

WESERV SYSTEMS INTERNATIONAL INC.

EMPLOYEE HANDBOOK
Edition



WESERV SYSTEMS INTERNATIONAL INC.	
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INTRODUCTION

PREFACE

This handbook attempts to outline prevailing policies in a simple and easy to read form. It also gives you an overview of **WeServ Systems International, Inc.** and how we do things here.

If you need any further information about anything in this handbook, please contact your Department/Group Manager or the HR Department.

Policies, standards and procedures in this handbook are subject to change and will naturally evolve over time as the needs and objectives of the Company change. All such amendments shall be properly disseminated to all employees, although the employee shall be responsible to be updated with all changes in the future.

With the knowledge that *"Taking Care of Our Company Is Also Taking Care of Our Own Family"*; let us promote and preserve a good working environment that encourages good working relationship as well as personal improvement to help achieve the Company's Mission and its continuous Business Growth and Profitability.

CORPORATE BACKGROUND

1.1. The Fujitsu Way


The Fujitsu Way embodies the philosophy of the Fujitsu Group, our reason for existence, values, and the principles that we will follow in our daily activities.

Based on a thorough understanding of its elements, we will fully embrace the Fujitsu Way so that our conduct naturally reflects its spirit and intent. Especially when faced with difficult decisions, we will use the Fujitsu Way to guide our actions.

We believe that by conducting our activities in accordance with the Fujitsu Way, we will maximize the value of the Fujitsu Group and promote a unified direction, better serve our customers and business partners, and enhance our contribution to the communities in which we operate and to society as a whole.

The Fujitsu Way comprises four core elements:

- **Corporate Vision** – The reason for the existence of the Fujitsu Group.
- **Corporate Values** – A set of value statements for achieving our Corporate Vision.
- **Principles** – The principles we adhere to in all business dealings and actions in accordance with Corporate Values.
- **Code of Conduct** – The rules and guidelines followed by everyone in the Fujitsu Group.

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1.1.1. Corporate Vision

Through our constant pursuit of innovation, the Fujitsu Group aims to contribute to the creation of a networked society that is rewarding and secure, bringing about a prosperous future that fulfills the dreams of people throughout the world.


1.1.2. Corporate Values

Directions:

- **Society and Environment** – In all our actions, we will protect the environment and contribute to society.
- **Profit and Growth** – We will strive to meet the expectations of customers, employees and shareholders.
- **Shareholders and Investors** – We will seek to continuously increase our corporate value.
- **Global Perspective** – We will think and act from a global perspective.
- Shareholders and Investors – We will seek to continuously increase our corporate value.
- Assets:
- **Employees** – We will respect their diversity and support their growth.
- **Customers** – We will seek to be their indispensable partner.
- **Business Partners** – We will build mutually beneficial relationships.
- **Technology** – We will seek to create new value through innovation.
- **Quality** – We will support the reliability of customers and social infrastructure.

1.1.3. Principles

- **Global Citizenship** - We will act as good global citizens, attuned to the needs of society and the environment.
- **Customer-Centric Perspective** - We will think from the customer's perspective and act with sincerity.
- **Firsthand Understanding** - We will act based on a firsthand understanding of the actual situation.
- **Spirit of Challenge** - We will strive to achieve our highest goals.

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- **Speed and Agility** - We will act flexibly and promptly to achieve our objectives.
- **Teamwork** - We will share common objectives across organizations, work as a team and act as responsible members of the team.

1.1.4. Code of Conduct

- We will respect human rights.
- We will comply with all laws and regulations.
- We will act with fairness in our business dealings.
- We will protect and respect intellectual property.
- We will maintain confidentiality.
- We will not use our position in our organization for personal gain.

This code of conduct is further defined in the Global Business Standard.

1.2 History of WeServ Systems International, Inc.

WESERV SYSTEMS INTERNATIONAL, INC. or **WeServ** is a Fujitsu Philippines, Inc. (FPI) wholly-owned subsidiary established in **June 29, 1993**. It is one of the pioneer and largest IT offshore outsourcing service companies in the Philippines with experienced senior management team.

It has proven track record and strength in IT services in the US, Japan, Asia, Australia and Europe providing global support capability through Fujitsu offices worldwide.

1.3 Basic Policies on Human Resources


WeServ recognizes that the continued progress and success of the Company depend upon its most valuable assets -- human resources.

WeServ believes that to maintain the Company's competitive position for leadership in the information technology industry, a carefully selected, well trained, achievement-oriented and dedicated manpower force must be maintained.

Pursuant to this, one of the company's corporate objectives is to attain the highest standards of professionalism throughout the organization by recognizing and enhancing the capabilities, productivity and contribution of each individual employee.

WeServ has adopted the following basic policies on human resources:

- Employ only the best-qualified persons whose personal and work attitude conforms to the corporate culture of the Company.

