



## 2024 PHILIPPINES BENEFITS SUMMARY

Employees are eligible for most benefits program on the first day of employment.

**Holidays:** Twelve (12) paid national regular holidays and Eight (8) national special holidays per year as provided under Proclamation No. 90 (2024 Declared Holidays).

**Vacation Leave:** Minimum of 13 and maximum of 18 days depending on the years of service.

**Sick Leave:** Minimum of 12 and maximum of 15 days depending on the years of service.

**Retirement:** The plan is 100% funded by the company.

**Healthcare:** The plan provides a comprehensive health care coverage for employees and eligible dependents through Medicaid's accredited hospitals and doctors nationwide. The annual premium for Principal/Employees is 100% shouldered by the company. For direct dependents, OSPI covers 53% of the cost of the standard plan and the rest of the 47% is on employees' account. The company also maintains an onsite medical clinic manned by a company nurse per shift and a group of company doctors who reports to the clinic six days a week on specified time schedules providing free medical consultations, emergency medicines, minor and first-aid treatments and health counseling. As part of preventive health care, vitamins are provided to employees while on duty and all employees are required to undergo an annual medical exam at company's cost.

**Dental:** Free dental benefits are likewise provided with visiting dentist in the factory rendering unlimited dental consultations and other procedures under insurance dental care services

**Outpatient Medicine Reimbursement:** The Company reimburses expenses for outpatient medicines for employees and dependents following the local guidelines.

**Maternity Grant:** Monetary Assistance is provided to regular female employees & legal spouse of male employees for miscarriage, normal delivery and for caesarian delivery.

**OTHER LEAVES:**

- **Expanded Maternity Leave:** One Hundred Five (105) days of paid maternity leave with an option to allocate seven (7) working days to the child's father, whether or not he is married to the mother worker. One Hundred Twenty (120) days for female solo parent and Sixty (60) days for miscarriage case (not eligible for allocation of 7 days).
- **Paternity Leave:** All married male employees are eligible for 7 working days up to four (4) child birth including miscarriage of legitimate spouse to be availed within sixty (60) days from delivery/miscarriage.
- **Bereavement:** Three (3) days applicable to immediate family member which includes the employee's children, parents, grandparents, brother, sister, spouse, and parents-in-law.
- **Solo Parent Leave:** Seven (7) working days
- **Calamity Leave:** Two (2) days leave for employees.
- **Magna Carta for Women (Special Leave):** Maximum of Sixty (60) calendar days leave.
- **Leave for Victims of Violence against Women and Their Children:** Ten (10) days leave

**DISABILITY/LIFE INSURANCE:** Employee life insurance is 100% funded by the Company, provides insurance benefits to the employee's designated beneficiaries in the event of disability, terminal/critical illness and death due to illness or accident. The amount of benefits is specified below:

**Life Insurance Benefit Limit** - 26 x monthly base salary base on the employee's latest basic rate.

**Accident, Death and Disability Benefit Limit** - 26 x monthly base salary based on the employee's latest basic rate.

**Total Permanent Disability Benefit Limit** - 26 x monthly base salary based on the employee's latest basic rate.

**Terminal Illness Benefit Limit** – 50% of Life, maximum of Php 3.5M

**Critical Illness Benefit** – 60% of Life, maximum of Php 1M

**Burial Benefit** - 10% of Life (max of 100k)

**OTHER BENEFITS:**

- **13th month:** The Company grants a 13th month pay equivalent to one (1) month's pay to all eligible employees provided that they worked for at least one (1) month during a calendar year.
- **Mid-year Bonus:** The company grants bonus equivalent to a maximum of half month base pay to all probationary and regular employees.
- **Rice Allowance:** The Company provides a monthly rice subsidy to all regular and probationary employees
- **Meal Subsidy:** The Company provides its employees with a meal allowance to partially cover daily meals expenses. An employee must have rendered the minimum number of hours per day to get a full or half-meal credit.
- **Tuition Fee Subsidy:** Given to regular and probationary employees every April.
- **Global Educational Opportunities Program:** Provides reimbursement of duly approved educational expenses upon satisfactory completion of the course provided that the degree or course taken is relevant to the employee's present or prospective job assignment. Maximum reimbursement per term is P 10,000. All regular employees are eligible to this benefit.
- **Kapwa Tulong Club:** Cash assistance provided to an employee (KTC members only) for death of immediate dependents and during calamity. The company matches the contribution of employees thru the Kapwa Tulong Program which is administered through salary deduction. This program is a voluntary membership.
- **Attendance Bonus:** A monetary incentive given to all Regular Employees who are Job Grade 8 & below, and all Technicians. Associates must have perfect attendance in one (1) month with no tardiness, undertime or unexcused absence.
- **Prolong Sickness (PSL) Benefits:** Benefit afforded to employees who are suffering from certain medical or surgical conditions warranting a recuperation period of additional 60 days maximum after the 120 SSS Sickness Benefit.
- **Loyalty Token:** Employees are recognized for their loyalty and dedicated service to the company for every five years of continuous service by the way of gift check or token, plus plaque of appreciation during the service award ceremony.