



EMPLOYEE HAND BOOK

2020

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CHAIRMAN'S MESSAGE

"In life, one should not be afraid of hard work. Try new things; be adventurous, and go out of your comfort zone to succeed. No pain, no gain. Have neither fear nor jealous nor envy, as they are the worst self-debilitating negative emotions of human beings. Be enterprising in all undertakings. Instill discipline in yourself to enjoy life.

Have a simple and humble lifestyle so no one envies you. Balance and spice up your life by spending time with God, family, work and friends, in priority. Above all, put love in your life with the Holy Bible."

Wee Lee Hiong
Chairman Emeritus



THE COMPANY

Photo: Laboratory testing at Cebu Carrageenan Corporation

HISTORY

W Group, Inc. was established in 2003 starting with its main company W Hydrocolloids, Inc. (WHI) whose sole focus is Carrageenan and its blends. It has aims to be the global leader in the food ingredient solution business. Backed up with more than 40 years of experience in the industry and a local marketing arm, Marine Resources Development Corporation (MRDC) has continuously developed new and innovative products aligned with the company's vision of expanding the product line. In accordance with such objectives, it has established a research laboratory primarily to cater to the strict demand of the clients.

W Group, Inc. has also expanded to the Real Estates that does not only develop lands into houses but more importantly into homes that can last for generations. W Land Holdings, Inc. (WLHI) was incorporated specifically for land development projects in Bonifacio Global City (BGC), an emerging business district in Metro Manila. WLHI is the developer and project manager of its flagship venture, W Tower. First Marcel Properties, Inc. (FMPI) manages and operates the properties located in Quezon City. Its very own first Marcel Tower boasts of facilities that speak of comfort, business and leisure. W Group is in partnership with Pro-friends which has developed properties in Cavite. Carmona Estates, a suburb located in the outskirts of Metro Manila, perfectly caters to one's sense of community may it be pleasure, spiritual or family fun. W Group, Inc. continued to expand and offered leasable spaces for businesses in BGC with the goal to be the top provider with W Landmark, Inc. (WLI). Along with this, the Portuguese Realty, Inc. (PRI), a construction company of W Group, Inc., aims to provide only the best construction services to clients.

W Group, Inc. firmly believes that it is important to establish ties that bind. Investment and trading does not only involve the exchange of goods and assets but it is about building relationships with people that you view as valuable partners. W Securities, Inc. is engaged in buying and selling stocks and is a member of the Philippine Stock Exchange. Agro Commodities Export, Inc. (ACE) deals with commodity trading of agricultural product harvested from aquatic resources.

W Group, Inc. is likewise active in supporting several socio-civic activities that is geared towards uplifting and improving the quality of living through educational assistance, housing projects, and medical missions to the under-privileged. Some of the benevolent organizations are: Pearl S. Buck Foundation-Philippines, Philippines National Red Cross, Gawad-Kalinga, Christ's Commission Fellowship, ICA and Xavier School.

MANAGEMENT

We believe in effectively managing and developing our people to equip them with the necessary competence to undertake their duties in accordance with the requirements of our policy and to continuously train them for growth and skills improvement to achieve teamwork, effective communication with the common objective for progress and excellence.

John Stanislaus L. Wee
President - W Hydrocolloids, Inc.

Norman Vincent L. Wee
President - W Landmark, Inc.

Winston L. Wee
CEO - W Hydrocolloids, Inc.

Francis Augustus L. Wee
CEO - W Landmark, Inc.

Heidi Gloria Maris W. Gregorio
Executive Vice President - W Hydrocolloids, Inc.

VISION

a. W Hydrocolloids, Inc.

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.

b. W Landmark, Inc.

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

MISSION

a. W Hydrocolloids, Inc.

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.

b. W Landmark, Inc.

To be the preferred leasable space provider.

CORE VALUES

CONTINUAL IMPROVEMENT

We recognize that problems are a part of our day to day work, and commit to embrace and address them through continual improvement, systematic methods, and technology where it provides a superior way to do things.

RESULTS! TODAY!

We commit to drive for results. We believe in quantifying our output, and establishing our worth by measuring our output. We also believe in high individual productivity and efficiency as personal standards. It is not enough that we produce results —we commit to do so promptly.

OWNERSHIP AND ACCOUNTABILITY

We commit to be personally accountable for our work and accept responsibility for its results. We expect our partners to do the same.

PRACTICALITY

We commit to always use rational methods that measure value based on need, and a studied assessment of what gives the best worth for the lowest cost. We commit to always define what is best for us, not what others think is the best.

GUIDING PRINCIPLES

24/7 service

We are a 24/7 company. We commit to demonstrate this with 24/7-oriented facilities, systems, policies, and procedures that allow our tenants to operate without interruption 24 hours a day, seven days a week.

Connecting the Right People

Our goal is to provide our partners the shortest route from first contact to resolution. We will ensure our tenants talk to the right people for their concerns and will enable decision-making when the connection is made. With respect to our providers, we will contact the people who make the decisions to ensure we get the right information and action promptly.

Mutuality

We believe our relationships with our tenants is a partnership. As providers to our tenants, our goal is to make tenant satisfaction a key driver of our business, and we commit to ensure our policies and processes take this into account. Conversely, we recognize the role our tenants play in ensuring we are able to meet their service expectations, and expect our tenants, as partners, to accord us the same commitment.

