



EMPLOYEE HANDBOOK

COMPANY PERSONNEL POLICIES, RULES AND REGULATIONS

DIREC LAP_0089

DIREC BUSINESS TECHNOLOGIES, INC.

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INTRODUCTION

Welcome to **Direc Business Technologies Inc.**!

You have joined one of the country's fastest growing and largest business management solutions provider. Whatever position or level you have been employed into, please know that you play a valuable role in the life of our organization. We hope that you will find your stint here at Direc Business Technologies, Inc. (DIREC) as a fruitful and rewarding experience.

This handbook is designed to acquaint you with the Company's rules and regulations, policies and procedures, employee benefits and code of conduct and discipline in order to promote understanding and harmony within the organization.

This manual aims to introduce you to the Company and its employment conditions and management's expectations from you and conversely, what you can expect from the Company.

We are pleased to have you as part of this Company.

Sincerely,

Tennyson O. Ngo
President

COMPANY INFORMATION

Our Vision

To be the leading partner of intelligent business solutions through meaningful innovation and great customer experience

Our Mission

We create and add value through cost effective and quality products and services that exceed the needs and expectation of our clients, believing that we grow together with our business partners.

Our People

DIREC possesses a unique blend of experts in Business and Technology that help us standout in our endeavors:

- DIREC is led and managed by principals with corporate and consulting experience in various IT disciplines.
- It is our employees who define DIREC and who gives our competitive edge.
- Our managers and technical staffs are held to our ethical standards. Our chief goal is to deliver Best-in-Class products and services and to maintain a good working relationship with all our clients.
- DIREC is led and managed by principals with corporate and consulting experience in various IT disciplines.
- It is our employees who define DIREC and who gives our competitive edge.
- We believe in the empowerment of our customers when providing support services enabling them to perform at optimum efficiency.
- DIREC actively recruits extraordinary people, to achieve extraordinary innovation.

Our Corporate Values

1. **DRIVE.** We excellently work with passion, initiative, self-motivation, and commitment to deliver great customer experience and business results.

Behavioral Competencies:

Customer Orientation	Quality Accountability
Initiative	Attention to Details
Stress Tolerance	

Functional Competencies:

Communication	Planning
Product Knowledge & Mastery	Project Management
Technical Report Writing	Computer Literacy

2. **INTEGRITY.** We uphold the highest ethical standards of trustworthiness in our actions and decisions

Behavioral Competencies:

Honesty	Business Ethics
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3. **RESOURCENESS.** We demonstrate ingenuity, creativity and resourcefulness in developing innovative solutions and excellent services

Behavioral Competencies:

Ingenuity

Functional Competencies:

Problem Solving & Decision Making

4. ENTREPRENEURIAL SPIRIT. We work diligently, with an owner's mindset, to be the preferred and most respected business management solutions partner

Behavioral Competencies:

Leadership

Company Commitment

Brand hearted

People Development

Functional Competencies:

Product Knowledge & Mastery

DIREC Policies and Procedures

5. COLLABORATION. We act in synergy as a team as we work jointly with our business partners to deliver the best idea, solution and service.

Behavioral Competencies:

Respect for People

Interpersonal Relations

Sound Judgment

Sensitivity

Our Quality Policy

We, the employees of DIREC, proudly pronounce our personal commitment to understand, meet and, when possible, exceed our Customer's Requirements through the continuous improvement of our processes. We are dedicated to delivering quality services on-time at the most competitive cost possible.

SECTION 1: TERMS OF EMPLOYMENT

Recruitment, Selection and Placement

The company uses a number of methods to encourage qualified persons to apply for vacant positions. These include, but is not limited, to the following recruitment media:

- Online job postings
- Posting of job opening notices on company bulletin boards, websites and other means
- Partnership with universities
- Referrals from employees and other business partners

Depending on the type of position open and the labor market that qualifies, recruiting efforts may be local or expanded.

Prospective employee should at least meet the minimum position qualification requirements set by the Company's qualification standards. These standards are set of competencies needed to perform satisfactorily the responsibilities of a certain position. This includes but is not limited to education, experience, training, and personality traits.

Equal Opportunity Employer

DIREC does not discriminate on the basis of race, color, origin, age and religion. All aspects of employment are governed on the basis of competence, merit, and qualifications and will not be influenced in any manner by religion, race, color, gender, origin and age.

Confidentiality of Information

DIREC restricts the access to classified information and strictly prohibits the release of such information, pertaining to its business and/or its affairs and that of its customers such as but not limited to Company's legitimate, protectable interests and confidential business information, trade secrets, trademark, patents, copyrights, customers and accounts, to

competing and non-competing companies, agencies, parties or the general public. It is merely understood that classified information is appropriate and critical to the success of the company.

Also considered confidential information are salary rate, marketing strategies, trade secrets, unpatented inventions, technical information and specifications.

Violation of the above policy shall constitute sufficient ground for immediate termination of employment for cause and/or civil and criminal liability.

Outside of Professional Engagement

A private professional engagement refers to a project entered into by an employee whereby he performs some professional work for an individual or entity other than the DIREC.

DIREC employees are enjoined to devote their full professional time and expertise to working for the company. Before accepting any outside professional engagement, employee should discuss the matter with the department head, Admin/HR personnel and management to obtain clearance.

The required clearance is solely for the purpose of enabling the company to determine whether the private professional engagement involves conflicts of interest and whether it will, in any way, impair or diminish the efficiency and productivity with which the employee concerned performs his professional duties at DIREC.

Violation of above policy and failure to acquire necessary clearance shall constitute sufficient ground for immediate termination of employment and/or civil and criminal liability.

Employment Classification

The classification of employment at DIREC are as follows:

1. **Regular or Permanent Employment.** This is given to an employee who has, after a period of six (6) months, satisfactorily passed the probationary period and have met the standards required for a regular position as based on performance evaluation of the Immediate Head and/or the Management, or those who, upon hiring are given regular appointment upon the recommendation of the Department Head or at the sole discretion of the Management for commendable reasons or when the Company so requires.
2. **Probationary Employment.** This six-month standard period is given to a newly hired employee. Performance of employee during this period is evaluated to determine capability and fitness to hold a regular position.

Personnel File & Access

To keep the records up to date, the following information should be reported immediately to the authorized HR officer through a duly accomplished Employee Information Sheet form and other forms pertaining to statutory contributions such as SSS, PhilHealth, Pag-ibig, BIR, HMO (In-House Insurance Benefit), etc. whenever necessary:

- Update on name and/or surname
- Change in civil status
- Any change in address and/or any changes in contact details
- Change in beneficiaries and additional family members
- Change in the name of person to be contacted in case of emergency
- Any other information as may be required by the Company with respect to his employment or records filing
- Other relevant documents such as transcript of educational records, NBI clearance, physical examination results, conflict of interest disclosures, performance appraisals, job promotions, salary increases, Certificate of Employment from previous employer, Certificate of Statutory Contributions, loans summary etc.

Only authorized personnel has the access to employee information. No employee is allowed to access personnel files for personal intention or solicitation. Personnel information is released outside the company only after employee approval or to fulfill legal requirements.

Personnel Movement

- Promotion.** As to the scope of this Code, promotion is defined as the advancement of employee from one position to another usually accompanied by an increase in duties and responsibilities and in salary as authorized by law.