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- Pay just and equitable compensation in line with the industry standards, job requirements, skills and expertise.
- Provide safe and comfortable, peaceful and orderly working conditions that motivate its employees.
- Maintain benefits programs that will assist employees in providing for their economic needs and security.
- Help each employee to achieve competence and excellence in work through continuous and well-rounded training and development programs.
- Provide opportunities for career growth to each employee, and as a general rule, fill-up higher position from within the organization.
- Promote our corporate values of discipline, honesty, hard work, teamwork, continuous self-improvement, excellent customer service, loyalty and harmony among all employees.
- Strive to provide equal employment opportunities and treat each employee with fairness respect his/her individual rights as a human being.
- Recognize and reward efficiency, discipline, dedication to duty and loyalty.
- Exhaust all means to promptly resolve employee grievances and complaints in a manner that is fair and just, not only to the employee concerned but to all employees and to the Company as well.
- Provide a wholesome and friendly atmosphere for harmonious employee-management relations that are founded on mutual respect, trust and fair employment practices.

The **Human Resources Department** is the organizational unit tasked to administer the different personnel programs and policies of the Company. However, it is the responsibility of all managers to uphold these policies, programs and practices in dealing with their subordinates. They are accountable not only for the efficient performance of their respective departments but also for harmonious working relationship within their departments and the Company as a whole.


II. GENERAL CONDITIONS OF EMPLOYMENT

2.1 Employment Status

An employee's employment status in the company is determined according to the following definitions:

2.1.1 A *Regular or Permanent Employee* is one who has satisfactorily completed the probationary period and is appointed to regular status.

2.1.2 A *Fixed Period or Term Employee* is one who is employed for a defined period of time, including assignees.

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2.1.3 A Direct Project Employee is one who is employed by the company for a specific job or undertaking. The work of direct project hire is co-terminus with the projects for which they are hired.

2.1.4 Hired Probationary Employee is one who is on trial period of his employment with the company pending his regularization. The employee is required to serve the period not exceeding six (6) months where the company evaluates his qualifications whether or not he is qualified for the regular position. During the probationary period, the employee may be terminated from the service for unsatisfactory performance or any other reasonable and just cause.

The employee's status according to the above definition shall determine his/her eligibility to receive not only the benefits but also the training opportunities given by the company.

2.1.5 Part Time. An employee who was hired to render regular working hours of less than 40 hours a week is engaged in part-time employment. Part-time employment aims to improve work efficiency within the account and respond to the needs of the Philippines' diverse workforce and adapt to the new normal setup brought by the pandemic.

2.1.6 Seconded/Dispatched - Employees given opportunity to work abroad

2.1.7 Assignee – Employees from other Fujitsu entity assigned to WeServ

2.2 FUJITSU Role Framework

Purpose and benefits of the **FUJITSU Role Framework**

The **FUJITSU Role Framework** describes all of our professional, technical and functional roles and allows every local job, anywhere in Fujitsu, to be aligned to a global role and level in the global framework.

Structure of the Role Framework


Role Groups include all jobs with similar professional challenges. There are 7 Role Groups in the Fujitsu Role Framework: Management and Operations, Sales and Marketing, Solutions, Service Delivery, Research and Development, Supply Chain and Corporate Functions.

Role Families sit within each Role Group and describe jobs with similar functions within that group (e.g. Service Delivery Management, Marketing, Finance).

Role Specialisms sit within each of the Role Families and group roles with similar purpose and accountabilities together (e.g. Program Management, Domain Architect, Manufacturing Operations).

Role Disciplines where even more granularity is needed, disciplines have been allocated to some role specialisms. Disciplines are only used when a job specializes in an area, therefore if a job covers lots of disciplines, it will be aligned to a specialism.

Role Levels The level describes the complexity, impact, geographic responsibility (single, multi-country) and problem-solving requirements of the role. Generally, the more complex the role in terms of the criteria, the higher the level.

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Role Profiles are the most detailed part of the Role Framework. Each role is described in a role profile/ description that includes key responsibilities and performance indicators as well as any competencies and a description of the purpose of the role. Different roles in a role family are defined by their level and have a description of the increasing complexity, impact, problem solving requirements, responsibility and expertise.

2.3 Recruitment, Selection and Hiring

It is the policy of the Company to employ the best-qualified personnel whose attitude, ability, integrity, and industriousness will provide the high level of performance demanded by the Company. This shall be carried out without regard to race, color, religion, creed, sex, age*, social status, family origin, physical disability or sexual orientation.

The function of employing personnel is centralized in the Talent Acquisition (TA) Group under Human Resources Department. However, the employee selection process is a joint responsibility of the Talent Acquisition Manager, Head of HR, and the requisitioning Department Manager. The Division/Department Manager in consultation with the Talent Acquisition Manager shall make the final choice among the qualified applicants endorsed to him/her by Talent Acquisition.

