

OBJECTIVES

To be familiarized with the company background

1

2

To receive information needs to function comfortably and effectively

To understand the company's conditions of employment

3

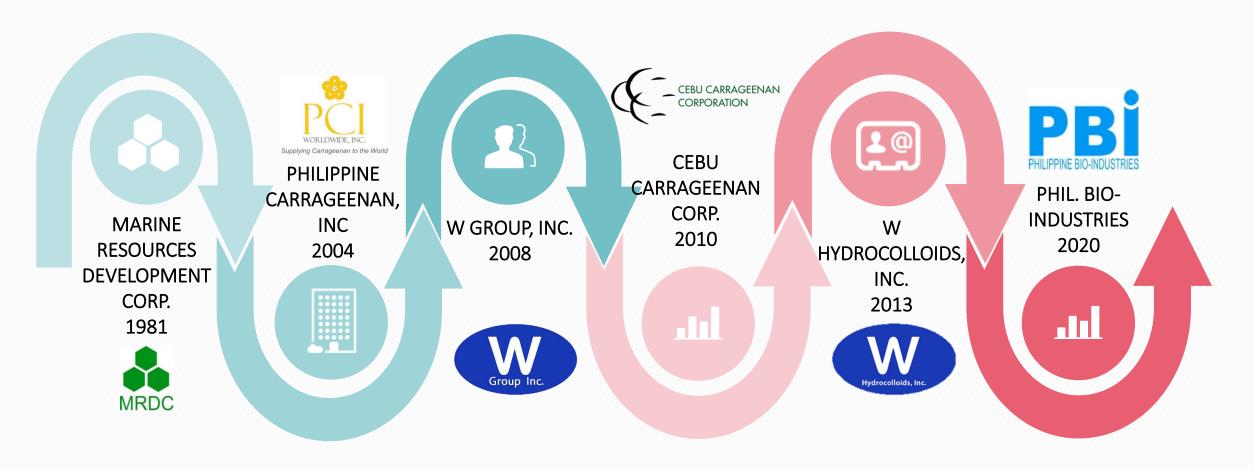
4

To be instilled with the principle of shared responsibility within the organization





HISTORY



W Group Inc. was established to provide managerial structure and corporate organization within the various businesses under it dealing mainly with Seaweed/Carrageenan, Investments and Real Estate.

CLIENTS







SAN MIGUEL CORP.



MAGNOLIA



SELECTA



ALASKA MILK CORP.



PUREFOODS



JOLLIBEE



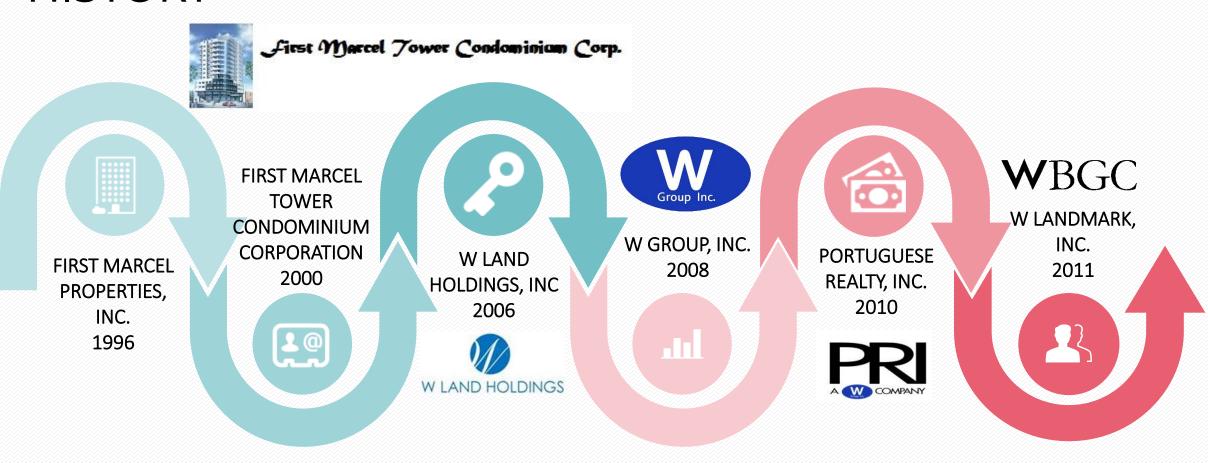
CHOWKING

W Hydrocolloids, Inc. also exports Carrageenan all over the world.