The following guidelines are followed in the promotion selection process:

- Promotions are based upon merit, efficiency, education, experience and seniority;
- Evaluations are job-related;
- Supervisors consider as many potential candidates as necessary to assure high quality candidates;
- Management retains the right to select or not select candidates from any source it determines is appropriate.

- Lateral Transfer.** This is the movement of an employee from one job to another within or outside of a department without change in level and salary. Transfers may be initiated by either Management or the Department Heads.
- Demotion.** Demotion is a movement from one position to another involving the issuance of an appointment with diminution in duties, responsibilities, status or rank which may or may not involve reduction in benefits. In case demotion involves reduction in salary but is non-disciplinary, a written consent shall be secured to the demoted employee.
- Suspension.** Suspension is a temporary cessation of employment of an employee as a result of a disciplinary action for an offense committed, in accordance with the provisions of the second part of this handbook – DIREC Code of Conduct and Discipline.
- Separation from Employment.** Separation from employment is the permanent cessation of the employer-employee relations which may be initiated by the employee, by management or by reasons or causes not directly attributed to either of the two, within the limits of the Labor Code. Situations under which separation from employment occurs may be due to but not limited to the following:
 - Voluntary resignation
 - Permanent and total disability
 - Serious misconduct or willful disobedience by the employee of the lawful orders of the company relevant to his job
 - Gross and habitual negligence by the employee of his duties
 - Fraud and willful breach of the employee of the trust reposed in him
 - Commission of a crime or offense against other employees
 - Retirement
 - Death
- Resignation.** DIREC requires prior notice of thirty (30) days from employees who intend to resign to give ample time for turn-over of tasks and projects and to look for qualified replacements.

In case of employees who are currently deployed in a project, the employee is required to complete the whole project milestone. Failure to do so will render the employee liable for damages and waive the rights to claim full payment and complete settlement of back wages, 13th month pay, service incentive leave and all compensation and benefits, provided for by law due or which may be due from DIREC. However, it is within the sole discretion of DIREC whether or not to accept such resignation earlier than the expiration of the said period.

Performance Improvement

The company shall conduct a performance review, in periodic terms, to determine promotions, salary increases or merits of employees. Employees are expected to manage their own performance. At least two (2) performance appraisals per year is required. Employees are expected to comply fully with the evaluation procedures.

Job Description

Job description is communicated and discussed to employee during the on-boarding period. Employee shall act only on the job description given upon his/her employment, unless his/her Immediate Head with prior approval from the officers or management of the company required him/her to perform other tasks.

SECTION 2: GENERAL POLICIES AND PROCEDURES

Working Hours and Rest Periods

The regular workweek of DIREC is from Mondays to Saturdays, with work schedule of 8:45 AM to 5:45 PM (15-min advance from the Philippines Standard time). For certain instances, the schedule may vary depending on client's operational needs but is subject to prior notification and approval. Everyone is expected to report punctually for his or her work.

Employees who are reporting at the office are required to log through the biometric device twice daily, upon arrival in the morning and before leaving the office after work. On the other hand, employees who are deployed onsite at customers are required to log in through Official Business Application on existing timekeeping and payroll system.

Lunch break is between noon and 1:00 PM.

Extended Working Hours

Occasionally, employees may be required to work more hours than their normal schedule, whether at the head office or in the customer's.

- Supervisors and Consultants.** For employees whose job roles are supervisory and consultative who, under general supervision, execute and work along specialized or technical lines requiring special training, experience or knowledge - such working hours are provided with a meal allowance and/or reimbursement of One Hundred Fifty Pesos (P150.00) if beyond two (2) hours from the end of shift. Reimbursements for transportation not exceeding Three Hundred Pesos (P300.00) on top of transportation subsidy shall also be provided to employees who work on authorized hours beyond 10:00 PM, Philippine standard time. Rates shall be reviewed periodically by the management for necessary amendments.
- Office Based Staff.** Employees who are office-based in nature, on the other hand, may extend working period than the normal and such authorized work shall be treated as overtime. It shall require a minimum of one (1) hour to be considered, in addition to the official daily eight hours of work. Application starts an hour after the end of assigned shift.

Reimbursements for transportation not exceeding Three Hundred Pesos (P300.00) shall also be provided to employees who work on authorized hours beyond 10:00 PM, Philippine standard time. Rates shall be reviewed periodically by the management for necessary amendments.

- Rest Day and Holiday.** Extended onsite hours or days of service rendered to customers, in case of a rest day and/or holidays, can be **offset within thirty (30) days** after the date of onsite upon approval of superior and/or

the management. The management may also decide to compensate or pay the employee in form of cash, gift certificates, or the like.

4. Filing and Approval. The following guidelines shall be observed in the filing and approval of overtime for office-based employees:

- Rendering of overtime must be filed by the employee on DIREC's existing timekeeping and payroll system and must be approved by the Immediate Heads at least one (1) day ahead. In case of emergency, approval must be secured prior to the rendition of the overtime.
- Reports and output should be derived and duly communicated via email for the specific tasks the extended hours is rendered for.

Tardiness and Undertime

An employee is considered tardy if he/she arrives at the office after 8:45 AM, Philippine Standard Time, or if reporting at the client's office, after agreed time as communicated by the project team. There is no salary deduction for tardiness and undertime not exceeding 2 hours but is subject to the following reprimand and penalties:

Frequency of Tardiness in a Month	First Offense:	Second Offense:	Third Offense:	Fourth Offense:	Fifth Offense:
3-5	Verbal Warning with Food treat of P400	Written Warning with Corrective Interview plus Food treat of P500	2-3 days Suspension	5-6 days Suspension	Dismissal
6-10	Verbal Warning with Food treat of P600	Written Warning with Corrective Interview plus Food treat of P800			
11-15	Written Warning with Corrective Interview plus Food treat of P1,000	2-3 days Suspension	5-6 days Suspension	Dismissal	N/A
More than 15	2-3 days Suspension	5-6 days Suspension	Dismissal	N/A	N/A

Regardless of the "Frequency of Tardiness" violated, offenses are accounted cumulatively. Hence, reprimand and penalty will be based on the current violation committed.

To illustrate:

Month	Frequency violated	Offense	Penalty
Month 1	3 – 5 times	1 st Offense	Verbal Warning with Food treat of P400
Month 2	No violation	n/a	n/a
Month 3	6 – 10 times	2 nd Offense	Written Warning with Corrective Interview plus Food treat of P800
Month 4	More than 15 time	3 rd Offense	Dismissal

Tardiness and undertime for more than 2 hours will be considered as a half day leave.

Paid Holidays and Special Days

Unless otherwise modified by law, order, or proclamation, the following are the twelve (12) regular holidays in a year that DIREC will observe (under Executive Order No. 292, as amended by Republic Act 9849):

New Year's Day	January 1	Christmas Day	December 25
Maundy Thursday	Movable date	Rizal Day	December 30
Good Friday	Movable date	Eid'l Fit'r	Movable date
Araw ng Kagitingan	April 9	Eid'l Adha	Movable date
Labor Day	May 1		
Independence Day	June 12		
National Heroes' Day	Last Monday of August		
Bonifacio Day	November 30		

Moreover, below are the special days in a year that DIREC shall observe:

Ninoy Aquino Day	August 21
All Saint's Day	November 1
Last Day of the Year	December 31

This is subject to existing and updated governing laws.