We likewise acknowledge that our suppliers and service providers are our partners in business and will ensure our commitments to them are fulfilled promptly and fairly, just as we expect them to deliver their best work, price, products, and/or service.



THE EMPLOYEE HANDBOOK

Photo: W Fifth Avenue Building: the location of W Group, Inc's Head Office

OBJECTIVE

The purpose of the Company is to set forth the agreed rates of pay, hours of work, and other conditions of employment in accordance with applicable laws and company policies so as to promote orderly and peaceful relations, to achieve uninterrupted operations in the plants and buildings, to promote the principle of shared responsibility between the workers and the Company, and to achieve the highest level of employee performance consistent with safety, good health, and sustained effort.

SCOPE AND COVERAGE

This Company Handbook mutually applies to all contractual, casual, temporary, probationary, and regular employees that are working for W Group, Inc.

DEFINITION OF TERMS

1. **Absence** – the inability to report for work or physical detachment from the work place
2. **Supplements** – various non-wage compensations provided to employees in addition to their original salary. It is applied to Regular employees working in the Company for at least (1) year.
3. **Absenteeism** – habitual or frequent pattern of unauthorized absence of at least 2 times within a month.
 - a. A sick employee fails to notify his/her Immediate Supervisor or Department his/her intention to go on sick leave through phone or written message within the first day of his/her leave subject to provision under number 3 of this section.
 - b. An employee whose vacation leave has been disapproved but still proceeded to go on leave.
 - c. An employee fails to file his leave with the HR Department immediately within the day of his/her return to work.
 - d. An employee extends his/her leave without duly notifying his/her Immediate Supervisor, Department Head, or the HR Department.
4. **Immediate Family Member** – refers to:
 - a. For single employees – parents, brothers and sisters.
 - b. For married Employees – parents, spouse and children
5. **Official Business** – includes any client calls, outside meetings, work/position related errands, seminars, trainings, and any other fieldwork transactions or activities performed by an employee as may be assigned by the Department Head and /or the Management, requiring an employee to leave the premises of his workplace for the purpose of accomplishing a given undertaking for the Company.
6. **Overtime** – work or service rendered beyond the employee's regular working hours. It is an extension of an employee's working hours to attain the continuation and/or completion of the work started.
7. **Under Time** – leaving the workplace or company premises before the termination of the company's regular workday, in consonance with the related provisions stated in the company's code of conduct. It is considered authorized/excused when leave of absence or under time is applied for, with prior notice to and duly approved by the Immediate Supervisor and/or Department Head. It is considered unauthorized/unexcused when leave of absence is not applied for, without prior notice to or without permission/authorization and/or disapproved by the Immediate Supervisor and/or Department Head.

8. Tardiness – reporting for work beyond the start of the official undertaking that needs immediate attention as this may pose possible risks to the smooth flow of business operations or may cause great loss of profit to the Company, damage to equipment and machine, injury of manpower, delay of work operations and obstruction to company productivity if not immediately performed.

9. Resignation – a formal act an employee to voluntary terminate his or her employment with the Company.

CHANGES IN POLICY

This Manual supersedes all previous manuals and memos that may have been previously issued by the management with respect to the different provisions herein set forth.

However, in the view of different contingencies and organizational changes that may transpire in the future, the management reserves the inherit right to interpret, change, suspend, cancel, or dispute any or all of the provisions and/or amendments subsequently introduced after the effectivity of this manual shall not take effect without prior notice to all employees concerned and shall take effect on the specific date determined by the Company.

It is understood however that all changes, revisions, amendments, and interpretation of any or all of the provisions specified in this manual shall emanate exclusively from the management. If there's any doubt in the construction of any of the provisions herein specified, it shall be incumbent upon every employee to primarily refer and consult the management for the proper interpretation of the provisions of this manual.



COMPANY POLICIES

Photo: Ricogel packaging prepping in Marine Resources Development Corporation in Quezon City

RECRUITMENT AND SELECTION

The Human Resources Department shall administer a centralized system of recruitment wherein all applicants shall be required to undergo competitive examinations and a series of interviews. Successful applicants are required to submit a set of pre-employment requirements thoroughly discussed to them before the set start date of their employment with the Company.

The Company reserves the right to retract a Job Offer based on the results of either the medical examination or the background check.

Thereafter, the successful applicant shall be scheduled for orientation on his/her first day of employment with the Company.

ORIENTATION

The New Employee Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the Company, and prepared for their position. The orientation is conducted by a Human Resources (HR) Representative, and includes an overview of the company history, an explanation of the company core values, vision and mission, and the company goals and objectives. In addition, the new employee will be given an overview of the different benefits, policies and related company related matters, as well as complete all the necessary paper work needed for the new employee's transition into the Company.

Employees are presented with all codes, keys, and procedures needed to navigate within the work place. The HR Representative then introduces the new hire to the other employees throughout the Company, reviews their description and scope of position, explains the company's evaluation procedures, and helps the new employees to get started on specific functions.

With the HR Department, the Department Head shall make an assessment and recommendation with respect to the result of the initial performance of the new hired employee. Thereafter, the HR Department will inform the Head of Business of the results of the initial performance appraisal. For the purpose of this paragraph, the initial performance appraisal shall cover the first three months of employment computed from the hiring date of the new employee.