HISTORY



W Group Inc. was established to provide managerial structure and corporate organization within the various businesses under it dealing mainly with Seaweed/Carrageenan, Investments and Real Estate.

SOME OF OUR TENANTS

















SPLASH CORPORATION

FWD INSURANCE







ISO 9001:2015

Quality Policy

W Landmark, Inc. is committed in consistently delivering excellent leasing and property management services to our clients through building customer relations, proper maintenance, security, and cleanliness of our facilities, continuously improving our quality management system and complying with requirements of all stakeholders.



Vision

The market leader in the carrageenan-based food ingredients industry, recognized for our world-class products, achieving sustainable growth through continued innovation, excellent services and competitive pricing

Mission

Our mission is to develop and provide innovative and quality carrageenan-based food ingredients complemented by excellent services, building long term partnerships with our customers.

We are our customers' brand of choice, create meaningful opportunities for our partners, and make relevant contributions to our community



Vision

To transform the Philippine Real Estate Market to be one of the best in the world

Mission

To be the preferred leasable space provider





WEE LEE HIONG CHAIRMAN EMERITUS





ROSALIND WEEVICE CHAIRPERSON

W HYDROCOLLOIDS, INC

JOHN STANISLAUS L. WEE PRESIDENT



WINSTON LEE HIONG WEE
CEO



HEIDI GLORIA MARIS W. GREGORIOEXECUTIVE VICE PRESIDENT



W LANDMARK, INC.



NORMAN VINCENT L. WEE PRESIDENT



FRANCIS AUGUSTUS L. WEE CEO



CORE VALUES

CONTINUAL IMPROVEMENT



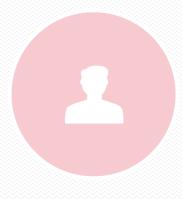
PERFORMANCE AND INNOVATION

RESULTS! TODAY!



PRODUCTIVITY

OWNERSHIP AND ACCOUNTABILITY



RESPONSIBILITY

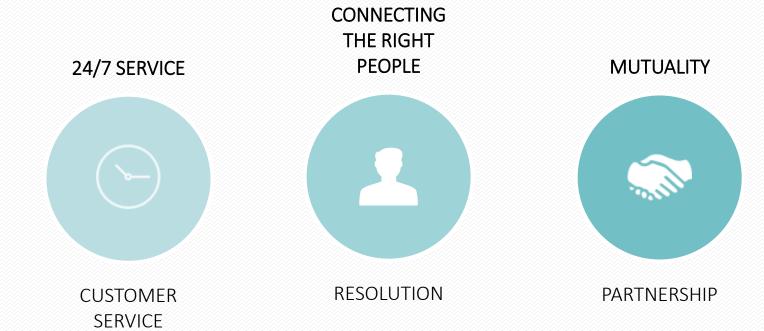
PRACTICALITY



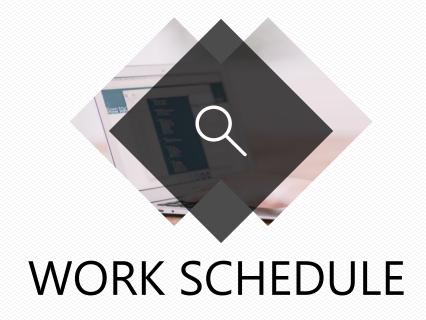
QUALITY

5/18/2022

GUIDING PRINCIPLES















5/18/2022

BREAK PERIODS

The employee is given only 15 minutes for the morning and afternoon breaks. Free coffee is available in the mornings. A concessionaire is available for the lunch and afternoon breaks. Overbreak is strongly discouraged.