PAYMENT OF WAGES FOR REGULAR HOLIDAYS AND SPECIAL DAYS

1. REGULAR HOLIDAYS

- Every employee covered by the Holiday Pay Rule is entitled to the minimum wage rate (daily basic wage and COLA). This means that the employee is entitled to at least 100% of his/her minimum wage rate even if he/she did not report for work, **provided he/she is present or is on leave of absence with pay on the work day immediately preceding the holiday.**
- Additional Company Policy:** If employee works on a special holiday or non-working day, offsetting within 30 days after date of holiday shall apply or the management can decide to compensate or pay the employee in form of cash, gift certificates, or the like.
- Absences:**
 - All employees covered with leave credits shall be entitled to holiday pay when they are on leave of absence with pay on the workday immediately preceding the regular holiday. Employees who are on leave of absence without pay on the day immediately preceding a regular holiday may not be paid the required holiday pay if they do not work on such regular holiday.
 - Where the day immediately preceding the holiday is a non-work day in the establishment or the scheduled rest day of the employee, he/she shall not be deemed to be on leave of absence on that day, in which case he/she shall be entitled to the holiday pay if he/she worked on the day immediately preceding the non-work day or rest day.
- Successive Regular Holidays.** Where there are two (2) successive regular holidays, like Maundy Thursday and Good Friday, an employee may not be paid for both holidays if he/she absents himself/herself from work on the day immediately preceding the first holiday, unless he/she works on the first holiday, in which case he/she is entitled to his/her holiday pay on the second holiday.

2. SPECIAL DAYS

- “no work, no pay” principle** applies during special days and on such other special days as may be proclaimed by the President or by Congress. Workers who are not required or permitted to work on special days are not entitled to any compensation.
- Company Policy**
 - All employees, whether covered with leave credits or not, must be present the day **immediately preceding** the special day in order to be considered paid even for unworked special day.

- Employees with leave credits can take leave of absence the day immediately preceding the special day provided such absences are properly filed and approved by the Immediate Head and/or the Management.
- If employee works on a special holiday or non-working day, offsetting within 30 days after date of holiday shall apply or the management can decide to compensate or pay the employee in form of cash, gift certificates, or the like.

c. **Special Work Days.** For work performed on a declared Special Work Day, an employee is entitled only to his/her daily wage rate. No premium pay is required since work performed on said day is considered work on an ordinary workday.

Official Business

An employee who is required by his department head or Immediate Head to go on official business, must file and accomplish the Official Business form on the existing timekeeping and payroll system, at least one (1) business day before the specific date. Mandatory post-onsite documentation (e.g. Minutes of Meeting, Service Report Form, or as may be required by management) must be attached on the Official Business form in the existing timekeeping and payroll system. Compliance and Approval of all Official Business forms must be completed by the end of Day 4 from the date of the payroll cut-off.

Non-compliance of this policy will render the said Official Business as invalid hence, not eligible for payout.

Office Decorum

DIREC desires to create an office environment that is dignified, pleasant, and conducive to serious professional work. Such an environment calls for the adoption and observance of certain standards of propriety, refinement, and formality that, along with competence and moral integrity, mark a true professional.

Employees are encouraged to foster a work atmosphere conducive to productivity. They should perform whatever tasks they have in hand with order, intensity, and constancy and upon the completion of one task, should take up the next.

1. **Location and Schedule** – employees should inform their superiors of their daily schedule or whereabouts and itineraries to ensure continuity of communication.
2. **Use of Laptop Units** – Company-issued laptop units and accessories are to be used exclusively for business purposes unless authorized otherwise. Employees are encouraged to take diligent care of the issued unit and accessories as damages and repair costs can be attributable to the user up to certain extent upon investigation and discretion of the Management.
3. **Use of Telephone and Mobile Phones** – in order to keep telephone lines open for business calls, employees are discouraged to make personal calls. Personal unavoidable calls when taken or made should be for the shortest possible time only. The use of the telephone by outsiders in employees' respective areas is likewise discouraged, unless it is in connection with DIREC's business.

All calls should be answered promptly and all inquiries handled courteously. Greet the caller pleasantly, courteously and be always at their service. Determine what the caller wants. If you needed information or concern could not be provided, politely transfer the call, or jot down caller's contact details and concerns for endorsement to the proper person. Close with a pleasant ending.

A separate policy shall be provided for the usage of telephone and mobile service units.

4. **Use of Office Equipment, Supplies and Facilities** – Employees must observe discretion in the use of equipment, supplies and facilities. They must keep in mind DIREC's efforts to eliminate unnecessary consumption and wasteful practices. Recycling of used folders, envelopes and papers for internal purposes is encouraged.

Non-employees should be refused politely if they request use of office equipment, supplies and facilities unless the purpose is relevant to business transactions.

5. **Professional Image.** - DIREC aims to establish professional image among employees both internally and externally. Therefore, **DIREC** expects employees to be well-groomed and professional in appearance when coming to work or engaged in work-related tasks with customers / clients, suppliers, and colleagues.

a. **Office Uniform** - All employees reporting to **office and customer premises**, whether for a meeting, onsite service or any business transaction, shall observe the following proper office attire and/or uniform from **Monday-Friday**:

- Corporate Uniform every Monday or special occasions such as, but not limited to, Project Kick-Off and the like (please refer also to Memo No. 2017-013 – Wearing of Corporate Uniform)
- Business / corporate attire
- Strictly no V-neck/round-neck T-shirts, shorts, and slippers even when reporting to office

b. **Piercings and Tattoos** - DIREC allows reasonable self-expression through personal appearance, unless

- it conflicts with an employee's ability to perform his or her position effectively or with his or her specific work environment, or
- it is regarded as offensive or harassing toward co-workers or others with whom DIREC conducts business.

Prominent tattoos and excessive piercings on any body parts visible to the public must be covered during office hours. Any exception requires the approval of Management.

Inventions, Discoveries and Software

Under Company policy, any invention, discovery, or device-like software which is the result of the performance of an employee's regularly-assigned duties, unless there is an agreement, express or implied, to the contrary shall be disclosed to DIREC, shall be the property of DIREC, and shall be assigned to DIREC or an organization designated by DIREC.

If the employee is uncertain about the value of or whether DIREC has rights to any piece of intellectual property, the employee concerned should file a disclosure and receive a written response from the Management of DIREC.

SECTION 3: COMPENSATION AND BENEFITS

Salaries

It is DIREC's desire to pay all employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable.

Existing jobs, position classifications and salary scales are reviewed regularly. On the basis of any significant findings, the job hierarchy and salary ranges shall be revised accordingly.

Changes in salaries may be implemented through:

1. **Merit increases.** Salary adjustments based on the individual's meritorious work performance.
2. **Increases due to Promotion or Re-classification.** Adjustments given when there is a change of position from one job to another of a higher classification.

Benefits

1. Statutory Contributions

DIREC abides and regularly remits the government-mandated benefits of employer-employee contributions for Social Security System (SSS), Philippine Health Insurance Corporation (PHIC) and Home Development and Mutual Funds (HDMF). The following benefits are available to employees:

SSS Benefits:

- Sickness benefit
- Maternity benefit
- Disability benefit
- Retirement benefit
- Death & Funeral benefit
- Salary loan
- Unemployment benefit (unemployment insurance or involuntary separation benefit)

Philhealth Benefits:

- Inpatient benefit
- Outpatient benefit
- Z benefit (i.e. some forms of cancer, transplant, etc.)
- SDG related (i.e. AIDS, tuberculosis, malaria, etc.)

