

ENTREPRENEUR

Entrepreneurs are the driving force behind business growth and innovation. However, their success does not depend solely on profits or strategies—it also relies on how they treat their employees. Employees are the foundation of every organization; they contribute their time, effort, and skills to help the business reach its goals.

With this in mind, entrepreneurs have both economic and social responsibilities toward their workers. Social responsibility means doing what is right, fair, and beneficial not only for the company but also for the people who make it run. This handbook discusses the main responsibilities of entrepreneurs to their employees and explains how these can be applied in the workplace.

By following these responsibilities, entrepreneurs can build a motivated, loyal, and productive workforce—one that ensures the long-term success of the business.

**“Building success with integrity—
PrimePath Venture paves the
way for businesses that thrive
with purpose.”**



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COMPANY Introduction

Humanresource and employee development company

PrimePath Venture is a dynamic and forward-thinking company built on the foundation of ethical entrepreneurship and people-centered leadership. Established with the vision of guiding individuals and businesses toward sustainable success, PrimePath Venture believes that the true strength of any organization lies in its people.

At PrimePath Venture, we strive to create a workplace culture where employees feel valued, empowered, and motivated to achieve their fullest potential. We are committed to upholding fairness, respect, and integrity in every aspect of our operations. Our company promotes growth not only in profits but also in the personal and professional development of our employees.



Driven by our mission to lead with purpose, PrimePath Venture integrates innovation, responsibility, and compassion into all our business practices. We aim to be a model of ethical entrepreneurship—one that not only reaches success but also inspires others to walk the same Prime Path toward progress and integrity.

“At PrimePath Venture, we believe that success is not just about reaching the top, but about walking the path with integrity, purpose, and people by our side.”

Company Overview



OUR HISTORY

PrimePath Venture was founded in 2025 by a group of young entrepreneurs from Cabanatuan City Senior High School with a shared vision of promoting ethical and people-centered business practices. What started as a small initiative soon developed into a human resources and employee development company dedicated to helping businesses grow through responsible leadership and empowered employees. Today, PrimePath Venture continues to support organizations in building workplaces where people and performance thrive together.

OUR MISSION

Our mission is to empower businesses and individuals by enhancing employee performance, promoting ethical leadership, and fostering a workplace culture built on respect, growth, and collaboration. We aim to provide quality HR services and training programs that drive both employee satisfaction and organizational success.

OUR VISION

We envision PrimePath Venture as a leading human resources and development company recognized for cultivating responsible, skilled, and motivated professionals who contribute to a stronger and more ethical business community.

**FROM HUMBLE BEGINNINGS TO INDUSTRY LEADERS,
OUR HISTORY HIGHLIGHTS OUR DEDICATION TO
INNOVATION AND EXCELLENCE**

Our Values

Respects



We are committed to maintaining a workplace that values dignity, equality, and inclusion. Respect for every individual—regardless of background, position, or belief—is at the heart of everything we do, ensuring a harmonious and productive environment for all.



Creativity

We strive to deliver high-quality services and continuously improve our methods to meet the evolving needs of our clients. Our commitment to excellence drives us to innovate, set high standards, and achieve outstanding results in every aspect of human resource development.



Integrity

We uphold honesty, transparency, and fairness in all our actions and decisions. At PrimePath Venture, integrity is the foundation of our relationships—with clients, employees, and partners. We believe that doing what is right, even when no one is watching, builds lasting trust and credibility.



Teamwork

We value the power of teamwork and shared success. PrimePath Venture fosters a culture of cooperation where ideas are welcomed, diversity is celebrated, and collective effort drives innovation and progress.



Client Focus

We believe that true success comes from empowering individuals to reach their full potential. PrimePath Venture provides opportunities for growth, learning, and leadership so that both employees and entrepreneurs can develop the confidence and competence needed to succeed.

PAY WAGES AND TAXES



How to Employ This Responsibility:

- Implement a clear and consistent payroll system that ensures on-time and accurate wage payment.
- Deduct and remit all required government contributions (SSS, PhilHealth, Pag-IBIG, and income tax) promptly.
- Regularly review salary rates to make sure they meet or exceed minimum wage standards.
- Maintain transparency by giving employees pay slips and explaining salary deductions when needed.