WORKING SCHEDULE

In compliance with the Compressed Work Week (CWW) Schedule Scheme adopted by the Company, all employees are required to render a maximum of 48 hours of work every week. Head Office employees are required from 9:00 am to 7:30 pm (Semi-flexible) from Mondays to Fridays and Building/Plant Employees' schedule is at 8:00 am to 5:00 pm for from Mondays to Saturdays.

Production employees shall be subject to shifting schedule, whenever expedient and applicable.

ATTENDANCE

Tardiness

It is essential to the success of the Company and to the security of everyone's job that the Company meets its production on time and is able to service its customers or clients promptly and adequately. To accomplish this objective, promptness in attendance is required from all employees.

Every employee of the Company is expected to be in their work area and available to execute their assigned duties and responsibilities during the official working time of the Company. Likewise, all employees shall ensure that the frequency of their tardiness, absences, and under time are within the allowable limits provided in the Code of the Company.

Break Periods

All employees are required to strictly observe the following break schedule as herein below specified:

Morning Break	7:00am – 9:30am
Lunch Break	11:30 am – 12:30pm
Batch 1	12:00nn – 1:00pm
Batch 2	12:30pm – 1:30pm
Batch 3	4:00pm – 5:30pm
Afternoon Break	

The employee is only given 15 minutes within the specified time to have their morning and/or after break. Break periods cannot be accumulated.

OFFICIAL BUSINESS POLICY

When required by the exigencies of his/her work and subject to the approval of the management, an employee may perform official business activities provided that it is duly covered by an approved Official Business Form, indicating the purpose of the work and other relevant details and information, and subject to the representation of pertinent documents when requested by the management. Request for official business transactions shall be filled at least one (1) day prior to the intended date of such business activities.

However, when the nature of the work to be performed by the employee concerned necessitated the latter to immediately leave his or her working place, the employee involved may immediately attend to such business activity even without submitting Official Business Form in order to prevent serious business loss and prejudice to the Company. However the employee must submit such Official Business Form immediately within 24 hours upon his or her return to the office.

PAYROLL POLICY

Pursuant to Section 7 of Republic Act No. 6727 or the Wage Rationalization Law, all employees shall receive their wages and/or salary by means of automated teller machines. A newly hired employee is required to complete all the documents required by the depository bank to process his or her application to open a payroll account. Thereafter, an Automated Teller Machine (ATM) card shall be issued by the depository bank of the employee concerned. Pay Slip Forms are available through the online employee system.

OVERTIME POLICY

The following are the Company's basic rules with respect to Overtime Work and Pay:

- a. Demandable only if the employer had knowledge and consented to the overtime work rendered by the employee.
- b. Compensation for work rendered in excess of the eight (8) normal working hours or in the excess of the Company's normal working hours of (9.5) working hours a day pursuant to the Compressed Work Week Scheme (CWW Scheme) adopted by the Company.
- c. For ordinary days, additional 25% of the basic hourly rate.
- d. For rest day/ special day/holiday, 30% of the basic hourly rate.

Every employee who seeks to render additional overtime work, labor service is required to accomplish the company's Overtime Form prior to the actual rendition of overtime work, labor, or service, without the required over time form must advise his or her department Head in writing, immediately within 24 hours from the time over time has been performed, specifying therein all the necessary details of the additional work undertaken.

As a general rule, no employee can be compelled to render overtime work against his/her will except:

- a. When the country is at war or when any other national or local emergency has been declared by Congress or by the Chief Executive;
- b. When it is necessary to prevent loss of life or property in case of imminent danger to public safety due to an actual or impending emergency in the locality caused by serious accidents, fire, flood, typhoon, earthquake, epidemic, or other disaster or calamity.
- c. When there is urgent work to be performed on machines, installations, or equipment, in order to avoid serious loss or damage to the employer or some other cause of similar nature;
- d. When the work is necessary to prevent loss or damage to perishable goods; and
- e. Where the completion or continuation of the work started before the eight hour is necessary to prevent serious obstruction or prejudice to the business or operations of the employer.

COMPENSATION FOR REST DAY, SUNDAY, OR HOLIDAY WORK

Where an employee is made or permitted to work on his scheduled rest day, he shall be entitled to One hundred percent (100%) basic pay and additional premium pay of Thirty percent (30%) of his basic pay. An employee shall be entitled to such additional compensation for work performed on Sunday only when it is his established rest day.

When the nature of the work of the employee is such that he has no regular workdays and no regular rest days can be scheduled, he shall be paid an additional compensation of at least (30%) of his regular wage for performed on Sundays and holidays.

Worked performed on any special holiday shall be paid an additional compensation of at least thirty percent (30%) of the regular wage of the employee. Where such holiday work falls on the employee's scheduled rest day, shall be entitled to an additional compensation of at least fifty percent (50%) of his regular wage.

With respect to regular holidays, the employer may require an employee to work on holiday but such employee shall be paid a compensation equivalent his regular rate.