Pag-IBIG Benefits:

- Provident programs
 - Pag-IBIG savings
 - Modified Pag-IBIG 2 (MP2) savings
 - Multi-purpose loan
 - Calamity loan
- Housing lending programs
 - End-user financing program
 - Affordable housing program
 - Pag-IBIG led housing program
 - Institutional loan program

2. 13th Month Pay

As prescribed under Presidential Decree No. 851, Thirteenth-Month (13th) Pay, which is one twelfth (1/12) of the **basic salary** of an employee within a calendar year, shall be granted to all employees. Earned 13th-month pay shall be released every May and December of each year.

The 13th month pay is computed based on Basic salary earned from December of the previous year up to November of the current year

3. Vacation and Sick Leave

DIREC recognizes the importance of granting every employee some respite from work in order to bring renewed vigor and enthusiasm to the job. Should an employee be entitled with this benefit and credits are still available, one cannot choose to file for a leave as without pay. Consumption of available leave credits should be applied.

Upon regular employment, DIREC grants an annual total leave credits of twelve (12) which are earned one per month on the first year of regular employment.

After lapse of first year from the time of regularization, leave credits will no longer be earned incrementally per month but will automatically be available in full – twelve per year.

By the following year after anniversary year of regularization, the available twelve (12) leave credits in a year will break into six (6) vacation leaves (VL) and six (6) emergency leaves (EL). Employee shall be entitled to cash conversion for unused EL by then.

The employee, before taking the intended leave, shall file application through DIREC's existing timekeeping and payroll system, seek approval from designated Approver and follow below notification policy:

Leave Type		Prior Notice / Seeking of Approval / Workwise Filing		Approver
		Rank and File	Department Head/ Seniors	
Vacation Leave (VL)	1-2 days	5 calendar days ahead	5 calendar days ahead	Immediate Head
	More than 2 days	10 calendar days ahead	15 calendar days ahead	Immediate Head
Emergency Leave (EL)	Sick Leave	If possible, at least four (4) hours ahead; If more than three (3) days, medical certificate is required upon return to work		Immediate Head
	Personal (e.g. Bereavement, Emergencies, etc.)	At least within two (2) hours before any emergency or soonest possible time		Immediate Head

All approved vacation leaves shall be deducted from the employees remaining VL credits. Failure to secure approval of a vacation leave within the notification policy, shall be credited against their remaining EL credits.

4. Maternity Leave

Primarily governed by the Social Security Law by integrating maternity benefits into the Social Security System, and implementing SSS Circulars.

A female member of the SSS shall be entitled to maternity benefits if: a) she is employed at the time of delivery, miscarriage or abortion; b) she gives birth or suffers an abortion or miscarriage; c) she has given the required notification to the SSS through the company; and d) at least 3 monthly maternity contributions have been paid within the 12month period immediately preceding the semester of childbirth, miscarriage, or emergency termination of pregnancy.

The daily maternity benefit shall be paid for a compensable period of one hundred five (105) days for live childbirth, regardless of the mode of delivery, and an additional fifteen (15) days paid leave if the female worker qualifies as a solo parent under Republic Act No. 8972, or the "Solo Parents' Welfare Act of 2000", or sixty (60) days paid leave for miscarriage and emergency termination of pregnancy. In all these instances, the maternity leave can be credited as combinations of prenatal and postnatal leave as long as it does not exceed one hundred five (105) days of sixty (60) days, as the case may be. In no case shall postnatal care be less than sixty (6) days.

Employed female workers shall receive full pay which consists of (i) SSS maternity benefit computed based on their average daily salary credit and (ii) salary differential to be paid by employer, if any.

As soon as the employee becomes pregnant, she shall immediately inform the Company of such pregnancy through a Maternity Notification Form, duly accomplished.

The maternity leave application of the employee shall be filed with the Company supported by a certificate signed by a physician or midwife showing the probable or actual date of childbirth or the actual date of abortion. DIREC

shall be reimbursed by SSS after it has advanced the payment of the SSS maternity benefit to the employee. The employee shall furnish the Company such information or documents as the Company may deem necessary to secure such reimbursement.

A female employee entitled to maternity leave benefits may, at her option, allocate up to seven (7) days of said benefits to the father, whether or not the same is married to the female employee. The allocated benefit granted to the child's father under this law is over and above that which is provided under Republic Act No. 8187 or the Paternity Leave Act of 1996.

The Implementing Rules and Regulations of Republic Act No. 11210 shall apply on the eligibility, notice requirement, amount of benefit, exceptions, application and reimbursement of maternity leave benefit.

5. Paternity Leave

For purposes of Republic Act no. 8187, Paternity Leave refers to the benefits granted to a married male employee allowing him not to report for work for seven (7) days but continuous to earn the compensation thereof, on the condition that his spouse has delivered a child or suffered a miscarriage for purposes of enabling him to effectively lend support to his wife in her period of recovery and/or in the nursing of the newly-born child.

6. Group Personal Accident Insurance

At the end of the third month from start of employment, employees are entitled to group personal accident insurance designed primarily to assist employees in case of accidents. The amount of coverage depends on the existing premium package available as to the discretion of management.

7. Health, Medical and Dental Benefits

Principal health benefits are given to employees after one (1) year from the start of employment. The company's Health Maintenance Organization (HMO) program covers basic medical, in-patient, out-patient, emergency care services, surgical services, special modalities and diagnostic procedures, annual physical exam, dental benefits – all up to certain extent as to the maximum benefit limit and the plan inclusions. Employees may utilize the benefit with any accredited clinic and hospitals. An annual physical exam shall be conducted for all employees with tenure of one year and above.

Free vitamins and medicines are also provided and distributed to employees periodically.

8. Transportation Subsidy

A transportation subsidy is provided to Consultants upon employment for authorized official business to customers within Metro Manila. This subsidy is given in monetary terms following a pre-approved and defined transportation matrix based on standard commute rate – distance from DIREC's registered office address as the base point to customer's location.

For an official business to be authorized, it should be duly filed on the existing company's timekeeping and payroll system within the corresponding payroll cut-off with required attachments and compliance procedure. Unapproved official business will forfeit the transportation subsidy benefit.

9. Communications Benefit

Provision of communication benefits in form of corporate plan or load allowance and/or assignment of mobile phone as service unit shall be available to employees. The amount of benefit and timing of entitlement depends on the tenure and job roles. The management has the authority to replace, transfer, re-assign and revoke the benefit.

Upon entitlement, employees shall be informed in writing about the extent of the benefit and the coverage of the communications plan assigned to him or her. Existing guidelines set out on Memo No. 2019-015 regarding proper and excess usage, lost, stolen or damaged sim card or mobile phone shall apply.

10. Company Holiday

To provide additional time off from work, the Company has set, every month except December, at least one Saturday off from a six-day workweek which shall be declared quarterly. Additional company holidays may be declared per management discretion.

Special cases that an employee will need to report to work on a company holiday will not be considered for any holiday or premium pay. Such cases shall be dealt with separately and shall be subject to management's approval.