Our Commitment

Paying fair wages and taxes is one of the most fundamental responsibilities of every entrepreneur. Employees work hard and dedicate their time, skills, and energy to the success of the business, and in return, they deserve to receive compensation that reflects the value of their contributions. Fair pay does not only motivate employees but also builds loyalty and trust within the company. It also ensures that workers can maintain their standard of living, which leads to better productivity and performance.

Moreover, paying the correct taxes is a sign of integrity and compliance with government laws. When business owners fulfill their tax obligations, they help sustain national programs such as healthcare, education, and public safety. Entrepreneurs who are transparent and responsible with financial obligations create a trustworthy company image that employees can be proud of.

CREATE AND MAINTAIN A SAFE WORKPLACE



Entrepreneurs have a moral and legal obligation to provide a safe and healthy workplace for their employees. A safe environment allows employees to focus on their duties without fear of injury, harassment, or illness. This includes both physical safety—like preventing accidents—and emotional safety, such as ensuring that no employee feels bullied or discriminated against.

A clean, well-ventilated, and organized workspace also contributes to better morale and productivity. When employees feel secure and valued, they tend to be more motivated and perform better. Workplace safety is not just about compliance; it reflects the company's respect for human life and well-being.



How to Employ This Responsibility

- Conduct regular workplace inspections and risk assessments to identify potential hazards.
- Provide complete safety gear, first-aid kits, and emergency exits.
- Offer training on health and safety practices, such as fire drills or disaster response.
- Create clear workplace rules and policies that prioritize safety and discipline.

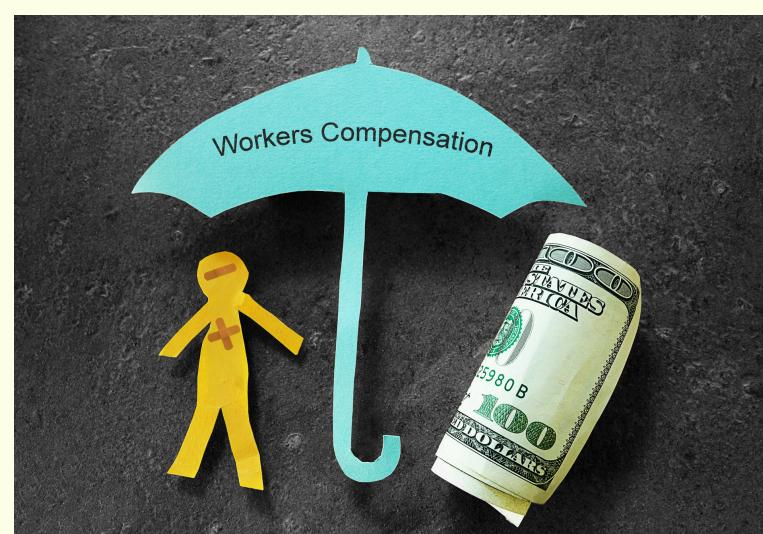
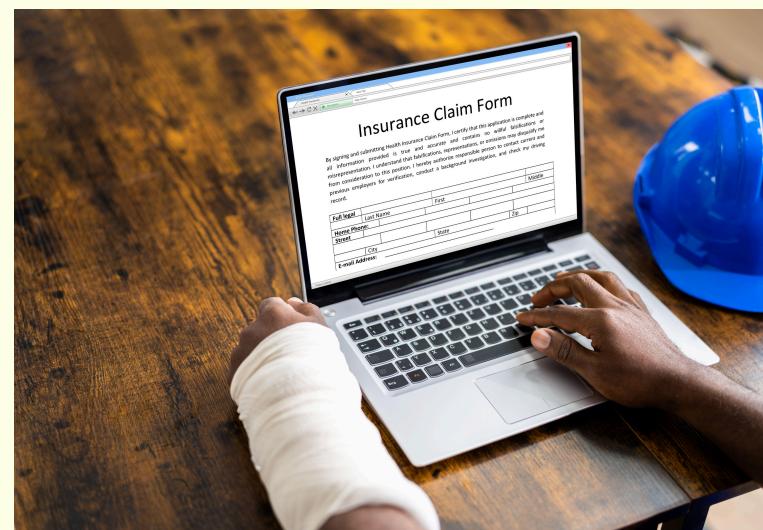
Provide Workers' Compensation and Insurance

Accidents and illnesses can happen unexpectedly, even in well-managed workplaces. Entrepreneurs should therefore ensure that employees are protected through proper insurance and compensation benefits. These programs help cover medical expenses and provide financial assistance during difficult times, showing that the company genuinely cares for its workers' welfare.

