH**. This is a total of **twenty (20) leave credits** (10 from SL and 10 from VL) which will be converted by end of the **calendar year and/or December 31**.

This VL conversion update will be effective for all **ACTIVE** employees with unused vacation leave credits accrued last 2020 and will be payable this February 28th payroll.

On an event of an employee resigning or leaving the company, their vacation leave conversion will be forfeited and will not be part of their last pay and/or quit claim if:

- Employee filed an immediate resignation and/or less than 30 days notice from the last working day.
- Employee went on Absent Without Official Leave (AWOL)
- Employee incur any leave, absences, and/or any form of terminal leave within 30 days notice, exception with valid documentation;
 - Medical Leave/Hospitalization
 - Accidents
 - Contagious diseases e.g. Tuberculosis, Chicken Pox, etc.
- Employee incurring more than four (4) hours of accumulated and/or total late/undertime within the 30 days notice.
- No Performance (quality/productivity/client escalation) issues within the duration of the 30 Day notice.

For your information and guidance

JASON ABASOLO
(Printed Name & Signature)
Employee

Sincerely yours,

Marishka Iris Arcilla
Human Resource Manager

Noted By:

ALFREDO CAMARILLO JR.
Director of Operations

CARLOS GOTIONG
General Manager

Approved By:

JAY GISSINGER
Executive Officer

DATE : April 26, 2018
To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGEMENT
SUBJECT : Maxicare Guidelines after Separation from the Company

PLEASE BE INFORMED THAT THIS WILL BE IMPLEMENTED EFFECTIVE IMMEDIATELY

Separated regular employees can still avail their Maxicare insurance provided they are within the paid quarter.

The use of the insurance will be shouldered by the separated employee and deducted from their last pay in the amount of Php 861.33, this includes the Php 760.33 for medical services and Php 101.00 for dental services. The employee will shoulder the remaining amount of the quarter.

The quarters are as follows

1st Quarter – December, January and February

2nd Quarter – March, April and May

3rd Quarter – June, July and August

4th Quarter – September, October and November and so on and so forth.

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


Note: Kindly indicate your complete name and signature if you have received, read and understood the memo.

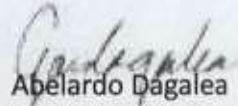
ID #	NAME	TEAM LEAD	SIGNATURE

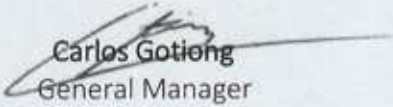
Regards,

Noted By:


Mariska Iris Arcilla
Human Resource


Alfredo Camarillo Jr.
Director of Operations


Abelardo Dagalea
Operations Manager


Carlos Gotiong
General Manager



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 it is intended to threaten and intimidate employees. Indeed, it serves as the guiding principles on what is expected of our 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.
2 or more offenses under the same category =	Penalty for the next schedule of offense shall be imposed

III. PROCEDURE



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 iploy 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 - iploy 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	Inappropriate or unruly conduct as to cause disorder or disrupt work.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
5	Bringing of personal mobile phones; deliberately to the operations or training areas other than those authorized. Bringing of non-work related electronic gadgets (laptops, flash/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	Eating 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 Biometric 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 exits in a month from Easylogging 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	Fairness, a. 3 Counts of tardiness of less than an hour in a month is considered 1 instance. b. 1 Count of tardiness of more than an hour in a month is considered 1 instance.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
		Level 2	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
11	Undertime - 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	Unscheduled 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 Entry Policy	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Suspension - 3 Days	Dismissal
14	No Call No Show.	Level 2	Written Warning	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	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal
16	Withholding vital information necessary during investigation or any official inquiry.	Level 2	Written Warning	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal
17	Taking part in any grooming, lottery or any other game of chance on company time and/or within company premises.	Level 2	Written Warning	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal
18	Malingering to escape work.	Level 2	Written Warning	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 Superior and/or Management/Willful 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 - Policy a. Offering, soliciting or accepting favors or anything of value in exchange for a task, job, work, or favorable employment condition. b. Accepting "gifts" of more than \$2000 in value without prior approval or notification to the Management (Key Personnel - Management, Admin, IT, ITs etc).	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
		Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
24		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
25	Tapping and jacking unauthorized visitors.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
26	i. Publishing material that is defamatory, abusive or offensive in relation to any employee, manager, office holder, shareholder, customer or client of the company. 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.	Level 2	Written Warning	Final Written Warning	Suspension n - 5 Days	Dismissal	
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			
29	Borrowing/lending of money/LOAN, sharing inside the company premises.	Level 3	Suspension - 5 Days	Dismissal			
30	Solicitation or collecting contribution from employees and suppliers for any purpose with whatsoever unless channelled and authorized by senior management.	Level 3	Suspension - 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
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/forging 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