11. Staff House

DIREC offers housing facilities to its employees as a privilege and not as a right within its resources with priority on those qualified through the following set of criteria:

- Employee is not residing or does not own a housing unit within a radius of fifteen (15) kilometers from the office building
- Employee has expressed in writing his/her intention to use and occupy the Staff House
- Employee observes and does not violate any of the terms in this agreement
- Upon discretion and approval of the management

The staff house unit is considered as company premise and shall be used primarily for office and residential purposes of DIREC employees only.

A separate agreement for the terms and conditions shall be secured prior to the entitlement of this benefit. Violation of the agreement and in case the Employee does not meet any of the above criteria, the management has the right to revoke, evict, nor renew this entitlement.

12. Salary Advance

Salary advance equivalent to one (1) month of his/her basic salary is available to a regular employee, payable for not more than twelve (12) months. Special considerations may be given per management's approval.

Drawing of Pay

Salaries for probationary and regular employees are paid through a designated bank every month as agreed. Schedule of payout may vary depending on the department, rank of the Employee, or as mandated by Management.

SECTION 4: CAREER AND PERSONNEL DEVELOPMENT

It is the policy of DIREC to encourage its employees to develop in their jobs so that they may improve job performance and qualify for more advanced positions. To advance this policy, the company offers training and career development services.

Trainings and Seminars

DIREC offers various training opportunities for employees both for skills relating to their position and for personal improvement. Employees may need to receive the permission of their supervisor before attending certain workshops to check alignment with their training development plan.

Internal and outside seminars may also be available either through invitation and sponsorship of a company, customer, supplier and business partners or upon the recommendation of the employee's Immediate Head and the Management.

Certain trainings and seminars may come with an employment or training agreements to be discussed in details on a separate document.

SECTION 5: EMPLOYEE RECOGNITION PROGRAMS

Performance Evaluation System

At DIREC, performance feedback is a continuous process. Only by knowing "where you stand" with respect to job performance will one be able to improve himself/herself. Periodic performance evaluation will be undertaken to assist employees with their professional development and growth. It will also be used to determine merit increase objectively and equitably, and serve as basis for appropriate personnel action.

The system allows the evaluator (normally the Immediate Head) to discuss his evaluation ratings with the employee for coaching and counseling, making sure specific points for improvement is taken up.

Employee Recognitions

1. Project Incentives

Every implementation project is bound by a specific timeline and performance standards. Project incentives are given to the implementation team with outstanding performance based on the departments set of criteria. Amount of incentive depends on the criterion set by the Management at the start of every year.

2. Employee Awards

DIREC values reinforcement of particular behaviors, practices, or activities that result in better performance and positive business results. The following employee recognition programs are observed by the Company:

- Functional / Technical / Research & Development Consultant of the Quarter / Year
- Implementation Consultant of the Quarter / Year
- Sales of the Quarter / Year
- Support Member of the Year
- Rookie of the Year
- Leadership Award

Employees are awarded based on set criteria and receives certificates and incentives in terms of either monetary, travel incentive or the like.

3. Perfect Attendance Incentives

DIREC also rewards employees for their continued presence at work. Employees who have not taken a leave of absence (regardless of whether paid or not), no record of tardiness, and have been completely compliant on timekeeping requirements subject to recommending approval of Department Heads and Management are entitled to this incentive.

Cash incentives are evaluated and given to employees on the following terms:

Term	Amount of Incentive
Monthly	P 800.00
Quarterly	P 2,500.00
Annual	Equivalent to one (1) month full salary

Service Awards

These awards are given to employees who have served the Company for 5, 10, 15, 20 years in recognition of their valuable contribution to the organization.

SECTION 6: CODE OF CONDUCT AND DISCIPLINE

General Policy

It is DIREC's policy to demand proper conduct and behavior from its employees at all times, and reserve the inherent prerogative to take appropriate disciplinary action against any employee found guilty of irregularities and of having violated any existing company rules, regulations, procedures and the like.

Implementing Rules and Regulations

1. It shall be the duty and responsibility of all employees to know and familiarize themselves with the company's rules and regulations especially those related to proper conduct and behavior.
2. Since the intention of this code is to provide for preventive measures on possible misbehavior of an employee, disciplinary actions enumerated and expressed herein shall not be construed as limiting the prerogative of the Company to take appropriate measures for violations or misconducts not enumerated or not explicitly falling under any of the violations or offenses enumerated herein. Other violations or offenses shall be governed by the appropriate provisions of the Labor Code of the Philippines and other applicable labor regulations or issuances.
3. Disciplinary actions shall be imposed to an erring employee only after an administrative investigation has been conducted and only after the employee concerned has been accorded the opportunity to be heard, unless the employee waives his right to the same.
4. In cases where the penalty calls for the termination of employment, the provisions of the Labor Code, its implementing rules and regulations shall apply. All cases leading to an employee's dismissal shall be related or analogous to the following:
 - Serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in connection with his work;
 - Gross and habitual neglect by the employee of his duties;
 - Fraud and willful breach by the employee of the trust reposed in him by his employer or his Immediate Head;
 - An employee who has been found to be suffering from any disease and whose continued employment is prohibited by law and is prejudicial to his health as well as to the health of his co-employees.
5. It is the responsibility of all employees, regardless of status and rank in the company, designation or department assigned to, to report any employee misconduct, or any irregularities to any authorized employee of the company.

It shall be unlawful for any employee who is a witness to such violations or irregularities to conceal his knowledge of such to proper authorities of the Company. Anybody who is proven to have willfully disregarded his inherent responsibility under this rule shall be deemed to have willfully breached the trust reposed in him by his employer, and thus shall be penalized accordingly.

6. It shall be the responsibility of all managerial and supervisory personnel to effectively implement the provisions of this Code of Conduct and Behavior. On the other hand, it shall be the inherent responsibility of all rank and file employees to extend full cooperation to their Immediate Heads by way of observing all company rules and regulations on all aspects of operations.
7. It shall be the responsibility of all managerial personnel to ensure high employee morale and productivity by way of sound and justified corrective measure which is necessary to protect the best interest of the majority of the company's workforce whose daily subsistence is dependent on the profitability of the company's operation.

8. In order to ensure a humanitarian and effective implementation of any deterrent disciplinary measure, the following schedule of offenses on the succeeding part of this Code shall be followed.

Definitions of Disciplinary Action

To distinguish the separate effect of the above-mentioned disciplinary actions, the following definitions shall be used as the sole reference thereof:

1. **NOTICE TO EXPLAIN or INCIDENT REPORT.** A written explanation from the employee explaining the details surrounding an incident or his/her alleged offense. This document shall serve as a directive that the employee is given opportunity to submit a written explanation within a reasonable period.
2. **WRITTEN REPRIMAND.** A written admonition to the erring employee censuring him for his fault, and warning him of the adverse consequences that may result for his repetition of the same or commission of other offenses
3. **SUSPENSION.** A penalty of forced temporary absence from duty on a without-pay-status, the length of which is dependent on the nature of the offense and the effect thereof, duration as deemed necessary by the implementing officer. Such status of forced absence shall be considered as the temporary severance of employee-employer relationship and shall be considered for all intents and purposes as not part of the employee's length of services. This shall be distinguished as different from the order of preventive suspension as provided for by the Labor Code.
4. **DISMISSAL.** A permanent cessation of employee-employer relationship and deletion from the Company's payroll and list of employees.