AFTERNOON

The pantry is open from 7:00am to 9:30am. **MORNING BREAK** 02 Batch 1: 11:30am to 12:30pm 03 LUNCH **BREAK** Batch 2: 12:00pm to 1:00pm Batch 3: 12:30pm to 1:30pm

The pantry is open from 4:00pm to 05

5:00pm

5/18/2022

Official Business

- Applicable to all employees who needs to make transactions outside the office, as required by their immediate superior.
- Manual and online filing shall be done on the same day

Initially signed and approved OB form shall be photocopied and forwarded to Security/Front Desk

- Original Employee's Copy
 - Photocopy Security/Front Desk
- For OB who needs to use Company Vehicle, an accomplish Vehicle Request Form (VRF) needs to be submitted and Coordinated with Admin Dept.
- In the event of urgent or unplanned official business, employee can file their OB both online and manual immediately upon return to work.
- Failure to File OB upon return to work may lead to disregarding of the employees rendered OB and will result to Salary Deduction.
- No approved OB Form, shall be considered as undertime or unauthorized absence
- After OB, fill-out the OB Report portion in the OB Form

	Form Number: FR-HRD-013		Revision Number: 00		Effectivity Date:	
WDCC					May 2,	May 2, 2019
W BGC	Form Title:		OFFICIAL BU	SINESS FORM	•	
_	_	TO BE SUBMITTED 1 I	_	CHEDULED OB ***		
Company: Purpose:	WLI Training		PRI Others		☐ FMTCC	,
Name:		Department:		Date Filed:	Date of OB	3:
1. Purpose:						
Contact Person / Contact No.		Destination:		Time In:	Time Out:	
2. Purpose:		'		•	'	
Contact Person /		Destination:		Time In:	Time Out:	
Contact No.						
3. Purpose:						
Contact Person / Contact No.		Destination:		Time In:	Time Out:	
4. Purpose:		·			·	
Contact Person / Contact No.		Destination:		Time In:	Time Out:	
Prepared by:		Approved by:			Noted by:	
Employee's Sig	nature	Immediate H	ead / Head of Busines	s Unit	HR Analyst - Tim	ekeening

OFFICIAL BUSINESS REPORT (Itemized Activities to be filled out before submitting OB Form) RESULTS ITEMIZED ACTIVITIES SIGNED BY CONTACT PERSON (DONE OR PENDING) Note: OB Form must be submitted 2 days after with attached report/minutes. Failure to accomplish this form completely shall mean non-payment of any expenses incurred by the employee and shall not be honored as official. Approved by: Immediate Head / Head of Business Unit

Official Business

	FILING	APPROVAL	SUBMISSION
OB Form	At least a day before OB date	Pre-approved and duly authorized by Immediate Head/HBU	Before OB: at least 1 day before, for notation After OB: upon completion of OB report, before the cut-off date
Empleyado System	At least a day before OB date	Upon receipt of completely verified and filled-up OB Form	n/a

• APPROVAL MATRIX:

Employee	Level 1 Approver	Level 2 Approver		
Rank and File	Immediate Head	Department Head		
Officer/Supervisor	Immediate Head	Vice President (if applicable)		
Department Head	Immediate Head	N/A		

Overtime

- ? Overtime shall **ONLY** apply for **Rank and File** employees.
- Minimum of 2 hours can be filed as overtime on workdays and 4.5 hours on rest days and holidays
- Must be pre-approved by the Immediate Superior and the HBU
- If the employee reports to work <u>later</u> than his standard working schedule, he shall <u>not</u> be entitled to file for an OT
- Manual and online filing shall be done on the same day
- Emergency OT
 - urgent task needs to be done to avoid any loss or damage to the company
 - filed the next working day
- If Actual OT hours is beyond what is planned, employee shall seek approval from HBU

GC

Form Number:		Revision Number:	Effectivity Date:		
FR-HRD-014		00	May 2, 2019		
	Form Title: OVERTIME AUTHORIZATION FORM				

***** ----.W. AND EN E OAN V

***** FOR RANK AND FILE ONLY ***** ***** TO BE SUBMITTED BEFORE THE DATE OF OVERTIME *****					
Company: WLI		PRI		FMTCC	
NAME		POSITION			
DEPARTMENT		DEPARTMENT HEAD NAME			
. To be filled out BEFORE Overtime		·			
		ME DETAILS			
DATE APPLIED:	DATE OF OVERTIME:	NO). OF HOURS:		
	WORKS 1	TO BE DONE			
USTIFICATIONS:					
Works to be done is URGENT Emergency cases: please specif Work is required immediately be Increase of work load due to abe Client Visit Audit	by higher authority				
Conformed by:	Authorized by:	Approved by:	Approved b	y:	
Employee	Immediate Head	Department Head	He	ead of Business Unit	

