

# LABOR MANAGEMENT COMMITTEE (LMC)

## PROGRAMS & ACTIVITIES FOR FY2017-2018

DATE	ACTIVITIES & PROGRAMS	Schedule	Status Legend O=Approved/Done X=Disapproved Y=On Process/Pending
1. 4/20/2017	<b>LMC Organizational Chart 2017-2018</b>	April 2017	O
2. 4/20/2017	<b>Company Outing Concerns</b> <ul style="list-style-type: none"> <li>Some employees would like to back –out/ cancel due to earthquake that happened in Batangas</li> <li>Safety of the venue</li> <li>Emergency procedures</li> </ul>	April 2017	<b>X</b> <b>Reason:</b> According to SRC together with Sir Ivan (Safety Officer) the resort was safe and secured. The company decides to proceed with the original plan.
3. 4/20/2017	<b>Other Request</b> <ul style="list-style-type: none"> <li>Certificate for Most Active LMC Member</li> <li>LMC Member to attend monthly birthday meeting (1 Labor, 1 Management)</li> </ul>	April 2017	O
4. 5/18/2017	<b>HMO for the 1<sup>ST</sup> Dependent</b> <ul style="list-style-type: none"> <li>This will only be applicable to employees who are more than 10 years in service</li> <li>From 30% to 100% discount</li> </ul>		<b>X</b> <b>Reason:</b> Budget Constraint Total additional cost is P10,800,000 = P9000 x 1200 employees
5. 5/18/2017	<b>Company Event Budget &amp; Actual Expense Report Posting</b> <ul style="list-style-type: none"> <li>To encourage more employees to actively participate in every company event</li> <li>For employees to know where the funds were used</li> <li>Employees are requesting to use the excess budget to other amenities in every event (Example: excess budget can be used to buy t-shirt, additional amenities in the resort, etc.</li> </ul>	May 2017	O
6. 5/18/2017	<b>Suggestion from LMC Representatives:</b> <ul style="list-style-type: none"> <li>Browsing/Viewing of non-work related sites               <ol style="list-style-type: none"> <li>To avoid this, LMC would like to suggest that all PC monitor must be turned-off during break time.</li> <li>In case of immediate need to use the computer during break time especially if its work related authorization from supervisor or manager must be done.</li> <li>IS Policy orientation for all employees using computer</li> </ol> </li> </ul>	May 2017	O

7.	6/22/2017	<b>Request to have Bible Study inside FDTP premise</b> <ul style="list-style-type: none"> <li>To help the company in upholding employee morale and values while strengthening employees faith and spiritual growth</li> <li>To strengthen harmonious relationship among employees through teachings and sharing God's message</li> <li>To help the company in the values formation of employees</li> </ul>		<b>X</b> <b>Reasons:</b> The Management believes that work and spirituality must be separated. Employees working in FDTP have different beliefs and religions as well. Employees have given enough time to practice their faith during weekends and other holidays. Also the management would like each employee to have quality time to their family after work.
8.	6/22/2017	Request for Basketball Court Repair	April 2018	<b>O</b>
10.	7/21/2017	<b>Introduction of Newly Elected LMC Member</b> <ul style="list-style-type: none"> <li>LMC introduce the newly elected officer, MR. Rodulfo Constantino Jr.</li> </ul>	July 2017	<b>O</b>
11.	7/21/2017	<b>Medicine Reimbursement Benefit</b> <ul style="list-style-type: none"> <li>Hospital confinement is very costly even with HMO and prescribed medicines after confinement adds to the burden of employee who needs to buy the medicines.</li> <li>To provide additional cash assistance to employees in buying take out medicines after confinement (medicine that are not covered by HMO, usually prescribed after confinement)</li> <li>Relieves employee from thinking where to get money to purchase the medicines prescribed after confinement</li> </ul>		<b>X</b> <b>Reason:</b> The Top Management suggested if this can be incorporated with the existing HMO in the amount of P2K. And as per HMO, it is not practical to incorporate it to the premium since the additional premium will cost more that the P2k medicine coverage.
13.	8/25/2017	<b>Request for Fumigation of P2 Office Area (PC/Warehouse/Purchasing)</b> <ul style="list-style-type: none"> <li>Due to mosquitoes and other insects</li> </ul>	August 2017	<b>O</b>
14.	8/25/2017	<b>Request for chairs inside P2 locker area</b> <ul style="list-style-type: none"> <li>For employees resting area</li> </ul>	August 2017	<b>O</b>
15.	8/25/2017	<b>Food Rack cover at P1</b> <ul style="list-style-type: none"> <li>To prevent the food from spoilage</li> <li>To protect from other insects and pests</li> </ul>	August 2017	<b>O</b>
17.	9/26/2017	<b>Request to have Japanese Encephalitis Vaccine thru Salary Deduction</b>	October 2017	<b>O</b> <i>(Upon availability but because of the issue of Sanofi, many employees cancelled their orders.)</i>
19.	9/26/2017	<b>Follow-up</b> <ul style="list-style-type: none"> <li>Propose revision of Loyalty incentive &amp; retirement Benefits (March 2016 LMC Agenda)</li> </ul>	July 30, 2017	<b>Y</b> Benchmarking is advised. For further review of Top Management