When employees know they are covered by insurance, they gain peace of mind and confidence, allowing them to focus on their tasks. It also strengthens trust between employer and employee and demonstrates a responsible and compassionate management approach.

HOW TO EMPLOY THIS RESPONSIBILITY

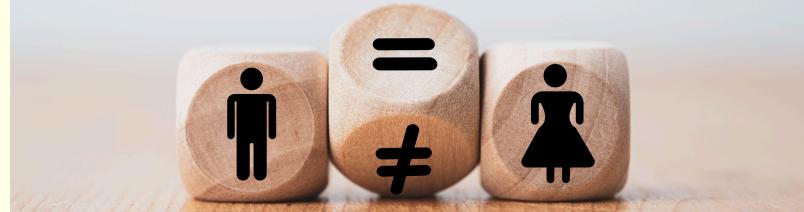
- Enroll all employees in mandatory government insurance programs (SSS, PhilHealth, and Pag-IBIG).
- Offer optional private insurance or health coverage for added protection.
- Process claims efficiently and assist employees with documentation
- Educate employees on how to access their benefits and compensation rights.



Eliminate Discrimination and Bias

How to Employ This Responsibility

- Develop clear and unbiased recruitment and promotion guidelines.
- Post internal job openings so current employees have a chance to apply.
- Offer training and professional development programs open to all.
- Review company policies regularly to ensure inclusivity and fairness.



Entrepreneurs are responsible for creating a workplace where everyone is treated equally, regardless of gender, religion, age, race, or background. Discrimination can harm morale and lead to conflict, while equality encourages teamwork and respect. A fair and inclusive environment also attracts talented individuals from diverse backgrounds who can contribute unique ideas and perspectives to the company.

Promoting fairness is not just a moral choice—it's a smart business strategy. Companies that eliminate bias and practice inclusion are proven to be more creative, productive, and trusted by their clients and partners.

Provide Equal Employment Opportunities

Entrepreneurs should ensure that all employees have equal access to opportunities for hiring, training, and advancement. Equal opportunity means no one is left behind because of personal background or circumstance. When fairness is practiced in the workplace, employees feel valued and inspired to do their best.

This responsibility also helps build a more competent and competitive workforce. Equal opportunity creates a positive image for the company and encourages long-term loyalty among employees.



HOW TO EMPLOY THIS RESPONSIBILITY

- Develop clear and unbiased recruitment and promotion guidelines.
- Post internal job openings so current employees have a chance to apply.
- Offer training and professional development programs open to all.
- Review company policies regularly to ensure inclusivity and fairness.



Respect Human Rights



Respecting human rights in the workplace means treating every employee with dignity and fairness. Entrepreneurs must ensure that no worker is subjected to abuse, forced labor, or unjust treatment. Each employee deserves respect for their privacy, beliefs, and individuality.

When employees are treated humanely, they feel more loyal and motivated to contribute positively. Respecting human rights also protects the company from legal disputes and builds a reputation as an ethical and responsible employer.

How To Employ This Responsibility

- Avoid excessive working hours and allow adequate rest periods.
- Respect employees' right to privacy and fair treatment.
- Address complaints and grievances promptly and justly.
- Foster a culture of empathy and respect within the organization.

Support Career Development

Entrepreneurs must encourage employees to continuously grow and improve their skills. Supporting career development benefits both the employee and the company—employees gain confidence and new capabilities, while the business gains more competent and innovative workers.

This can be achieved through seminars, mentoring, workshops, and opportunities for advancement. When employees feel supported in their personal growth, they tend to be more loyal and productive.



HOW TO EMPLOY THIS RESPONSIBILITY



Pair employees with mentors who can guide them in their career paths.



Offer professional development programs, scholarships, or training.



Conduct performance appraisals to identify development areas.



Recognize and promote employees who show consistent improvement.