II. To be filled out AFTER Overtime

OVERTIME CONFIRMATION						
Are works to be done accomplished? If yes, list down the results. If not, state the reason:		Yes		No	ACTUAL TIME:	
Verified by:	Verified by:				Received by:	
Immediate Head	[Department H	lead		HR Analyst - Timekeeping	

Overtime

	FILING	APPROVAL	SUBMISSION
Overtime (OT) Form	At least a day before OT date	Pre-approved and duly authorized by HBU	Until a day before the cut-off date
Empleyado System	At least a day before OT date	Upon receipt of completely signed OT Form	n/a

Scenario	Official/Credited OT			
Planned OT > Actual OT	Actual OT			
Sample: 7 hours > 5 hours	5 hours			
Planned OT < Actual OT	Planned OT			
Sample: 5 hours < 7 hours	5 hours			

Tardiness

- Reporting for work after the start of the official prescribed start of work hours per employment contract.
- Peducted on a per minute basis, against the daily rate of the employee.
 - Habitual/Excessive Tardiness if late:
 - √ 6 times or more in a month (frequency of tardiness)
 - ✓ accumulating tardiness in excess of 120 minutes
- Employees who is subject to Habitual/Excessive Tardiness will be given a gradual warning starting with Notice to Explain(NTE), where in employee is required to write a written explanation.
- ? 2nd Warning will be a **verbal explanation** with the HR Officer/Head.
- 3rd Warning will also be a verbal explanation with EVP of HR/Admin and subject to 0 percentage(%) under Attendance Category of the Key Performance Indicator(KPI).
- These warnings are also applicable for employees who fails to comply with the attendance filing policy.

Leave credits and filing

- Leave with pay filing is applicable upon regularization of the employee.
- Earned Leave credits will be computed based on the effective date of regularization until the end of the year.
- ? A day is 1.19 credits (for 9.5 hrs) or 1 credit (for 8 hrs) in the system
- ? For 2 or more consecutive leave dates, file it individually in the system
- If not yet enrolled, file your leave manually using our leave form.
- LWOP or absence before a holiday means that an employee's holiday will be unpaid
- ? LWP or half day duty before a holiday means that an employee's holiday will be paid
 - Half day duty:
 - Morning: at least 4.75 hours or 4 hours
 - Afternoon: starting 2:45pm or 12:00pm
- No time in/out is considered absent

	Form Number:		Revision N	Number:	Ef	fectivity Date:	
WBGC	FR-HRD-012		00			May 2, 2019	
W DGC	Form Title: APPLICATION FOR LEAVE AND UNDERTIN					IME	
SURNAME	FIRST NAME	M.I.		EMPLOYEE NO.		POSITION	
NATURE		DURATION	OF LEAVE			DATE HIRED	
With Pay: Vacation Leave	BEGIN DATE:	END DATE:		TOTAL # OF DAYS:	AM PM	AUTHORIZATION APPROVED	
Sick Leave	DATE OF RETURN:	DATE OF RETURN:				DISAPPROVED	
Paternity Leave	DATE OF UNDERTIME:				Remarks:		
Maternity Leave	BEGIN TIME:	END TIME:		TOTAL # OF TIME:	AM		
Emergency Leave					PM		
Solo Parent Leave	REASON:	•		,			
Without Pay:						Immediate Superior	
Authorized Absence							
U Others:						Dept Head / HBU	
I fully understand that I am expected than what is approved shall be consi unavailable for work on the indicate	idered UNAUTHORIZED. In the even	t that I am unable to	return to W G	roup or any of its affiliat	e and be	TO BE FILLED OUT BY HRD SL VL Balance before this leave	
phone or letter at my expense. My o	contact address and contact number	r while on leave is: _				Balance after this leave	
Further, I certify that the reason of leave/ undertime indicated herein is true and correct to the best of my knowledge.							
						w/ pay	
						HR Analyst w/o pay	
Employee Signature Date Filed							