Regular holidays as provided for under E.O. No. 203 as amended by R.A No.9177, are listed below:

a.	New Year's Day	January 1	g.	National Heroes day	Last Sunday of August
b.	Maundy Thursday	Movable Date	h.	Bonifacio Day	November 30
c.	Good Friday	Movable Date	i.	Eidul Ad Ha	Movable Date
d.	Araw ng Kagitingan	April 9	j.	Christmas Day	December 25
e.	Labor Day	May 1	k.	Rizal Day	December 30
f.	Independence Day	June 12			

The following rules on the Payment of the Holiday Pay shall be applied:

- a. If it is an employee's regular workday
 - If unworked - 100%
 - If worked:
 - 1st 8 hours- 200%
 - In excess of 8 hours – plus 30% of hourly rate on said day
- b. If it is an employee's rest day
 - If unworked - 100%
 - If worked:
 - 1st 8 hours – 200%
 - In excess of 8 hours-plus 30% of hourly rate on said day
- c. For declared special days such as Special Non-Working Day, special National Holiday, in addition to the two (2) nationwide special days (November 1-all saints day and December 31-Last Day of the year) listed under E.O No. 203, as amended, the following rules shall apply:
 - If unworked - No pay, unless there is favorable company policy or practice granting payment of wages on special days even if unworked.
 - If worked
 - 1st 8 hours-plus 30% of daily rate of 100%
 - In excess of 8 hours-plus 30% of hourly rate on said day
- d. If falling on the employee's rest day and if worked
 - 1st 8 hours - plus 50% of the daily rate of 100%
 - In excess of 8 hours-plus 30% of hourly rate on said day

Monthly paid employees are not entitled to the holiday pay if their total annual income is divided by 365 days resulting in a wage which is beyond the minimum wage per day because they are considered paid every day of the year including holidays, rest days and other non-working holidays.

It must be notified that Supervisors and Department Heads are exempt for the coverage of these benefits.

NIGHT SHIFT DIFFERENTIAL

Every employee shall be paid a night shift differential of not less than ten percent (10%) of his regular wage for each hour of worked performed between ten o' clock in the morning and six o'clock in the morning.

BULLETIN BOARD

For the proper guidance of all employees and for the effective dissemination of all company news, information, announcements, and policy updates, including but not limited to the revision and/or modifications to this Manual, the Human Resources Department will convey and communicate all the company related matters and information through the company's bulletin board located at the office pantry whenever it deems necessary and convenient.

All employees are expected to apprise, acquaint, and familiarize themselves with all the pertinent policies, rules, regulations, instructions, directives, and guidelines issued and posted by the Human Resources Department on the bulletin board or other designated areas. Ignore or lack of knowledge of such policies, rules, regulations, instructions, directives, and guidelines will not excuse any employee from complying therewith.

VISITING POLICY

All visitors are prohibited to enter the working station of the host employee/s unless such visitors have an official business with the company and are required to conduct his business appointment personally with such employee. If such is the case, all visitors with official business meeting with the employee concerned shall be accommodated either in the reception area or in any of the three (3) strategy rooms.

PLANT VISIT POLICY

To safeguard the safety, privacy, and security of the manufacturing and processing plants of the company and to ensure the health and safety of all persons going to and from such manufacturing and processing plants, any person who would like to visit such plant facilities are required to accomplish and submit a Plant Visit Form to the management at least one day prior to the scheduled plant visit.

All authorized visitors and/or clients during the course of his/her plant visit must be accompanied by any of the following company personnel at all times:

- a. Plant HR Assistant
- b. Support Operator Supervisor
- c. Quality Assurance Supervisor
- d. Plant Manager
- e. Authorized employee from the Head Office

All the aforementioned company personnel accompanying such visitors and/or clients are required to acquaint and instruct the latter of all applicable plant protocols and procedures during the entire course of the plant visit.

In the case of the office employees, they are required to fill out the company's official business form and submit the same in the same manner and procedure as formerly mentioned.

Finally, the Company reserves the right to refuse entry to any employees and/or visitors who failed to adhere to all the conditions and requirements hereinbefore specified.

BAG AND VEHICLE CHECKING

The Company reserves the right to check and inspect all bags, luggage, gears, and other personal belongings, including any vehicle belonging to and brought by all plant employees inside or within the premises of the processing plants of the company.

ON-THE-JOB TRAINING POLICY

The Company may accept on-the job and/or practicum trainees who are required by their respective school and/or educational institutions to complete a specific number of hours of training and/or apprenticeship as a pre-requisite for academic completion, graduation, or board examination.

All applications for on-the job training, apprenticeship and/or practicum shall be decided by the Management depending on the present needs of the Company and other corporate requirements.

All applicants must present a letter of request coming from his/her school, indicating the scope of his/her training and the total number of hours she/he must undertake. Although they are not considered as regular employee of the Company, all on-the job training and/or practicum trainees are expected to adhere to all existing company policies, which are applicable to them. Likewise, the applicant must accomplish an Application Form or Information Sheet to be provided by the Human Resources Department.

NO SMOKING POLICY

For health and environment reasons, the Company strictly observes "No Smoking Policy" inside the premises of the Company.

ACCEPTANCE OF GIFTS

The Company prohibits all employees with different clients, suppliers, and contractors of the Company from improperly seeking, soliciting, accepting, and receiving any and all forms of favors, recommendations, and considered such as but not limited to monetary rewards, bribes, gifts, donations, entertainment, and services which are given or intended to induce or influence the employee or client, supplier, and contractor to commit acts which will cause undue advantage or prejudice to the company.

For this reason, every employee should avoid any situation, relationship, activity, or association that could directly or indirectly influence his judgment in a manner prejudicial or detrimental to the interest of the Company.

An occasional luncheon or dinner with the dealer or supplier or contractor is acceptable. Frequent acceptance of lunches and dinners could be a problem and may result in violation of "business ethics and conflict of interest policy".