Minor Violations

1. Against Person

Offenses / Violation		1 st Offense	2 nd Offense	3 rd Offense
1	Any act constituting threats, intimidation, or coercion, against any employee or in any manner unduly interfering with fellow employees	Written Reprimand	Suspension	Dismissal

2. Against Immediate Head / Manager

Offenses / Violations		1 st Offense	2 nd Offense	3 rd Offense
1	Insubordination and other disrespectful conduct towards Immediate Head or Manager	Written Reprimand	Suspension	Dismissal

3. Against DIREC Property

Offenses / Violations		1 st Offense	2 nd Offense	3 rd Offense
1	Using company's time, material or equipment to do unauthorized work within Company premises or outside	Written Reprimand	Suspension	Dismissal

5. Against the Company's Interest and Policy

Offenses / Violations		1 st Offense	2 nd Offense	3 rd Offense
1	Unauthorized use of the company's or it's client's name, logo, funds, equipment, vehicles or property	Written Reprimand	Suspension	Dismissal
2	Excessive absenteeism or tardiness, most specially, those without notification	Written Reprimand	Suspension	Dismissal
3	Unauthorized absence from workstation during workday	Written Reprimand	Suspension	Dismissal
4	Giving Company ID card or identification material to any persons not entitled to it for the purpose of entering company premises, or assisting non-employees to enter the company premises without the company's permission.	Written Reprimand	Suspension	Dismissal
5	Any employee found violating the policy on the proper use and wear of the uniforms on proper office attire shall be subject to the series of disciplinary actions	Written Reprimand	Suspension	Dismissal
6	Refusing or neglecting to follow and obey company orders or to perform assigned work	Written Reprimand	Suspension	Dismissal
7	Leaving work assignment and the Company's premises during working hours without prior permission from the department head or supervisor.	Written Reprimand	Suspension	Dismissal
8	Sleeping while on duty	Written Reprimand	Suspension	Dismissal
9	Malingering or pretending illness to avoid doing assigned work	Written Reprimand	Suspension	Dismissal

10	<p>Wasting time or loitering on company (regular and over) time (every employee is fully accountable to his department head and supervisor for his whereabouts during working hours). Wasting time or loitering on working time includes but shall not be limited to:</p> <ul style="list-style-type: none"> a. Being in an area where the employee has no legitimate business; b. Being in his authorized area but not doing anything useful in the accomplishment of his job; c. Taking more than the normal time for coffee break or rest period. 	Written Reprimand	Suspension	Dismissal
11	Not reporting offenses committed by others	Written Reprimand	Suspension	Dismissal
12	Willful disregard of office directives relating to sanitary conditions, cleanliness and orderliness, security and economy of office supplies and equipment	Written Reprimand	Suspension	Dismissal
13	Abuse of position with the company to gain profit or advantage from employees under one's supervision	Written Reprimand	Suspension	Dismissal

6. Against Public Morals

Offenses / Violations		1 st Offense	2 nd Offense	3 rd Offense
1	Conduct of grossly indecent nature or using profane language in addressing another person within company premises	Written Reprimand	Suspension	Dismissal
2	Showing/exhibiting pornographic materials, picture or literature within the Company premises	Written Reprimand	Suspension	Dismissal
3	Any employee found guilty of malicious slander against a co-employee	Written Reprimand	Suspension	Dismissal
4	Any act of courtesy or disrespect to the Philippine flag or during flag ceremony or otherwise	Written Reprimand	Suspension	Dismissal

Offenses / Violations		1 st Offense	2 nd Offense	3 rd Offense
5	Taking part in any gambling, lottery or any other game of chance during company time within the company premises	Written Reprimand	Suspension	Dismissal

Major Violations

1. Against Person

Offenses / Violation		1 st Offense	2 nd Offense	3 rd Offense
1	Any attempt to willfully inflict or cause bodily injury upon another or have in fact inflicted or cause bodily harm within the premises of DIREC or for any reason	Dismissal	N/A	N/A
2	Bringing friends or persons into the company's premises to cause trouble or damage to Company's property	Suspension	Dismissal	N/A
3	Any act which constitute a threat or intimidation against the person of Company's authority or agent causing disgrace, harm or bodily injury	Dismissal	N/A	N/A

2. Against DIREC Property

Offenses / Violations		1 st Offense	2 nd Offense	3 rd Offense
1	Any damage caused to Company's property or damage caused to the property of another within company time and within the company premises either willfully or through notorious negligence	Suspension	Dismissal	N/A
2	Any act constituting theft or robbery of any property within Company compound/premises	Dismissal	N/A	N/A
3	Malversation of Company funds	Suspension	Dismissal	N/A
4	Substituting company material or equipment with another of inferior quality or lesser value	Suspension	Dismissal	N/A

Offenses / Violations		1st Offense	2nd Offense	3rd Offense
5	Obtaining supplies or materials on fraudulent orders or collusion with other persons who are in charge of such materials in order to obtain them	Dismissal	N/A	N/A

3. Against the Company's Interest and Policy

Offenses / Violations		1st Offense	2nd Offense	3rd Offense
1	Dishonesty, including falsification of company-related documents, or misrepresentation of any fact	Dismissal	N/A	N/A
2	Recording time for an absent employee in the chronology or overtime report	Suspension	Dismissal	N/A
3	Offering or accepting anything of value in exchange for a job, work assignment, work location or favorable condition of employment	Suspension	Dismissal	N/A
4	Giving false testimony during a company investigation or concealing matter which is material to the case under investigation	Dismissal	N/A	N/A
5	Any falsification or attempt to falsify a travel expense report, receipts or any other document upon which reimbursements appear higher than actually spent or misused	Suspension	Dismissal	N/A
6	Performing any act binding the company with any person, banking institution or corporation involving the company without authority	Dismissal	N/A	N/A
7	Using or lending any DIREC vehicles, and equipment for any purpose, unless authorized; provided further, if such a situation occurs, any damage or injury caused by the accident to the DIREC property and to the company employee or to any third party shall be for the sole and exclusive account of the erring employee	Suspension	Dismissal	N/A

Offenses / Violations		1 st Offense	2 nd Offense	3 rd Offense
8	Driving DIREC vehicles without a valid driver's license; or under the influence of liquor; or reckless causing injury or death to third party, or damage to DIREC and third party vehicles	Dismissal	N/A	N/A
9	Unauthorized access and distribution of Confidential information as defined under Section 1 of this handbook	Dismissal	N/A	N/A
10	Failure to obtain clearance prior to the acceptance of outside professional engagements as defined under Section 1 of this handbook	Dismissal	N/A	N/A

4. Against Public Morals

Offenses / Violations		1 st Offense	2 nd Offense	3 rd Offense
1	Drinking liquor/wine or any intoxicating drink while in the performance of duties or reporting for work under the influence of liquor	Suspension	Dismissal	N/A
2	Possession or taking of any drug prohibited by law inside the company premises	Dismissal	N/A	N/A
3	Any employee convicted of any crime involving moral turpitude	Dismissal	N/A	N/A

Governing Procedures

1. Preliminary investigation of any violation committed shall be initiated by the first line of supervision.
2. A memorandum stating the following is immediately issued to the erring employee:
 - a. Charge and nature thereof
 - b. Instruction to the alleged erring employee to explain his side within a reasonable period of time.
 - c. Preliminary facts of the case gathered from the preliminary investigation.