Sick leave

- Paid leave given to an employee when he/she cannot report for work due to illness or when he seeks medical or dental attention
- Employee must inform his Immediate Head at least 30 minutes before the official business hours start
- If illness occurs while on duty, employee must notify either his Immediate Head and HR Department Head
- Filing of Sick Leave should be upon return to work of the employee.
- For more than 2 consecutive days of SL, email a scanned copy of Medical Certificate (Fit to Work) to HR Analyst and Immediate Head upon return to work. FAILURE to present shall not entitle employee to SL with pay.
- If an employee is unable to file his/her SL, he/she may inform the HR or her department colleagues to file online on his/her behalf.
- Unconsumed SL within the year will be stored at your SL Bank.
- In excess of 30 days SL on SL Bank will be converted into cash.

Emergency leave

- Paid leave given to an employee when he/she needs to attend an <u>unexpected situation</u> that requires immediate action or presence of the concerned employee
- Unexpected situation sudden injury, illness, death or urgent matter relating to a family member, natural disasters, and transport strike and accidents (excluding traffic congestion)
- Employee shall inform promptly his Immediate Head regarding availing EL; otherwise it will be considered as Leave Without Pay (LWOP)
- ? EL shall be deducted to SL credits
- ? EL can be filed upon return to work

Vacation leave

- ? Paid leave that is used for the leisure of an employee.
- VL must be filed and approved at least three (3) days before the leave date.
- Filing of VL must be with attach Turn over list
- ? Vacation Leave credits will be forfeited if not consumed at the end of the year
- Planned VL Calendar is submitted per department twice a year to the HR Department

Leave without pay (LWOP)

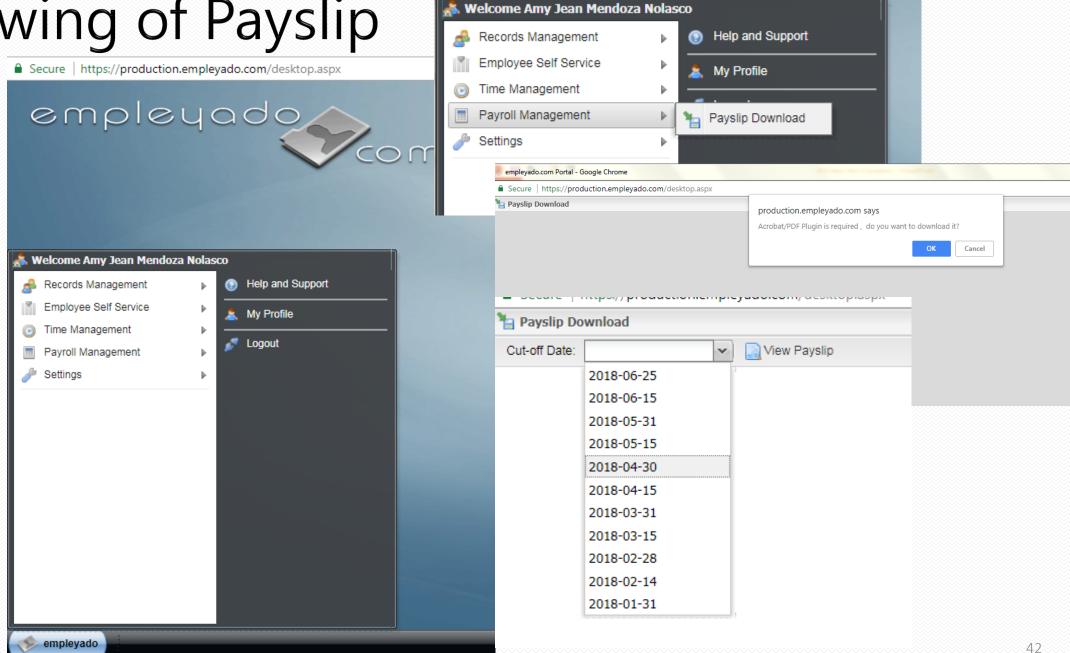
- ? Authorized leave of absence of employees without pay
- ? If the purpose of LWOP is same with VL or SL or EL, filing procedure of the said leave applies.
- If **no filed LWOP**, leave shall be considered as an **unauthorized absence** and may be **subject** to disciplinary action.
- More than 3 days worth of filed/unfiled LWOP in a month may also be subject to disciplinary action