Invitations to social events, working luncheons, or related events are to be evaluated individually on their merit as a business activity. If there are sound business reasons for accepting, and depending on the merit of each individual case, as determined thru consultation with the employee's Immediate Supervisor and Department Head, the employee may accept the invitation, only with prior knowledge and consent of his/her Department Head.

HEALTH AND SANITATION

The health and safety of all the employees is a top priority. Towards this end, the Company has improved efforts in maintaining a clean environment for every employee including but not limited to the sanitation of each property/building every day, technical upgrades to ensure contactless interaction, and utilization of specific measures in cases of any health-related emergencies. In cooperation, every employee is also expected to adhere to the set health and safety protocols.

Moreover, every plant employee must observe Good Manufacturing Practices in the performance of their jobs at all times. It is an important requirement to maintain cleanliness not only in one's workplace but also within the whole premises of the production and processing plant. The proper use of toilets, washing area and sinks must be observed at all times. Littering of any kind is proscribed.

All employees are expected to report every day in proper and neat appearance. As such as, all employees are required to wear the proper haircut and maintain clean fingernails. As regards to male employees, they are expected to shave regularly.

SAFETY AND SECURITY POLICY

In the event of an accident, the Company will provide the necessary guidance or assistance to the injured worker for obtaining medical treatment. The Company will also regularly monitor the injured worker's progress during the period of recuperation. Every effort will be exerted to ensure the reproductive return to work. Each employee is expected to obey safely rules and exercise caution, diligence and common sense in all work activities. Employees must immediately report any unsafe conditions to the Management. Employees who violate safely standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subjected to disciplinary actions.

All employees are prohibited from wearing any kind of personal accessories while working or staying inside the plants' production area/on-site. Relative to this, it is ensured that accidents and illnesses are prevented and if so, controlled. It is the Company's aspiration to maintain a working environment is free from all kinds of hazard as much as possible.

While company is willing to provide the resources needed to prevent job-related accidents and diseases, it is also of equal importance that all employees cooperate in maintaining a safe, secured and sound working environment. To accomplish this objective, all employees are expected to work diligently, and to maintain safe healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

Consequently, the importance of wearing protective equipment such as protective uniforms, caps and boots shall be mandatory for all employees or persons entering or working inside the process or production area/on-site.

All employees are encouraged to participate and cooperate in the Company's effort in making the workplace free from any and all kinds of accidents and illnesses.

All accidents, personal or property, are to be immediately reported to the management regardless of how insignificant the injury may appear. When necessary, the injured employee will be transported to the nearest physician or hospital of his/her choice and his/her family will be notified at his/her request. If the employee concerned is critically injured, the Management will follow the instructions of the injured employee that are on file. The employee concerned must notify the management of any change with respect to the identity of the person to be notified in case of emergency or accident.

COMPUTER POLICY, TELEPHONE AND OTHER COMPANY EQUIPMENT

Producing, gathering and exchanging information electronically through the use of computers, telephones, and other company equipment provides vital business opportunities, support, and assistance for the Company. While employees are encouraged to use all these equipment for the efficient performance of their functions, its utilizations carries with it important responsibilities. Hence, all employees are expected to observe a high level of decency, ethical, and business standards and practices when using all these technological equipment of the Company.

Computers and electronic media equipment, including but not limited to computer accounts, voicemails, laptop computers, printers, networks, software, electronic mail, Internet and World Wide Web access connections are made available for the use of all employees exclusively and solely for business related use. It is shall be the responsibility of all employees to ensure that these information and computer system are utilized in an efficient, ethical, and lawful manner.

If an employee uses the internet as part of his/her job, a browser will be provided and activated on his/her computer system to enable such employee to maximize his working productivity and output. For this reason, all employees are strictly enjoined to access only business-related and appropriate sites. Thus, entering any social networking sites such as but not limited to Facebook, Twitter, YouTube, as well as other sexually explicit sites at any time is prohibited.

HANDLING OF COMPANY PROPERTY

Employees must be honest and careful in the handling of funds and property belonging to the Company, and must always avoid any form of financial impropriety, wastage, loss, and damage to the same. Employees must not use, or permit the use of Company property or resources for anything other than approved Company businesses or activities such as using Company vehicle, computers or photocopies for personal purposes.

The Company will provide every employee with the necessary equipment to do his/her job. None of this equipment should be used for personal use, nor removed from the physical confines of the Company, unless it is approved via Gate Pass Form and the job involved requires the use of such equipment outside the physical facility of the Company.

DRESS CODE & APPEARANCE

Personal cleanliness and appearance contribute in creating an amiable and pleasant working atmosphere. A well groomed employee in proper attire immediately creates a favorable impressions of the service of the Company provides, especially when it is coupled with a friendly smile, a courteous greeting, and out of the box thinking and techniques.

All employees are required to arrive at work each day in proper corporate attire in its entirety from Monday to Thursday and smart casual attire every Friday. The management reserves the right to clarify the interpretation of the dress code.

Here are the basic dress code policies:

1. All clothes must project a good image of fashion, professionalism and good taste.
2. No employee should be attired in such a way to distract his co-workers, clients, and guests.
3. Overly casual clothing is unacceptable even during wash days (Fridays) such as indecently printed or designed shirts.
4. No bare stomachs, backs, or sides. Shirts should cover the waistline.
5. No shorts and short skirts. Lower clothing must be of professional and decent length.
6. All clothes must be clean and pressed.
7. All shoes must be closed, clean, and neat.
8. Apply make-up whenever appropriate and style or fix hair prior to coming to work.