20.	10/23/2017	<b>Request to change the working schedule</b> <u>Advantages:</u> a. Less traffic during incoming/outgoing b. Early go home early rest c. Traffic avoided due to early departure resulting to early arrival at the company d. Traffic during outgoing can be avoided because of the early departure at 5pm while other company's departure time is between 5:15 to 5:35pm e. Remove 10mins of OT time (FDTP advantages) f. Early arrival at the company can eat breakfast  <u>Disadvantages:</u> a. Early wake up b. Rendering of OT from 1.5 hrs to 2.0 if necessary c. Time Keeping adjustment of HR (this cannot be done immediately and need to have new system for OT computation) d. Adjustment in time setting of tablet from assy & parts manufacturing e. Adjustment of break time schedule		<p style="text-align: center;"><b>Y</b></p> <p>LMC decided to hold this request until such time enough information and study of the current working schedule is prepared and done.</p>
21.	10/23/2017	<b>Early release of Payroll or 13<sup>th</sup> Month Pay</b>		<p style="text-align: center;"><b>X</b></p> <p><b>Reason:</b> Employees needs to learn how to save not spend. Early release of 13<sup>th</sup> month will lost the real essence besides schedule of releasing is already earlier than before (from Dec 10 to Nov. 30).</p>
22.	11/27/2017	<b>LMC Web Page Restoration Plan</b>		<b>X</b>
23.	11/27/2017	<b>OTHERS</b> <ul style="list-style-type: none"> <li>• Due to high utilization incurred at Medicaid, following shall be done by LMC to decrease next year utilization to help both the company and the employees as well: <ul style="list-style-type: none"> <li>a. Encourage employees to have their consultation first at our company physician instead of availing the consultation in the hospital</li> <li>b. In case of laboratory procedure, better to ask for company doctor's referral instead of directing to the hospital doctor.</li> <li>c. Continue to maximize the use of HMO Clinics for a lower cost.</li> </ul> </li> </ul>		<b>O</b>
24.	12/19/2017	<b>Proposed Improvement in the monthly Birthday meeting</b>	Dec 2017	<b>O</b>

25.	12/19/2017	<b>Proposed Disciplinary Measures</b> <ul style="list-style-type: none"> <li>30-Minutes Waiting Time During Outgoing Shuttle if an employee runs during outgoing               <ol style="list-style-type: none"> <li>To practice cooperation and discipline at the same time</li> <li>For employee to be sensitive/concern to others</li> <li>No Running, No long waiting</li> </ol> </li> </ul>	Dec 2017	O
26.	12/19/2017	<b>OTHERS:</b> <ul style="list-style-type: none"> <li>Employee Discipline Campaign Program- 10 LMC Commandments to Discipline</li> </ul>	Dec 2017	O
27.	01/24/2018	<b>Dental Service for FDTP Employees</b> <ul style="list-style-type: none"> <li>No need for employees to absent since the location is at FDTP Clinic and the schedule is every after office hours</li> <li>No need to worry long waiting in the Dental Clinic since it will be available every MWF per appointment basis.</li> <li>In case of immediate dental need they can go directly to Donghit Dental Clinics located at Balibago and Crossing, Calamba (accessible to FDTP) no need for an appointment.</li> <li>Salary deduction to employees for uncovered procedures (1-12months to pay, maximum limit of 15,000.)</li> </ul>		Y For further review and consideration
28.	01/24/2018	<b>Financial Assistance For Deceased Employee (Mandatory Automatic Deduction)</b>		X <b>Reason:</b> Disapproved but the company is willing to extend assistance by giving in advance (3 working days processing time) the P50K death insurance from HMO to be deducted to the total donations from employees.
29.	02/27/2018	<b>Increasing Annual Perfect Attendance Incentive</b> <ul style="list-style-type: none"> <li>To continuously increase attendance and punctuality ratings for a more productive workplace</li> <li>To motivate those who were not yet recipient of the Annual Perfect Attendance.</li> <li>To increase motivation of those who are yearly recipients of Annual Perfect Attendance.</li> <li>Employees will now be more careful in incurring absences.</li> </ul>		Y For further review and consideration
30.	02/27/2018	<b>SRC Calendar of Activities</b> <ul style="list-style-type: none"> <li>Proposed Outing Venue – 8 waves as voted by the majority of employees</li> </ul>	April 14, 2018	O
31.	02/27/2018	<b>LMC Election Schedule</b>	March 2018	O

33.	03/26/2018	<b>Introduction of the New Batch of LMC Officers</b>	April 2018	<b>O</b>
34.	03/26/2018	<b>LMC Oath Taking Schedule</b> <ul style="list-style-type: none"> <li>April 20, 2018</li> </ul>		<b>X</b> Conflict on the schedule of Kaizen.
35.	03/26/2018	<b>LMC Teambuilding Schedule</b>	May 12, 2018	<b>O</b>
36.	03/26/2018	<b>FOR FOLLOW UP:</b> <ul style="list-style-type: none"> <li>SRC Calendar</li> <li>Games are scheduled 3x a week (subject to cancellation/change in case of high production and employee need to render OT)</li> <li>Games shall be finished within 4 months (May-Aug)</li> </ul>	Apr 1, 2018	<b>O</b>