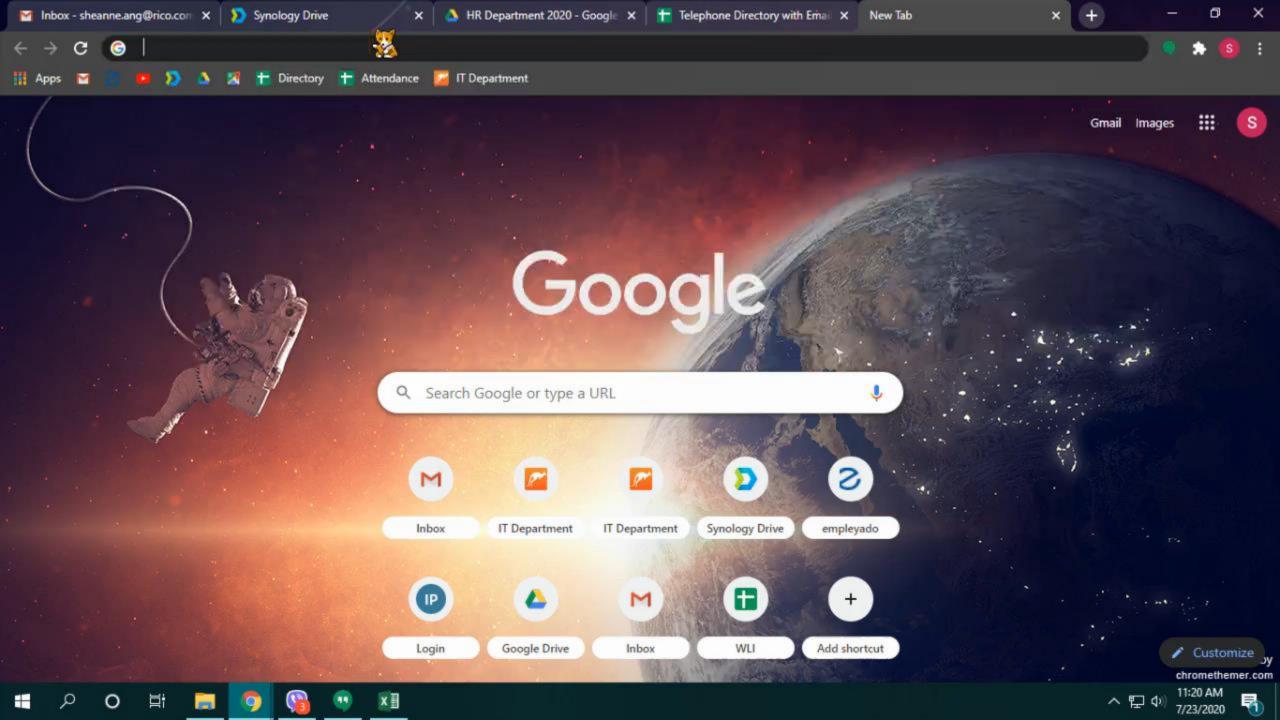
Purpose	LWOP Filing	Approval
VL	3 DAYS BEFORE leave date	BEFORE leave date
SL	UPON RETURN TO WORK	BEFORE the Timekeeping Cut-Off
EL	UPON RETURN TO WORK	BEFORE the Timekeeping Cut-Off

Payroll/payout schedule

- ? Timekeeping cut-off is every 10th and 25th of the month
- Employees shall receive their salary through their Security Bank ATM, every 5th and 20th of the month.
- If new hire employees did not receive their ATM card on payout, employee may require to go over the counter to Security Bank W City Center Branch to receive their salary.