SEPARATION FROM SERVICE

Every employee who plans to terminate his or her employment with the Company must submit a resignation letter to the Human Resources Department at least thirty (30) days prior to the effectiveness date of his or her resignation to afford the Company reasonable time to look for his or her replacement to accomplish thoroughly the transaction process.

During the thirty (30) days transaction period, the employee concerned is still considered an employee of the Company hence, he/she is still required to follow all the pertinent policies, rules, regulations, instructions and guidelines of the Company. Furthermore, the leaving employee is mandated to assist the Management in the transition process by apprising the management of all his/her pending tasks and responsibilities, and to submit all the documents related thereto.

Apart from these conditions, a resigned or terminated employee must accomplish all the post-employment requirements stated in the Clearance Form. Thereafter, the resigned or terminated employee shall be given his /her clearance.



EMPLOYEE BENEFITS

Photo: W Tower Condominium: the first project of W in Bonifacio Global City

Any employee who would like to avail any of the benefits referred to below must fill out the required Benefit Application Form and submit all the required supporting documents to the Human Resources Department for evaluation. If the Benefit Application Form together with all the supporting documents submitted is sufficient in form and substance, it shall be forwarded to the Accounting Department for processing.

GOVERNMENT LEGISLATIONS MANDATED BENEFITS AND SOCIAL

a. 13th Month Pay

The 13th Month Pay is computed by dividing the total basic salary earned for the year exclusive of overtime, holiday, and night shift differential pay by 12.

b. Maternity Leave (Republic Act No. 11210)

A female member who has paid at least three (3) monthly contributions in the twelve-month period immediately preceding the semester of her child birth or miscarriage shall be paid daily maternity benefit equivalent to (100%) of her average daily credit for one hundred five (105) days with an option to extend for an additional thirty (30) days without pay. Sixty (60) days paid leave for miscarriage and emergency termination of pregnancy is also granted, as well as granting an additional fifteen (15) days paid leave for solo mothers, regardless of mode of delivery, subject to the following conditions

- i. That the employee shall have notified her employer of her pregnancy and the probable date of her childbirth, which notice shall be transmitted to SSS in accordance with the rules and regulations it may provide;
- ii. The full payment shall be advanced by the employer within thirty (30) days from the filling of the maternity leave application;
- iii. The payment of daily maternity benefits shall be a bar to the recovery of sickness benefits provided by Republic Act No. 11199 for the same period for which daily maternity benefits has been received.
- iv. That in cases of two overlapping maternity benefit claims, the employee shall be granted the maternity benefits in a consecutive manner, however, the overlap is to be deducted. Moreover, the employee shall be paid only one maternity benefit regardless of the number of offspring per childbirth/delivery;
- v. That the SSS shall immediately reimburse the employer of one hundred percent (100%) of the amount maternity benefits advanced to the employee by the employer upon receipt of satisfactory proof of such payment and legality thereof; and
- vi. That if an employee member should give birth or suffer miscarriage without the required contribution having been remitted for her by her employer to the SSS, or without the latter having been previously notified by the employer of the time of the pregnancy, the employer shall pay to the SSS damages equivalent to the benefits which said employee member would otherwise have been entitled to.

It must be noted that all woman employees who are member of the SSS, regardless of their marital status, are entitled to maternity benefit. Maternity benefit is a daily cash allowance granted a female member who was unable to work due to child birth or miscarriage.

In cases of live childbirth, an additional thirty (30) days, without pay, can be availed of at the option of the employee, provided that the employer is notified in writing at least forty-five (45) days before the end of the employee's maternity leave.

The maternity leave shall be granted to a qualified female employee in every instance regardless of frequency.

c. Paternity Leave (Republic Act NO 8187, known as Paternity Leave Act of 1996)

This law provides that every married male employee in the private and public sectors shall be entitled to a paternity leave of seven (7) days with full pay for the first four (4) deliveries of the legitimate spouse with whom he is cohabiting. The male employee applying for paternity leave shall notify his employer of the pregnancy of his legitimate spouse and expected date of such delivery. Delivery as provided in this law shall include childbirth or any miscarriage. Paternity leave is granted to all married male employees in the public and private sectors, regardless of employment status, the purpose of which is to allow the husband to lend support to his wife during her period of recovery and/or in the nursing of her new born child.

d. Solo Parent Welfare Act of 2000

This law which is known as the Solo Welfare Act of 2000 defines solo parent as any individual who falls under any of the following categories:

- i. A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender provided that the mother keeps and raises the child.
- ii. Parent left solo or alone with responsibility of parenthood due to death of spouse.
- iii. Parent left solo or alone with responsibility of parenthood while the spouse is detained or is serving sentence for criminal conviction for at least 1 year;
- iv. Parent left solo or alone with responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner;
- v. Parent left solo or alone with responsibility of parenthood due to legal separation or de facto separation from the spouse for at least one (1) year, as long as he/she is entrusted with the custody of the children;
- vi. Parent left solo or alone with responsibility of parenthood to declaration of nullity or annulment of marriage as decreed by court by a church as long as he/she is entrusted with the custody of the children;
- vii. Parent left solo or alone with responsibility of parenthood to abandonment of spouse for at least 1 year.
- viii. Unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution;
- ix. Any other person who solely provides parental care and support to a child or children;
- x. Any family member who assumes the responsibility of head of family as a result of the death abandonment, disappearance or prolonged absence of the parents or solo parent.