The Company will recruit new and additional employees only when the positions to be filled up are covered by an approved manpower request of a requisitioning department/division, or when the new position has the prior approval of the Executive Office via Recruitment tool.

**Prohibits employment of children below 18 except when employed directly by the child's parents or legal guardian, provided that the work does not endanger the child's health and morals, and that the child is provided with primary and/or secondary education.*

2.4 Employee Referral Program

Employee Referral program aims to encourage Employees to actively refer prospective hires in support of the continuing demands of our growing global business. The Company believes that its current Employees will refer candidates whom they believe are competent and are at par with company standards.


Depending on the job role requirement, a referral program is announced where referral incentive shall be earned by an Employee for every successful referral. A successful referral is defined as "one who passes all pre-employment requirements and joined the Company".

2.5 Onboarding

2.5.1 Background Investigation

Background verification checks on all types of employment status must be carried out at the time of processing job applications, especially if a role involves handling information or is in a position of considerable authority.

Background verification checks shall be in accordance with relevant laws, regulations and ethics, and proportional to the business requirements, and the perceived risks.

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All final candidates for employment shall be required to undergo and successfully complete pre-employment screening prior to being employed.

The company reserves the right to withdraw the Job Offer/ Employment Contract or to deny employment in cases including, but not limited to, the following:

1. Unfavorable findings in the background investigation and medical result.
2. Misrepresentations or falsifications found during or after submission of documents.

2.5.2 Company Orientation

The new employee is scheduled by HRD on the first day for an orientation on the Company's History, Organization, General Policies, Rules and Regulations, Company Standards, Fringe Benefits, Employment Condition, Performance Appraisal Program and the likes. Each new employee shall be provided with user access in the Company's Employee Portal for the WeServ Employee Handbook. New employee shall be provided with access to eLearning Systems to learn about the Fujitsu Way, Company's regulations on Fujitsu's Global Business Standards, Quality Management System, Information Security System, Service Management System and other company programs.

Managers of new employees will brief them about their job, duties and responsibilities, performance standards, departmental/divisional objectives, and how their job relates to the other organizational units of the Company.

2.6 Change of Employment Status

A new employee shall undergo probationary employment not exceeding six (6) months during which time, employee job performance is gauged to determine their fitness to discharge the functions of the position.

Before the probationary period ends, employee's superior shall evaluate the employee's performance.


If the evaluation result is favorable upon receipt of HRD, HRD shall prepare a Regularization letter, where the employee's change of employment status from probationary to regular is confirmed. A copy of the Regularization letter is given to the employee.

While a probationary employment is intended to last for the period of time established under the employment agreement, the company shall have the right to terminate it at anytime prior to the completion of the period where it is shown that the employee is evidently incapable of fulfilling the functions of his position.

2.7 Change of Personnel Record

The Company, through the HRD, shall maintain an official Personnel Record File (called 201 File) for each employee. All documents pertaining to the employee shall be kept in the file. It is the responsibility of every employee to update his/her personnel records through proper notification to HRD.

All employees, regardless of employment status, shall report to HRD any **change in their personnel data** to update their individual records.

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The Company shall not be responsible for any complication that may arise from the employee's non-disclosure of facts or information as required by the Company.

2.8 Separation

2.8.1 Voluntary Resignation

An employee may terminate without just cause the employee-employer relationship by serving a written notice following the minimum notice period as stipulated in the employee's contract prior to the effective date of resignation.

The letter will be acknowledged with appropriate written acceptance upon the recommendation of the department head concerned.

Exiting employee undergoes the standard exit procedures, which includes clearance from all departments and exit interview to ascertain the reason for leaving the Company and to determine areas of concern needing management attention.

Last pay will be withheld until such time the resigned employee has completed all clearance procedures. The final pay will then be released after all accountabilities have been settled. Employee is obligated to return to WeServ all properties within 7 calendar days, which include, among others, computers and related equipment, and devices, upon termination of employment. Otherwise, will be held liable for the cost of the property, as well as all other related costs and expense as a consequence of the failure to return the property. Failure to do so within the given period, WeServ shall institute legal proceedings, not limited to filing of criminal charges against the employee to recover what is due to the Company. Should this matter reach the courts, WeServ shall be claiming damages and attorney's fees in addition to the accrued interest.

Employee who are under contract to the Company because of training investments shouldered or advanced by the Company for their benefit are required to first settle their contractual obligations within thirty (30) days after effectivity of employee resignation. Failure to comply with these requirements may result in adverse consequences or damage to the Company. Legal action may be taken if such a situation occurs.


In no way an employer can force any employee to resign nor continue their employment against their will. However, the Company upon whom no such notice was served may hold the employee liable for damages.