Though the issuance of the memorandum is the sole responsibility of the first line of supervision, nothing in this code shall prevent the implementing officer to refer the matter for consultation to higher level of authorities or to the Management whenever he feels that the same is necessary.

3. All proceedings relative to the investigation shall be documented and all participants to the preparation thereof shall sign all documents relative thereto. These documents and related facts shall be the basis for any decision on the prescribed disciplinary measure.
4. All cases shall be decided within a period of three (3) working days unless a longer period of investigation is necessary, in which case said matter shall be referred to Management for obligatory consultation.
5. After a thorough investigation of the case at hand, the investigating officer shall issue his decision and shall issue a memorandum (written notice) to the erring employee which shall contain, but shall not be limited to the following information:
 - a. Facts of the case as gathered from the investigation.
 - b. Appropriate charge in accordance with the Code of Conduct and Discipline.
 - c. Decision as to the guilt or innocence.
 - d. Appropriate disciplinary action and the effective date and/or duration thereof should the employee be found guilty.
 - e. The effects of such offense to the Company and to his co-employees.
 - f. In case of dismissal, said written notice shall state the particular acts or omission constituting the grounds for his dismissal and the employee shall be afforded ample opportunity to be heard and to defend himself with the assistance of his representative if he so desires.
 - g. In cases of abandonment of work, the written notice shall be served at the employee's last known address.
6. Copies of the proceedings and all memoranda relative to the case shall be filed in the employee's 201 File for future reference.

SECTION 7: NON-EXCLUSIVE CHARACTER OF THE CODE

The Offenses defined under this Code are not exclusive. Management reserves the right to mete out disciplinary measures for offenses not covered herein, including crimes and offenses defined and punished under existing government statutes, rules and regulations, perpetrated within the Company's premises and/or affecting the interests of the Company, even if committed outside.

DIREC has the sole authority to add, delete, amend, and/or revise this Code including the schedule of penalties as it may deem necessary.

SECTION 8: EFFECTIVITY

This code shall be effective immediately.

SECTION 9: OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROGRAMS

1. Drug-free workplace policy and program

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), Direc Business Technologies Inc. hereby adopts the following policies and programs to achieve a drug-free workplace:

Policy on Drug-Free Workplace

DIREC explicitly prohibits:

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

Mandatory Drug Test

- 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.
- DIREC designates **(HMO accredited drug testing center)**, a duly accredited drug testing center by the Department of Health (DOH), as its authorized drug testing laboratory.
- DIREC may also conduct drug testing under any of the following circumstances:
 - **RANDOM TESTING:** Officer/employees may be selected at random for drug testing at any interval determined by the Company.

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.

- **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.

- 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.
- DIREC shall inform the officer/employee who was subjected to a drug test of the test-results whether positive or negative.
- All costs of drug testing shall be borne by the Company.

Advocacy, Education and Training

- DIREC 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.
- 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:
 - Salient features of R.A. 9165;
 - Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
 - Preventive measures against drug abuse; and
 - Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.
- To encourage all officers and employees to lead a healthy lifestyle while at work and at home, the Company undertakes to conduct the following activities as often as possible:
 - Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;
 - Health wellness screenings (e.g. *blood pressure and heart rate, cholesterol test, blood glucose, etc.*);
 - Sports, recreational and fun-game activities; and
 - Other activities promoting health and wellness.

Roles, Rights and Responsibilities of Employer and Employees

- DIREC 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.
- DIREC 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.

Consequences of Policy Violation

- 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.
- 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.
- In the same manner, an employee who refuses to undergo random drug testing may be guilty of insubordination for refusal to follow company rules and regulations. Under the law, these instances constitute just causes for dismissal.

Monitoring and Evaluation

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.

Effectivity

The provisions of these policies and programs shall be immediately effective after its ratification by the management and the employee's representatives and its posting on the company's bulletin board.

2. Hepatitis B Workplace Policy and Program

DIREC is committed to conform to the established standards assurance of customer satisfaction, protection of our environment and health and safety in the workplace.

DIREC 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.

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.

Implementing Structure

DIREC 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.

Guidelines

Education

- Coverage. All employees regardless of employment status may avail of hepatitis B education services for free;
- Hepatitis B shall be conducted through distribution and posting of IEC materials and counselling and/ or lectures; and

- Hepatitis B education shall be spearheaded by the (Company Name). Medical Clinic in close coordination with the health and safety committee.

Preventive Strategies

- All employees are encouraged to be immunized against Hepatitis B after securing clearance from their physician.
- Workplace sanitation and proper waste management and disposal shall be monitored by the health and safety committee on a regular basis.
- Personal protective equipment shall be made available at all times for all employees; and
- Employees will be given training and information on adherence to standards or universal precautions in the workplace.

Social Policy

Non-Discriminatory Policy and Practices

- 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.
- 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.

Confidentiality

- 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.

Work-Accommodation and Arrangement

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

Screening, Diagnosis, Treatment and Referral to Health Care Services

- 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.
- Adherence to the guidelines for healthcare providers on the evaluation of Hepatitis B positive employees is highly encouraged.
- Screening for Hepatitis B as a prerequisite to employment shall not be mandatory.

Compensation

- 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.

Roles and Responsibilities of Employers and Employees

Employer's Responsibilities

- 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.
- The Health and Safety Committee shall ensure that their company policy and program is adequately funded and made known to all employees.
- The Human Resources Department shall ensure that their policy and program adheres to existing legislations and guidelines, including provisions on leaves, benefits and insurance.
- 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.
- The company shall ensure non-discriminatory practices in the workplace.
- 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.
- 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.
- The company shall ensure confidentiality of the health status of its employees, including those with Hepatitis B.
- The human resources shall ensure that access to medical records is limited to authorized personnel.

▪ **Employee's Responsibilities**

- 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.
- Employees shall practice non-discriminatory acts against co-employees on the ground of Hepatitis B status.
- 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.
- Employees shall comply with the universal precaution and the preventive measures.
- 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.

Implementation and Monitoring

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

Effectivity

This Policy shall take effect immediately and shall be made known to all employees.

3. HIV/AIDS Workplace Policy and Program

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.

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.

Implementing Structure

DIREC's HIV/AIDS Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

Basic Information on HIV/AIDS

What is HIV/AIDS?

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.

How HIV/AIDS is transmitted?

- Unprotected sex with an HIV infected person;
- From an infected mother to her child (during pregnancy, at birth through breast feeding);
- Intravenous drug use with contaminated needles;
- Transfusion with infected blood and blood products; and
- Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.

Is there a cure?

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.

Coverage

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

Guidelines

Preventive Strategies

- Conduct of HIV-AIDS Education
 - **Who will conduct?**
The Medical Clinic of (Company Name), 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.
 - **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

- Screening, Diagnosis, Treatment and Referral to Health Care Services
 - Screening for HIV as a prerequisite to employment is not mandatory.
 - The company shall encourage positive health seeking behavior through Voluntary Counseling and Testing.
 - 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.
 - The company shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.

Social Policy

Non-discriminatory Policy and Practices

- 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.
- Workplace management of sick employees shall not differ from that of any other illness. Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

Confidentiality/Non-Disclosure Policy

- 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.
- Job applicants and workers shall not be compelled to disclose their HIV/AIDS status and other related medical information.
- Co-employees shall not be obliged to reveal any personal information relating to the HIV/AIDS status of fellow workers.