A change in the status or circumstance of the parent claiming benefits under this act, such that he/she is no longer left alone with the responsibility of parenthood, shall terminate her eligibility for these benefits.

Another benefit provided under this Act is that an addition to leave privileges existing laws, parental leave or not more than seven (7) working days every year shall be granted to any solo parent employee who has rendered service of at least one (1) year.

COMPANY INITIATED BENEFITS

a. Wedding Gift

Gift cash will be given by the Company to a newlywed employee. In order to avail of this cash incentive, the newlywed employee must accomplish the Wedding Gift Application Form and submit together with the marriage contract to the Human Resources Department for evaluation and approval. This benefit can be availed only once.

b. Bereavement Assistance

When death occurs in an employee's immediate family, the employee concerned may be given three (3) days off with pay to attend the funeral or his departed family member and to make the necessary funeral arrangements.

Furthermore, a financial assistance will be given to the employee upon the death of any member of his/her immediate family. The amount is granted as a gesture of sympathy from the Management for the death of his/her immediate family member. Financial assistance is also extended to the immediate family if it is the employee who was deceased.

Request for the assistance must be submitted to the Human Resources Department immediately upon the death of the immediate family member. The management may request from the employee a copy of the death certificate or any other document to support his claim for the assistance or benefit.

c. Educational Assistance

i. Employee Dependent (Child Tuition) Assistance Program

The benefit is available to parent employee and is extended to provide tuition assistance to his/her child/children's schooling from grade 1 to college education.

For a maximum of two semesters per school year, the minimum amount of Two Thousand Pesos (PhP2, 000.00) will be given as tuition for every eligible child dependent. Dependent child/children enjoying this benefit cannot avail of this benefit for the same academic level more than once. Furthermore, the dependent child/children must maintain the average of 80% on all subjects without any failing grade in every quarter, semester or trimester. Otherwise, the management reserves the right to withhold any further tuition assistance to the employee and his/her child/ children.

In order to monitor and evaluate the academic performance and eligibility of the dependent child, the Management may request from the parent employee the following documents among others to wit: photocopy of Child's Birth Certificate, registration form, receipts, and other pertinent documents that may deemed necessary by the Management.

ii. Employee Educational Assistance

Our company recognizes that the skills and knowledge of its employee are critical to the success of the Company. Because of this, the Company offers educational assistance programs to encourage personal development, improve job-related skills, and enhance the employee's ability to hold a more responsible position in the Company in the future.

In line with this, every qualified employee shall be given a financial assistance per semester wherein seventy percent (70%) is covered by the Company and thirty percent (30%) to be paid by the employee with the option of salary deduction.

Just like the tuition the Employee Dependent (Child Tuition) Assistance Program, the Company shall also monitor the academic performance of the student employee, and the latter must maintain a general average grade of 80% or its equivalent per semester/trimester, and must have no failing grade in any subject. Otherwise, the management reserves the right to withhold any further tuition assistance employee.

Furthermore, the management shall have the right to request from the student employee the following documents to wit: photocopy of the student's validated class card, registration form, receipts, and other pertinent documents that may be required by the Management. It must be noted that in the selection of his/her class schedule, the student employee must choose a schedule in the Company.

More importantly, if the Management, at any time, sees and determines that the quality of the performance of the student employee is suffering or lacking due to his /her extra academic activities, the management reserves the right to compel the student employee to discontinue or to hold in abeyance his studies until his/her performance in the office has improved and the management determines that the employee concerned is already capable to continue with his/her studies while working.

d. Health Card Benefit

The Company shall provide a health insurance system through a Health Maintenance Organization (HMO) provider that shall provide different forms of health care coverage through hospitals, doctors and other providers with which the HMO has a contract or accredited.

e. Salary Loan

i. Speed Loan

This is a type of salary loan that can be availed of by an employee for any personal valid reason that requires immediate payment. In order to avail this type of salary loan, the employee must submit a duly accomplished Salary Speed Loan Application Form to the Human Resources Department for evaluation and approval.

Upon approval, his/her salary loan application will be forwarded to the Accounting Department for processing and release. The maximum amount of loan that can avail of under this type of salary loan shall be five thousand pesos (PhP 5,000.00) which will be automatically deducted from the monthly salary of the employee in four (4) equal installments, provided that the employee at the time of his /her application for a salary speed loan, has no other outstanding salary loan, and there is sufficient revolving fund to cover his/her loan.

ii. Emergency Loan

This is a type of salary loan that can be availed of by an employee for any of the following reasons:

1. Sickness or injuries serious medical attention or hospital confinement of an employee or any member of his immediate family
2. Natural calamities (i.e. flood, typhoon, fire, and earthquake)
3. Childbirth that requires hospitalization beyond the normal period of confinement.
4. House improvement for security purposes.
5. Any other analogous or similar circumstances.

To avail this type of salary loan, the employee concerned must accomplish the Salary Loan Application Form and submit together with all the necessary supporting documents referred to below to the Human Resources department for evaluation and approval. If approved, his salary loan application, together with all the necessary supporting documents will be forwarded to the Accounting Department for processing and release. Under this type of salary loan, the maximum allowable loan amount shall be an amount equivalent to the employee's one month basic salary, which will be automatically deducted from the monthly salary of the employee in a maximum of twelve (12) equal installments.