2.8.2 Termination

The company recognizes the employee's right to tenure. No employee shall be dismissed, suspended or reprimanded without just, lawful and reasonable cause and due process. The services of an employee may be terminated due to the following authorized causes:

a) Installation of labor-saving devices:

- i) Redundancy
- ii) Retrenchment

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b) Closure or cessation of business


The company may dismiss the employee if found to have committed any of the following just causes as provided by law:

- a) Serious misconduct or willful disobedience of the lawful orders of his/her employer or representative in connection with his/her work;
- b) Gross and habitual neglect of his duties;
- c) Fraud or willful breach of trust
- d) Commission of a crime or offense person of his employer or and immediate members his family or his duly authorized representative;
- e) Any act analogous to any of the foregoing infractions; and,
- f) Violation of company's Rules and Regulations, where the offense committed is classified as one warranting termination from employment;

If found to have committed any of the acts constituting a just cause for termination of employment the employee shall be given a written notice stating the particular or omissions constituting the grounds for dismissal and directing, you to submit a written explanation. Details can be found in the Company's Code of Conduct.

The employee will be given the opportunity to answer, be heard and following the due process procedure prescribed by law. After due considerations and deliberation, the company shall immediately notify the employee in writing of the decision. If the company decides to dismiss you, the reasons shall be stated clearly in such notice.

Similarly, upon termination, employee is obligated to return to WeServ all properties within 7 calendar days, which include, among others, computers and related equipment, and devices, upon termination of employment. Otherwise, will be held liable for the cost of the property, as well as all other related costs and expense as a consequence of the failure to return the property. Failure to do so within the given period, WeServ shall institute legal proceedings, not limited to filing of criminal charges against the employee to recover what is due to the Company. Should this matter reach the courts, WeServ shall be claiming damages and attorney's fees in addition to the accrued interest.

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2.8.3 Separation Pay

An employee affected by installation of any Labor Savings Device or Redundancy shall be entitled to separation pay equivalent to at least one (1) month pay or at least one (1) month pay for every year of service rendered, whichever is greater. In cases of Retrenchment To Prevent Losses and in case of Closure or Cessation of Operations Due To Serious Business Losses or Financial Reverse, the employee affected shall be entitled to separation pay equivalent to one (1) month's pay or one-half (½) month's pay for every year of service whichever is greater.

2.9 Job Rotation, Job Transfers and Temporary Work Assignment

Job rotation, job transfers, and temporary work assignments are movements from one job to another either in the same division or department or another division or department. These movements normally involve Lateral Personal Movements without change in Compensation or Salary Grade Level. These employee movements are implemented at the discretion of management.

2.9.1 Job Rotations are made purposely to give the employees the opportunity to learn other jobs and thus broaden their knowledge about the Company's operations. Employees are moved back to their original division or department after specified period of time.

2.9.2 Job Transfers are done to improve the effectiveness of the organization by assigning employees to jobs or positions in which they can be most productive. Movements of this nature are usually permanent.

An employee may be **Transferred** from one division or department to another depending upon existing vacancies, qualification, and the recommendation of his/her manager; in which case, the employee shall undergo the usual screening procedure.


2.9.3 Temporary Work Assignment of an employee to another job or position maybe for the purpose of performing a specific task for a specific period of time due to work exigencies. The employee returns to his/her original position after the period specified.

Transferring an employee, if necessary, is a prerogative and right of the company and unreasonable refusal to comply with such an order shall be considered as an act punishable under the company rules.

III. CAREER GROWTH AND PROFESSIONAL DEVELOPMENT

3.1 Training and Professional Certifications

In order to foster professional growth and acquire additional expertise in the field of information technology, the Company shall extend its assistance to qualified employees opportunities to undergo training and professional certification. Refer to the Training Policy.

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3.1.1 Foreign Training

All foreign training shall be covered with a Training Agreement stipulating that the employee who undergoes such training is obligated to continue his regular employment with the Company after the training, including the need to serve a mandatory period of time as a way of recompensing the company for the cost of the training.

All travel expenses and the Company shall pay for other related cost. The employee shall receive also all the cash allowances granted to traveling employees based on the Company policy on business travel.

3.1.2 Domestic Training with bond

In order that the Company and its Customers to derive the benefits from its domestic training program, all domestic training shall be covered with a Training Agreement stipulating that the employee who undergoes such training commits to continue their regular employment with the Company after the training for a per-agreed duration.

3.1.2 Professional Certifications

Based on its business value, Management identifies which type of professional certifications the company will need and shall pursue. An endorsement from the immediate head would be necessary for an employee to take any certification needed.

The agreed continued employment shall commence upon the employee's passing of the examination. However, employee shall enter into an agreement stipulating the employee's commitment to remain in the company's employ prior to passing of the examination.

3.2 Career Path Program

In line with the Company's policy of providing career growth opportunities to all employees, WeServ has adopted its own Employee Career Path Program.


3.2.1 Promotions

It is the philosophy of the Company to promote deserving employees to higher positions as recognition and reward for good performance, proven skill and ability, dedication to duty and loyalty to the Company.

