

Subject:

SAFETY AND WELLNESS

6.1 PURPOSE

Republic is committed to providing a safe and a healthy workplace for its employees.

6.2 POLICY

- 6.2.1 A Disaster Control Brigade Organization consisting of responsible persons has been created to oversee any actual and potential hazards and risks to each individual and work towards a safe and hygienic work environment for employees by reducing, eliminating and controlling hazards at workplace.
- 6.2.2 The Admin Manager shall disseminate information on the schedule and procedure of drills and security measures conducted by Rockwell Business Center Admin and Government Ordinances to which all employees are enjoined to abide.
- 6.2.3 The HR Department keeps abreast with current and emerging health issues that may affect employees inside and outside of workplace. Recreation, safety and health programs are organized to equip employees with knowledge and skills to perform their duties in a safe and healthful manner. Health facts, tips and information are provided to all employees via electronic mail and posts on bulletin board.
- 6.2.4 Smoking is prohibited in the entire office premises.
- 6.2.5 The company, in compliance with law and its standards of business conduct, endeavors to promote a drug-free environment for the protection of the employees' health and well-being, the safe and efficient business operations, and the security of its assets / offices
 - Guidelines
 - A medical examination / drug test to be done by HMO accredited hospitals is a pre-employment requirement to incoming employees of the company. This is in accordance to the Company's Drug-Free Workplace Policies and Programs pursuant to DOLE Order No. 53-03, Series 2003, and also in accordance to Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drug Act of 2002.
 - The company strictly prohibits the unauthorized use, possession, distribution, purchase, or sale of illegal drugs, narcotics, inhalants or other unlawful substances and materials by any person inside company premises or while the company employees are engaged in official business.
 - Everyone is responsible for notifying the HR Office when they have reasonable cause to believe that an employee is engaged in substance abuse. Concerned Department Head shall be called upon to assist in the investigation and implementation of disciplinary action on erring employees.
 - The company may inspect, search or require all persons to be inspected or searched before entering company premises.

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- Employees taking prescribed medication which could interfere with the performance of their duties or hinder their normal reflexes should immediately inform the HR Head so that the company physician may be consulted on any limitation on the employee's ability to safely perform the job while on medication.
- An employee who is suspected of a violation to the Comprehensive Dangerous Drug Act shall be presented for investigation under the RSIC Investigative Committee consisting of the HR Head, Department Heads concern and the President.

The company may conduct a "surprised" medical and drug tests to the suspected employee and selected number of employees to which assigned HR personnel shall handle the process with strict confidentiality. The result shall be forwarded to the Investigative Committee for appropriate action.

- The decision of the Investigative Committee is final.
- All information to be gathered must be handled with strict confidentiality.