1	2	3	4	5	6	7	8	9
Compliance to Performance Improvement Plan (PIP)	Level 2	Written Warning	Final Written Warning	Suspension - 5 Days	Dismissal			
All grave acts or offenses 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					
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					

d. Constantly failing to meet business commitments or promises that have significant business impact; e. Fabrication of patrol 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.	Level 3	Suspension - 5 Days	Dismissal					
i. Stealing or attempting to steal from the Company or from its customers, or from others on Company premises or job sites at any time; a. Robbery, theft, pilferage or its attempts in any form, manner or shape from the company, team members or customers; b. Concealing defective work which directly results in prejudice to the company; c. Other acts with malice and with intention to hide discrepancies; d. Willful and deliberate destruction of Company property, sabotage and vandalism; e. Withholding or misappropriation of Company funds.	Level 3	Suspension - 5 Days	Dismissal					



III. Customer Client Relations

Section	Description of Infraction	Type of Offense	1 st Instance	2 nd Instance	3 rd Instance	4 th Instance	5 th Instance
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	The attempt 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 indirect or offensive behavior towards customers or clients.	Level 3	Suspension - 3 Days	Dismissal			
6	Deliberately mishandling a customer transaction, service or need.	Level 3	Suspension - 5 Days	Dismissal			
7	Deliberately giving false, 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 Instance	2 nd Instance	3 rd Instance	4 th Instance	5 th Instance
1	Non-observance of proper housekeeping.	Level 1	Documented Verbal Warning	Written Warning	Final 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. Conviction 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

	Type of Offense	1 st Instance	2 nd Instance	3 rd Instance	4 th Instance	5 th Instance
1	Misleading or company property and unauthorized transfer of furniture and equipment without proper authorization from management.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Dismissal
2	Unauthorized installation of webpages, themes and the like into computer/email accounts not adhering the prescribed company email signature.	Level 2	Documented Verbal Warning	Written Warning	Final Written Warning	Dismissal
3	Improper or incorrect use of Company tools or equipment.	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	Dismissal
4	Failure to comply - iPlay Energy Conservation Policy (Lamps, Computer, Lights, Aircon etc).	Level 1	Documented Verbal Warning	Written Warning	Final Written Warning	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	Exploiting 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 Infraction	Type of Offense	1 st Instance	2 nd Instance	3 rd Instance	4 th Instance	5 th Instance
11	Losing 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 network 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 reduction 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 attachment of computers, storage media/drives or any other computer peripheral to servers, workstations or any network segment/cable whether remote or on site. e. Consuming 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	1. Negligence or carelessness of the employee by leaving the computer unattended and risking the network to a possible security violation. 2. Tampering of company server/network configuration.	Level 3	Suspension - 5 Days	Dismissal		
15	Purposeful 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 or servers or workstations.	Level 3	Suspension - 5 Days	Dismissal		

Leaving 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 Gissinger
 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 JASON ABAYOLA
 DATE 05-23-22

AND HAVE READ AND UNDERSTANDS BEFORE CONTENTS
 EMPLOYEE SIGNATURE [Signature]