Criteria for promotion of employees are based on performance, attitude and potential contribution to a higher level.

As a general rule, the Company's policy is to fill-up higher positions from within, except when the Company management deems it prudent to hire from outside sources.

Promotion to managerial positions shall be based on the candidates' managerial capabilities and qualifications.

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3.3 Performance Appraisal

Consistent with our values of good performance and professionalism, every employee must be formally appraised by immediate supervisor using the standard Employee Performance Assessment based on specific Key Result Areas and Key Performance Indicators.

3.3.1 Performance Appraisal Cycle

The performance of all regular employees is evaluated at least once a year.

Probationary employees are also evaluated before the completion of the six (6) months probationary period.

3.3.2 Performance Improvement Plan (PIP)

If at any point the employee is not meeting the standards established for position and has not satisfactorily corrected the performance issues through informal coaching, the manager is responsible for developing a Performance Improvement Plan to assist the employee in meeting expectations. The performance improvement plan shall address specific performance problems, methods of corrective action and a timeline for improvement.

The PIP is to be signed by both manager and employee. Failure to satisfactorily complete the requirements of the PIP within a reasonable timeframe may result in further corrective action up to including termination of employment.

IV. WORKING CONDITIONS

4.1 Working Hours and Work Schedule


Generally, WeServ employees are required to work at least five (5) days a week eight hours (8) a day, with one (1) hour meal break and two (2) fifteen minutes company paid break time, a total of 40 hours of work per week.

They are expected to work from their specific shift schedule. However, they may render work on odd hours as may be deemed necessary to effectively fulfill the scope of the position whenever required by the Company thru its managers. Other business units follow different work hours due to the nature of their business and their customer's requirements.

Some business units of the company operate on a 24-hour-7-days a week basis; those who were assigned in these operations will have to work on shift schedules designated to them. The shifts will be based on operational requirements and will be communicated to the staff as early as possible.

4.2 Rest Days and Holidays

In general, the Company-designated rest day for all employees is Saturday and Sunday. However, this designated rest day may be modified in other business units necessary to meet the requirements of the business. Likewise, for work done in the field, or for special operations requiring a different scheduling, the company shall have the right to determine the need for an appropriate rest day schedule.

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The Company recognizes the following legal holidays:

Holiday	Date
New Year's Day	January 1
Araw ng Kagitingan	April 9
Maundy Thursday	<i>Movable Date</i>
Good Friday	<i>Movable Date</i>
Labor Day	May 1
Independence Day	June 12
National Heroes Day	August 31
Bonifacio Day	November 30
Christmas Day	December 25
Rizal Day	December 30
ElduL Fitr (Feast of Ramadan)	<i>Movable Date</i>
Eidul Adha (Feast of Offering)	<i>Movable Date</i>

All special holidays provided declared by the President of the Philippines and the Company recognizes appropriate local authorities applicable to Makati and Metro Manila.

Holiday	Date
Chinese New Year	<i>Movable Date</i>
EDSA People Power Revolution Anniversary	February 25
Black Saturday	<i>Movable Date</i>
Ninoy Aquino Day	August 21
All Saints Day	November 1
Feast of Immaculate Conception of Mary	December 8
Christmas Eve (additional non-working)	December 24
Last Day of the year (additional non-working)	December 31


In addition to the above legal and special holidays, the Company may opt to declare company holidays with special significance to **WeServ**.

4.3 Attendance During Typhoons

Management, at its discretion, may declare suspension of work in the event that typhoon brings about heavy rains and floods.

In all other cases, where there is no suspension of work announced by Management, a regular working day shall remain as such, and all absences are chargeable against leave credits.

V. COMPENSATION AND BENEFITS

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5.1 SALARY ADMINISTRATION

5.1.1 Payment of Salaries

The payment of the payroll of all employees shall be made twice a month, every 15th and 30th., Managers, 25th of the month. In case the indicated pay day falls on a holiday or non-working day, the payment of the payroll shall be made one day before the holiday or non-workday.

Salaries shall be deposited to the employees' savings or current account in the company designated bank.


5.1.2 Payroll Deductions

Unless supported with a written authorization from any employee concerned, the following shall be the only deductions from the payroll of all employees of the Company:

- Withholding Tax in accordance with the National Internal Revenue Code
- Employee's share of the Social Security System (SSS) contribution
- Employees' share of HMO contribution (if with dependent/s)
- Employee's share in the Pag-IBIG Fund Contribution
- Amortization of loans from the Social Security System or Pag-IBIG Fund
- Deductions due to suspension without pay
- Deductions to members of the WSAP Savings Club as part of their monthly savings
- Deductions for unpaid leaves such as vacation leave or sick leave taken in excess of available leave credits, any kind of leaves without pay
- Based on the principle of no work no pay, there shall be a salary deduction for tardiness of accumulated sixty (60) minutes or more computed as follows: number of minutes late multiplied by the basic pay per minute of said employee
- Following the computation on tardiness, deductions shall be made for undertime based on the number of minutes the employee did not render service.
- Such other deductions as may be prescribed law, regulation or decree.