Train and Educate Employees



Training and education are key investments for any business. Entrepreneurs must ensure their employees are equipped with the knowledge and skills necessary to perform their jobs effectively. A well-trained workforce is more efficient, confident, and capable of meeting company goals.

Continuous education also helps the business stay competitive in a rapidly changing world. It ensures that employees remain updated with modern technologies, trends, and professional practices.



HOW TO EMPLOY THIS RESPONSIBILITY



Conduct orientation programs for new employees.



Organize regular workshops and skills training sessions.



Support attendance in external training and certification programs.



Encourage knowledge-sharing and team collaboration.

Manage Performance

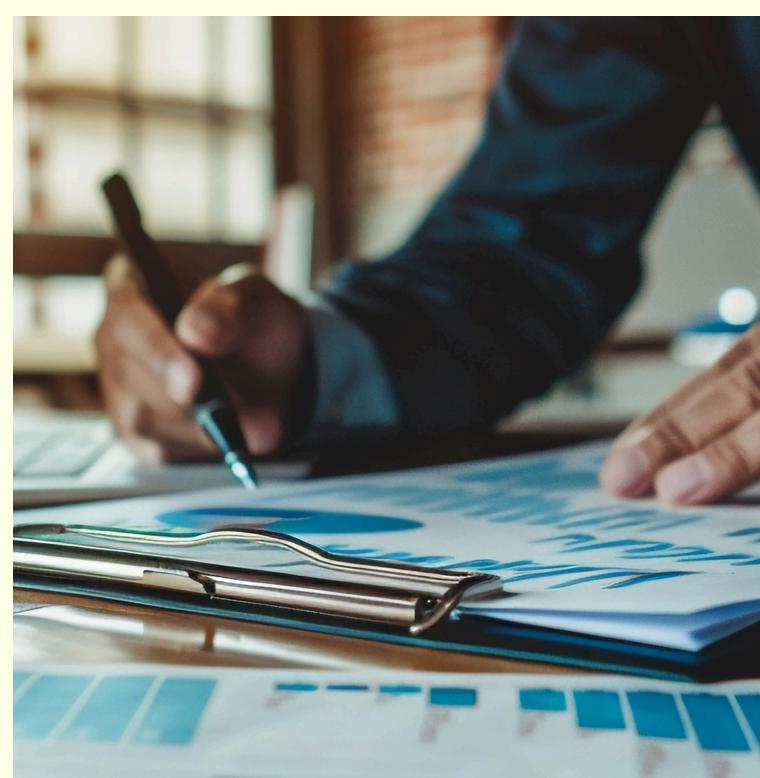


Performance management is essential for monitoring and improving employee productivity. Entrepreneurs must evaluate work outcomes fairly and provide constructive feedback that helps employees reach their full potential. Regular performance reviews also allow employers to recognize achievements and identify areas for improvement.

A fair and consistent performance management system promotes accountability and motivates employees to strive for excellence.

How To Employ This Responsibility

- Set measurable goals and performance standards.
- Conduct periodic evaluations and one-on-one discussions.
- Provide coaching or retraining for underperforming staff.
- Reward outstanding employees to reinforce positive behavior.



Give Rewards and Benefits



Rewarding employees for their hard work reinforces a culture of appreciation and excellence. Recognition can be monetary or non-monetary, but its impact on motivation is significant. When employees feel valued, they are more likely to stay loyal and perform better.

Providing benefits such as healthcare, bonuses, and paid leaves demonstrates the company's commitment to employee welfare. A fair rewards system also builds trust and strengthens company culture.

How To Employ This Responsibility

- Offer salary incentives, bonuses, or recognition awards.
- Provide additional benefits like flexible hours or wellness programs.
- Celebrate accomplishments through employee recognition events.
- Continuously review and enhance benefit packages to meet employee needs.

BOARDS OF DIRECTORS



MUTIA, MICHELLE O.



NAGA, AYEN RISH L.



GOLOSINO, AIFEL KEN C.



DELA CRUZ, JOANA PAOLA G.



GROSPE, KEVIN LEO J.



GOSE, YAM ANDRO C.



MATEO, MIKE LUIE C.



MACATANGAY, NIEL JOSEPH T.

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