Viewing of Payslip

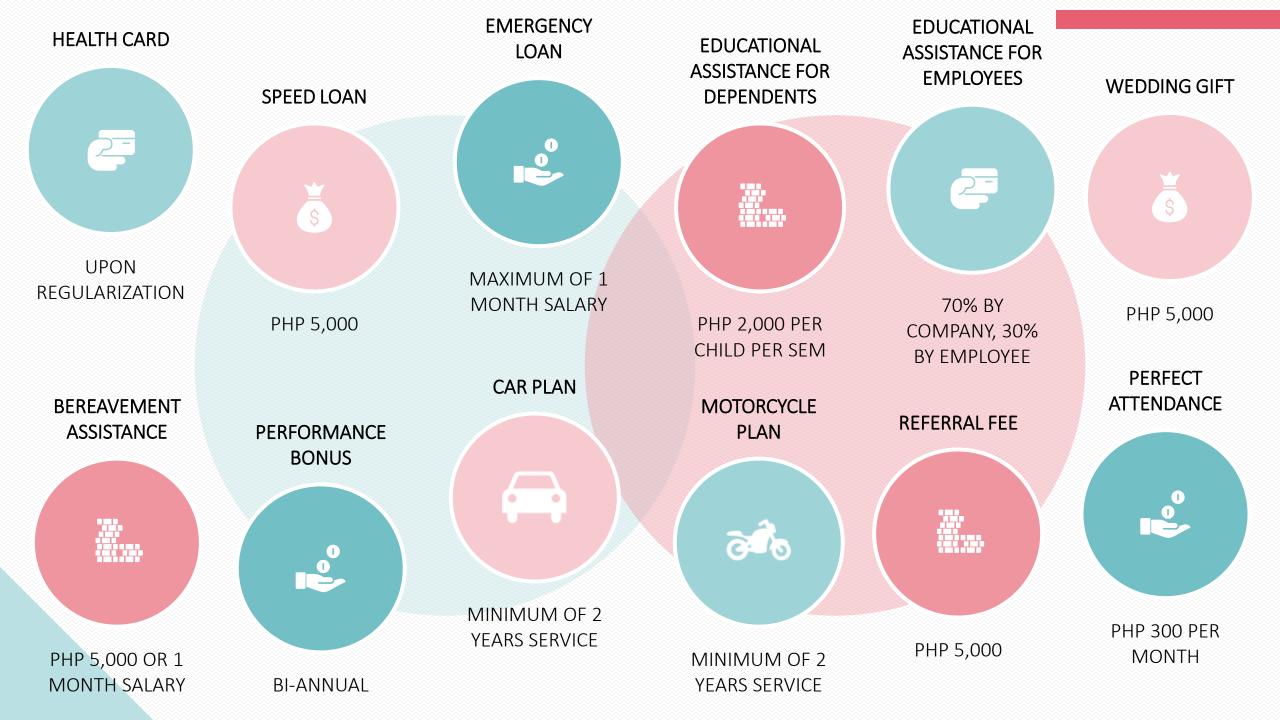


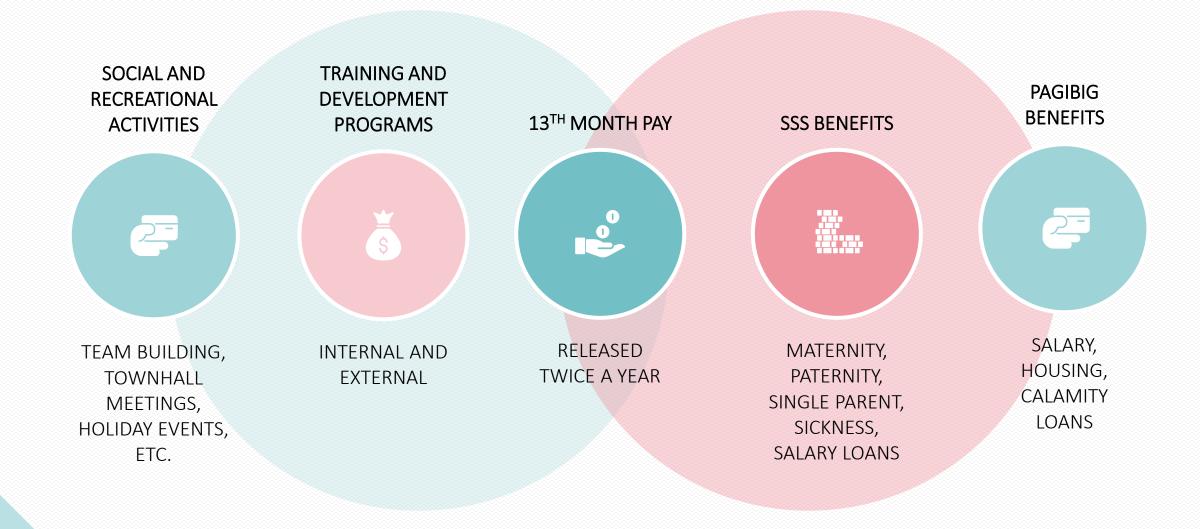


Resignation

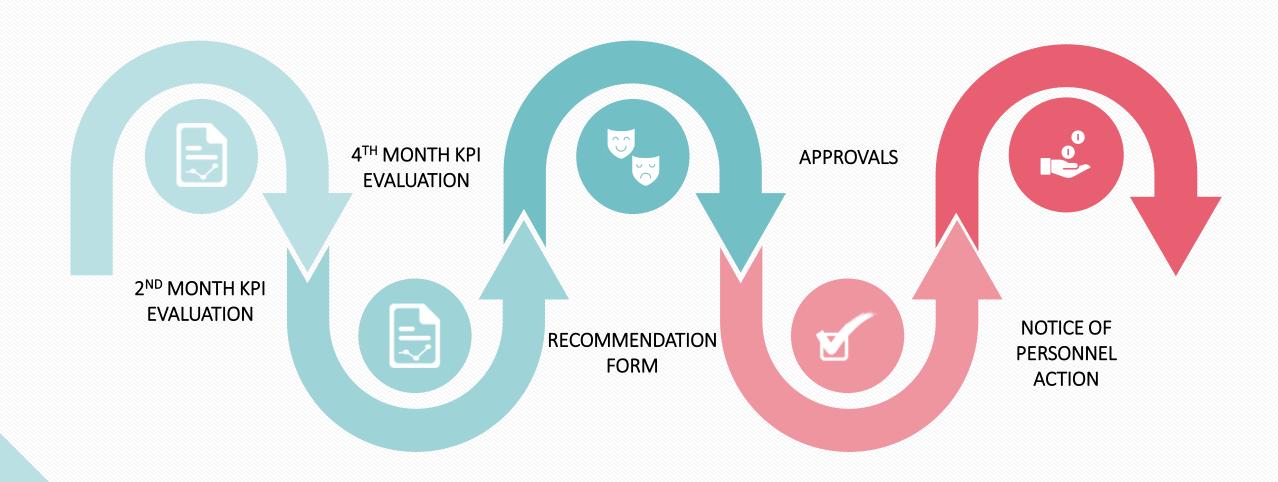
- The Employee who has a plan to leave the company must submit a resignation letter to the HR Department at least 30 Days prior to the effectivity of his / her resignation.
- During the 30 Days, the leaving employees must assist the management in transition process by making turnover in all his/her pending tasks and responsibilities and submit all the documents to his / her immediate superior.
- The resigned employee must accomplish all the post employment requirements stated in the clearance form.







REGULARIZATION





DRESS CODE

Business Attire (Mondays to Thursdays) Smart Casual (Fridays)



EMAIL DISSEMINATION

Memorandums and announcements



TELEPHONE COURTESY

Answer after two rings
Be courteous at all times





INTER-OFFICE COMMUNICATION

Skype, Viber, or Hangouts
Standard signature format must
be followed



VISITORS POLICY

No visitors allowed in the mezzanine area



NO SMOKING POLICY

Strictly no smoking within the company premises

ON-THE-JOB TRAINEES

Submit internship plan with the request



ACCEPTANCE OF GIFTS

Employees must not try to personally profit but must safeguard Company's interest





COMPANY PROPERTY

Employees must use the company property with due care. Use gate pass.



CLEANLINESS

Maintain a neat appearance. No littering.

REQUIREMENTS FOR ENTRY

No mask and no Employee Health Certificate, no entry



OBSERVE PHYSICAL DISTANCING

Stay 3 feet away from other Eliminate contact with surfaces touched by others Avoid anyone who appears sick





CASE REPORTING

If you notice anyone or yourself with possible symptoms, inform you Department Head immediately



THERMAL SCANNING

Always ensure that your temperature is checked before entering the office





WELCOME!