Payroll cut off for deduction*

Pay Period	Coverage
15 th payroll	22 nd of the preceding month to 6 th of the current month
30 th payroll	7 th of the current month to 21 st of the current month

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** The company will follow above cut off regularly as a standard, however, cut off may change depending on necessity. Should there be any changes in the cut off period, comms shall be sent*

5.1.3 Compensation and for Overtime and Night Differential

Work performed by the employee beyond the regular working hours during regular work days is considered overtime work. It shall also refer to work rendered during holidays, rest days, and non-working days. The Company may require its employees to work overtime as it deems necessary or in those instances where the law allows the company to obligate employees to render overtime work.

Any employee who renders actual overtime work, which is filed and approved, shall receive additional compensation based on the overtime rates required by law and as maybe established by the Company.

Additional amount (which shall be called Night Differential) will also be paid to an employee over and above his/her regular monthly pay for work rendered between ten o'clock in the evening and six o'clock in the morning of the following day.

For payroll purposes, the cut-off dates for overtime work and the deadline for submission of the approved OT are as follows*:

Pay Period	Coverage	OT Last Day of Submission	OT Managers Approval
15th of the Month	22 - 6	7th	8th
End of the Month	7 - 21	22nd	23rd

** Communication will be sent should there be any changes in the submission and approval deadline*

Basic Unit of Measure for Overtime Hours


The minimum overtime that may be charged in a day by WeServ employee is at least thirty (30) minutes. However, the minimum unit of measure in computing overtime in excess of thirty (30) minutes shall be fifteen (15) minutes.

5.2 STATUTORY BENEFITS

All employees shall be entitled to the rights and privileges provided under the law on the following benefits: **SSS benefits, Pag-Ibig benefits, Philhealth benefits, Employee Compensation benefits.**

5.3 LEAVE BENEFITS

All employees who are hired for any regular position will be entitled to leaves credits with pay accordance with the following hiring dates provided that the employee is connected with the company until the end of the fiscal year.

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Hiring Date	Vacation Leave	Sick Leaves
Apr.1- May 31	14 days	15 days
Jun.1- Jul. 31	12 days	13 days
Aug. 1- Sep. 30	9 days	10 days
Oct. 1- Nov. 30	6 days	7 days
Dec. 1- Jan. 31	3 days	4 days
Feb. 1- Mar. 31	0 day	1 day

5.3.1 Vacation Leaves Credits

The company shall give vacation leave with pay to all regular employees who have completed at least one year of actual and continuous service computed from their date of probationary employment as follows:

Years of Stay	Vacation Leave Credits
1 to 5 years	15 days
6 years	16 days
7 years	17 days
8 years	18 days
9 years	19 days
10 years and onwards	20 days


All employees are required to plan and use half (50%) of the total Annual Vacation Leave credits within the fiscal year.

All unused vacation leave credits of the employees in excess of ten (10) days as of March 31st of every year shall be convertible to cash and paid within April of each year. The remaining balance of ten (10) days shall be carried over to the next fiscal year.

All vacation leave applications must be filed at least one (1) week in advance. An employee scheduled for leave must seek approval from his/her immediate supervisor first before he/she goes on leave. Written memo addressed to the Department Manager is required for leaves for at least more than five (5) days.

All earned and unused vacation leaves shall be converted to cash upon the employee's retirement, death or resignation.

Requested Number of Vacation Leaves	Required number of days prior approval
0.5 to 5.0 working days	At least one week notice except for emergency case
5.5 to 9.5 working days	At least two weeks prior notice

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10.0 working days or more

At least one month prior notice

NOTE: Leaves of 5 consecutive working days or more should have an approved memo. Excluding holidays and rest days.

Sample calendar Holy week

APRIL 2023

Leave April 5 followed by Holidays (provided no scheduled shift)

No ememo needed

S	M	T	W	TH	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9						

Leave April 5, 10 to 13 with weekend in between 8&9

Ememo required

S	M	T	W	TH	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13		


5.3.2 Sick Leaves

A regular employee, upon one (1) year of service is entitled to 15 days sick leave with pay that is granted every April 1st of every year. Unused sick leave credits will be carried over to the next fiscal year with a maximum number of forty-five (45) days. Sick leaves in excess of forty-five (45) days shall be forfeited for the year.

A medical certificate or doctor's certificate should be submitted upon filing of sick leave if the employee is on sick leave for more than two (2) consecutive days. Sick leave shall not be granted when the injury or illness is due to a criminal or self-inflicted act of the employee.

An employee, on the first day of illness, must notify the Company through his Department Head of his condition prior to his scheduled work period either by phone or by means of written notice. Absence of notice may mean denial of sick leave without pay.