Supporting documents:

1. Sickness or injury - medical certificate, doctor's prescription and other similar documents.
2. Natural calamities - certificate from the barangay chairman
3. Child birth delivery - child birth certificate and/or proof of confinement or other similar documents.
4. House improvement - house plan and pictures of house parts to be improved
5. Any other analogous or similar supporting documents

f. Sick Leave

Is the time off from work that employees can use during periods of temporary sickness to stay at home, recuperate from his /her sickness and address his/her health and safety needs, without deduction to his/her daily salary.

All regular employees can avail of this benefit upon regularization.

In case the employee is sick or temporarily disabled, and he/she cannot report to work, the employee concerned must inform the Human Resources Department before his/her working shift. Sick leave cannot be used in lieu of Vacation Leave.

In case the sick leave of an employee extends to more than two executive working days, the employee concerned, upon his/her return to work must present a valid medical certificate to Human Resources Department.

The number of sick leave credits for each type of employee for head office shall be as follows:

Year of Service	SL Count
Rank & File Positions	
1 year and above not less than 3 years	10 working days
3 years and above but not less than 5 years and above	12 working days
5 years and above	15 working days
Supervisory Position	
1 year and above but less than 5 years	12 working days
5 years and above	15 working days
Managerial Position	
1 year and above but less than 5 years	15 working days
5 years and above	17 working days

The existing sick leave credits for Plant Employees shall be as follows:

Year of Service	SL Count
Rank & File Positions	
1 year and above not less than 3 years	5 working days
3 years and above but not less than 5 years and above	6 working days
5 years and above	7 working days
Supervisory Position	
1 year and above but less than 5 years	8 working days
5 years and above	10 working days
Managerial Position	
1 year and above but less than 5 years	15 working days
5 years and above	17 working days

All earned sick leaves which were not used for current year shall be carried over the next succeeding year until the total number of accumulated sick leave credits reach the maximum number of sick leave credits of 30 days. All sick leaves in excess 30 shall be convertible to cash and paid to the employee concerned.

g. Vacation Leave

The purpose of vacation leave is to encourage employees to unwind, relax and renew themselves physically and mentally from the rigors of their daily work. Vacation leave also covers absences due to personal obligations, adverse weather conditions, and lieu of sick leave or bereavement leave, and during illness in his/her immediate family.

This vacation leave is given by the Company to an employee upon regularization. All employees must file his/her vacation leave online at least 3 days prior to his /her requested time off. The Company reserves the right to deny or defer any application or request for vacation leave if the same will definitely cause great prejudice or inconvenience to the continuous operation of the Company. In such case, the employee concerned, whose application for vacation leave has been denied or deferred, must reschedule his/her application or request for vacation leave on another date which is not prejudicial or inconvenient to the Company.

The number of vacation leave credits for each type of employee for head office shall be as follows:

Year of Service	VL Count
Rank & File Positions	
1 year and above not less than 3 years	10 working days
3 years and above but not less than 5 years and above	12 working days
5 years and above	15 working days
Supervisory Position	
1 year and above but less than 5 years	12 working days
5 years and above	15 working days
Managerial Position	
1 year and above but less than 5 years	15 working days
5 years and above	17 working days

The existing Vacation Leave Credits for Plant employees are as follows:

Year of Service	VL Count
Rank & File Positions	
1 year and above not less than 3 years	5 working days
3 years and above but not less than 5 years and above	6 working days
5 years and above	7 working days
Supervisory Position	
1 year and above but less than 5 years	8 working days
5 years and above	10 working days
Managerial Position	
1 year and above but less than 5 years	15 working days
5 years and above	17 working days

All earned vacation leaves which were not used during the current year shall be automatically forfeited and shall not convertible to cash if not utilized within the year.

h. Perfect Attendance Incentive

In recognition of his/her enthusiasm and industry, and to encourage the regular and prompt attendance of all employees, the Company offers a Perfect Attendance Incentive to all employees with perfect attendance per month. Every employee who has not incurred any absence whether unpaid or paid, tardiness and under time every month shall receive a perfect Attendance Incentive from the Company.

i. Loyalty Award

As a sign of its genuine appreciation to the loyalty, dedication, hard work and perseverance of an employee, the Company rewards all employees who have served the Company for 5, 10, 15, 20, 30, 35, and 40 years of continuous service with loyalty gift rewards in cash at the discretion of the Company.



HANDBOOK INTERPRETATION AND EFFECTIVITY

Photo: Seaweeds sorting injection in Mandaue plant

HANDBOOK INTERPRETATION

This manual cannot provide definite answer to every question. For that, we must ultimately rely on each person's good sense of what is required to adhere to the Company's high standards, including a sense of when it is proper to seek guidance on the appropriate course of conduct.

In most instances, all employees should bring questions concerning guidelines described in this manual to the attention of your Immediate Supervisor, Department Head, the Human Resources Department, or the Head Business Units.

Separability Clause

Should any of the provisions contained in this manual is declared illegal or invalid by a competent court, the provisions which are not otherwise affected shall remain valid, binding and effective.

EFFECTIVITY

This Employee's Manual and all the policies, guidelines, rules and procedures embodied herein shall take effect upon approval by the Chairman and President.

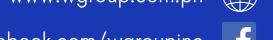
Top: The Company's newest project, the W Sixth Building; Bottom: Seaweeds farm



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