Work-Accommodation and Arrangement

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

Roles and Responsibilities of Employees and Employers

Employer's Responsibilities

- DIREC, 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.
- Provide information, education and training on HIV/AIDS for its workforce.
- Ensure non-discriminatory practices in the workplace and that the policy and program adheres to existing legislations and guidelines.
- Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
- DIREC, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.

- 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.

Employees' Responsibilities

- 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.
- Employees shall practice non-discriminatory acts against co-employees.
- Employees and their organization shall not have access to personnel data relating to a worker's HIV status.
- Employees shall comply with universal precaution and preventive measures.

Implementation and Monitoring

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

Effectivity

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

4. Tuberculosis Workplace Policy and Program

DIREC recognizes that while 80% of Tuberculosis (TB) cases belong to the economically productive individuals, it is also treatable and its spread can be curtailed if proper control measures will be implemented. As such, this TB Policy and Program is hereby issued for the information and guidance of the employees.

Purpose:

- To address the stigma attached to TB and to ensure that the worker's right against discrimination, brought by the disease, is protected.
- To facilitate free access to anti-TB medicines of affected employees through referrals.

Implementing Structure

DIREC's TB Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

Coverage

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

Guidelines

Preventive Strategies

- Conduct of Tuberculosis (TB) Advocacy, Training and Education.
 - TB education shall be conducted by the (DIREC) Medical Clinic in close coordination with the health and safety committee, through distribution and posting of IEC materials and counselling and/ or lectures.
 - Engineering measures such as improvement of ventilation, provision for adequate sanitary facilities and observance of standard for space requirement (avoidance of overcrowding) shall be implemented.

- Screening, Diagnosis, Treatment and Referral to Health Care Services
 - The company shall establish a referral system and provide access to diagnostic and treatment services for its employees. The company shall make arrangements with the nearest Direct Observed Treatment (DOT) facility.
 - The company's adherence to the DOTS guidelines on the diagnosis and treatment is highly encouraged.

Medical Management

- The company shall adopt the DOTS strategy in the management of workers with tuberculosis. TB case finding, case holding and Reporting and Recording shall be in accordance with the Comprehensive Unified Policy (CUP) and the National Tuberculosis Control Program.
- The company shall at the minimum refer employees and their family members with TB to private or public DOTS centers.

Social Policy

- **Non-discriminatory Policy and Practices**
 - There shall be no discrimination of any form against employees from pre to post employment, including hiring, promotion, or assignment, on account of their TB status. (ILO C111)
 - Workplace management of sick employees shall not differ from that of any other illness. Persons with TB related illnesses should be able to work for as long as medically fit.
- **Work-Accommodation and Arrangement**
 - Agreements made between the company and employee's representatives shall reflect measures that will support workers with TB through flexible leave arrangements, rescheduling of working time and arrangement for return to work.
 - The employee may be allowed to return to work with reasonable working arrangements as determined by the Company Health Care provider and/or the DOTS provider.

Compensation

- The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee who acquired TB infection in the performance of his/her duty.

Roles and Responsibilities of Employees and Employers

Employer's Responsibilities

- The Employer, together with workers/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on TB.
- Provide information, education and training on TB prevention for its workforce.
- Ensure non-discriminatory practices in the workplace.
- Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
- The Employer, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.
- 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 TB prevention.

Employees' Responsibilities

- The employee's organization is required to undertake an active role in educating and training their members on TB prevention and control.
- Employees shall practice non-discriminatory acts against co-workers.

- Employees and their organization shall not have access to personnel data relating to a worker's TB status.
- Employees shall comply with universal precaution and the preventive measures.

Implementation and Monitoring

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

Effectivity

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

5. Sexual Harassment Workplace Policy and Program

Pursuant to the provisions of Section 4, Republic Act No. 7877, An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and For Other Purposes, the following policies and procedure are hereby issued by DIREC to prevent sexual harassment in its workplace and to provide the procedure for the resolution, settlement and/or disposition of sexual harassment cases.

Company Policy Against Sexual Harassment

DIREC 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.

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.

DIREC 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.

DEFINITION OF SEXUAL HARASSMENT

DIREC 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:

- 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;
- the above acts would impair the employees' rights or privileges under existing labor laws; or
- the above acts would result in an intimidating, hostile, or offensive environment for the employee.

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:

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

FORMS OF SEXUAL HARASSMENT

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

- Overt sexual advances;
- Unwelcome or improper gestures of affection;
- Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose;
- 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.

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.

EMPLOYER'S RESPONSIBILITY

DIREC 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 DIREC. Sexual harassment is specifically prohibited as unlawful and as a violation of DIREC policy. DIREC 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.

Procedures on Sexual Harassment Cases

COMPLAINT PROCEDURE

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 the Company 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.

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.

RETALIATION

DIREC 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.

WRITTEN POLICY

All officers and employees of DIREC shall receive a copy of DIREC 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 DIREC should amend or modify its sexual harassment policy, all officers and employees will receive an individual copy of the amended or modified policy.

6. Breastfeeding Workplace Policy and Program

DIREC recognizes the importance of breastfeeding for both mother and baby and hereby supports and promotes breastfeeding as provided for in RA 10028 or the Expanded Breastfeeding Promotion Act of 2009.

Company Policy shall include the following:

- Allow nursing/lactating employees “no less than 40 minutes paid lactation break for every 8-hour work period” divided into 2-3 milk expressions (exclusive of meal breaks)
- Provide lactation station for nursing/lactating employees
- Orient/reorient all employees on breastfeeding and RA 10028 as part of their Human Resource Development activities
- Encourage mothers to “breastfeed exclusively for six (6) months (no water, no solids, no other liquids except breast milk)” and to continue breastfeeding for two (2) years or beyond along with the introduction of appropriate and adequate complementary foods after six months
- Prohibit activities promoting use of breast milk substitutes, teats and pacifiers within the lactation station
- Prohibit posting of marketing or sales materials on infant formula and/or breast milk substitutes within the lactation station.
- Post guidelines on the use of the lactation station at the entrance of the said station.

Receipt and Acknowledgment of Employee Handbook

I, the undersigned, acknowledge receipt of the Employee Handbook for the employees of Direc Business Technologies Inc. I understand that the policies and benefits described in it are subject to change and may be done so by DIREC at any time for reasons it deems fit.

I further understand that my employment with DIREC is governed by the following agreement:

1. That I agree to diligently perform the duties and responsibilities pertaining to the job which I have been hired for and other such duties that the management may assign from time to time.
2. That I shall faithfully comply with the company rules and regulations and meet the standards of performance prescribed by the Company, to qualify for regular employment.
3. That it is understood that in case of resignation, a thirty (30) days prior notice of intention to resign should be given to the Management.
4. That it is understood that if, at any time, I am found unqualified or unfit for employment after due process and careful evaluation of my work performance vis-a-vis the prescribed standards of performance, the Company may, in its exclusive discretion, lay me off.
5. That I will always act in the best interest of the company.

Confidential Information

I am aware that during the course of my employment confidential information will be made available to me (i.e. product designs, marketing strategies, customer lists, pricing policies and other related information, etc.). I understand that this information is proprietary and critical to the success of the Company and must not be given out or used outside of the Company's premises or with non-Company employees.

In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company, or else risk litigation.

Employee's Printed Name & Signature

Position

Date