The company reserves the right and prerogative to verify any reported illness through medical certificate even for a day, or a house visit by any Company authorized representative. It is understood that any employee not found at his given address during such visit, except when being examined by a physician at a clinic or hospital, shall be subjected to disciplinary action in accordance with our code of discipline in addition to the withholding of the employee's sick leave privilege.

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5.3.2.1 Extended Sick Leaves

When the employee needs continuous medical and mental attention and medication and, as a result, is unable to work for a prolonged period.

A regular employee may be granted Extended Sick Leave or Extended Sick Leave Without Pay due to prolonged illness or accident. Proper notification to the company and a medical certificate should be submitted to verify such cases.

All earned sick leaves shall be used before any Extended Sick Leave Without Pay is granted.

5.3.3 Marriage Leave

To give employees ample time to prepare and enjoy their wedding celebration, the company provides its regular employees seven (7) working days marriage leave with pay for first marriage only. The marriage leave must be filed at least two (2) weeks before the availment of the leave. The employee must submit the certificate of marriage contract as a condition for the grant of the leave.

This benefit is not convertible to cash and is not carried over.

5.3.4 Bereavement Leave

In case of death of an immediate family member and as prescribed in our Bereavement Policy Regular employee shall be entitled to a bereavement leave with pay for four (4) working days. employee will be asked to submit the death certificate. This leave is non-cumulative.

5.3.5 Maternity Leave

A female employee shall be entitled to Maternity Leave Benefits in accordance to the appropriate rules and regulations of the Social Security System under Republic Act No. 11210: An Act Increasing the Maternity Leave Period to One Hundred Five (105) Days for Female Workers with an Option to Extend for an Additional Thirty (30) Days Without Pay, and Granting an Additional Fifteen (15) Days for Solo Mothers, and for Other Purposes.


5.3.6 Paternity Leave

Paternity Leave refers to the benefit granted to a married male employee allowing him not to report for work for seven (7) working days (for each delivery for the first 4 deliveries) but continues to earn the compensation therefore, on the condition that his spouse has delivered a child or suffered miscarriage for purposes of enabling him to effectively lend support to his wife in her period of recovery and/or in the nursing of the newly-born child.

In accordance to Republic Act 8187 or the Paternity Act of 1996.

5.3.7 Military Leaves

Employees of the company, who shall be called on by government authorities to full mandatory military or civic duty, shall be allowed military leave in accordance with existing and applicable laws.

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5.3.8 Special Leave Benefit (Magna Carta) for Women

Female employees who have rendered at least six (6) months continuous service to the company and has to undergo surgery for gynecological disorders shall have a maximum period of two (2) months per year with full pay based on her gross monthly for the period covering the surgery until the recuperation. The procedures covered are provided in the List of Surgical Operations for Gynecological Disorders. The special leave benefit is non-cumulative and not convertible to cash.

In accordance to RA 9710 also known as The Magna Carta of Women.

5.3.9 Solo Parental Leave

This shall mean leave benefits granted to a solo parent to enable him/her to perform parental duties and responsibilities where physical presence is required.

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.

In accordance to RA 8972 Solo Parent Welfare Act of 2000.

5.3.10 Violence Against Women and Children Leave (VAWC)

This leave serves as the leave credits to allow all-female employees to attend to legal, medical, or personal concerns concerning the violence committed against her and her children in the context of R.A. 9262.

5.3.11 Extended Leave Without Pay

Extended Leave Without Pay may be granted to employees when the requirements of the department permit, when such leave is for any exceptional personal or institutional reason. Leaves of absence without pay may be granted only after all appropriate accumulated leave has been used. Such leave must be requested by the employee and recommended by the department or group head, and approved by the Executive Office via eMemo.


5.4 Medical and Insurance Benefits

5.4.1 Medical and Hospitalization Benefits

Fujitsu provides medical and hospitalizations benefits to all employees to ensure protection of well-being. As such, successful candidates for hiring are required to undergo company paid pre-medical checkup.

Two months from their hire date, employees are provided with medical benefits and hospitalization benefits thru HMO.

To ensure health is in good condition, all employees are also subjected to Annual Medical check-up given by the Company as regular health monitoring.

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5.4.2 Medical Allowance Benefit

To provide supplementary medical benefit, apart from HMO coverage, all employees will be entitled to receive Medical Allowance benefit.

The objective is assist employees and their dependents for their health needs not covered by HMO, such as medicines as prescribed by their physician, vitamins, vaccination, etc.

Medical Allowance Benefit amounts to Php4,000 every calendar year, subject to compensation tax and is pro-rated from the employees' start date. The basis for prorated computation shall be from January to December of the previous year. Target payment is every January 30 (for staff) and January 25 (for managers and up) as taxable allowance.

This policy had been applied effective January 1, 2020, seen as more beneficial to employees and processors, likewise policy improvement from previously followed Medical Reimbursement Benefit and is subject for annual review.

5.4.3 Group Term Life Insurance

An employee becomes eligible for insurance coverage upon regularization of his/her employment of the company.

The Group Life Insurance Plan is non-contributory, and all premiums shall be paid by the company.

Upon separation from the Company, the employee shall have the privilege to convert the insurance coverage into an individual life insurance policy. This presupposes that the employee shall continue to pay the insurance premium due his/her policy after the conversion.


5.5 Retirement Benefits

WeServ has an established retirement plan that covers all regular employees of the Company. Newly hired personnel shall become member of the retirement plan upon appointment as a regular employee.

5.6 Separation Benefits

The company shall also grant to a resigning employee, prior to his mandatory or optional retirement, separation benefits equivalent to percentage of one (1) month's final basic salary for every year of continuous service based on the following schedule:

Years of Service	Applicable Percentage
Less than 10 years	0%
10	25%
11	30%
12	35%
13	40%

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14	45%
15	50%
16	60%
17	70%
18	80%
19	90%
20 years and up	100%

Any employee who may be involuntarily separated from service by the Company shall receive separation pay as provided for by Labor Code or any other law and government regulation.

5.7 Allowances

Special allowance entitlement is granted to employees for specific purposes in line with the responsibility or task the employee is called for.

5.7.1 Transportation Allowance

This is a monthly allowance given by the Company to all permanent employees, exceptions are those who are in terminal leave of absence.

5.7.2 Responsibility Allowance

This allowance is given to employees who are given roles that are considered supervisory in nature.

5.7.3 Skills Allowances

An employee, at any level, performs a wide range of roles in a variety of contexts; most of which are complex and non-routine in nature. The employee may also gain special skills that make him an expert in certain technical fields. In view of this, the company shall provide the following Skills Allowances:


Certification Incentive Allowance - given to those who passed certification programs.

Nihongo Language Incentive Allowance - given to employees who have Japanese speaking and writing skills. This incentive encourages employees to further sharpen and use the Japanese communication skills for business and corporate business purposes.

Foreign Language Allowance – Aside from Japanese Language, employee will be given allowance demonstrating skill on a specific foreign language required in employee's line of support. In the event that the skill is no longer needed in the business, allowance shall automatically cease.

5.7.4 Per Diem Allowance

Allowance given to employees for both domestic and overseas business-related travels. Kindly refer to Travel Policy.

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5.8 Bonuses and Company Incentives Programs

5.8.1 13th Month Pay

The Company shall grant 13th Month Pay to its employees who shall be covered with the appropriate rules as prescribed by law. A certain percentage of the 13th Month Pay shall be given first half of the year while the balance shall be given before December 24. The 13th Month Pay shall be computed based on the total basic monthly pay. Month of crediting is subject to changes without prior notice..

5.8.2 End of Fiscal Year Bonus

The Company, depending on its financial condition and individual's performance shall grant End of Fiscal Year Bonus to its employee.

5.8.3 Health Incentive Bonus

The Company shall grant the Health Incentive Bonus to employees who have kept themselves healthy and fit for work. The basis for granting the bonus shall be the sickness record of the employee during the 12-month period from January to December. The bonus shall be paid within the month of January of the year following the covered period.


The table of equivalence to be used in computing the bonus, shall be as follows:

No. of days used on sick leave	Computation Rate
	(Based on Total Regular Monthly Pay)
0	25%
0.5 to 3.00	15%
3.5 to 6.0	10%

Employees who have completed their first year of continuous service to the Company are eligible to receive the Health Incentive Bonus

5.8.4 Work Subsidy Allowance

To support remote working, the company grants Work Subsidy Allowance every month. This allowance aims to support employees to make sure that they can still perform their task offsite. This allowance is subject for annual review.

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5.9 Miscellaneous Employee Benefits and Privileges

5.9.1 Vacation Leave for Cash Conversion

As a financial benefit to its employees, the Company shall pay the cash equivalent of unused vacation leave credits of the employee in excess of ten (10) days based on the personnel record of HRD as of March 31st of the year.

The cash conversion shall be computed based on the following formula:

$$\text{CASH FROM VL} = \text{BASIC SALARY} / 22 \text{ days} \times \text{no. of VL DAYS}$$

5.9.2 Funeral Assistance

As a gesture of condolence and sympathy, the Company shall extend financial assistance in the form of cash donation, as follows:

In the event of an employee's death, donation shall be given to his/her legitimate dependents in the order of the following priority, namely: legal spouse, legitimate, legitimated or legally adopted children of legal age and parents.

In the absence of these legitimate dependents, the donations shall be given to the employee's nearest living relative.

5.9.3 Annual Salary Increase

The Company grants annual salary increase to all deserving regular employees. However, the company reserves the right to evaluate the need to grant increases to all deserving employees when it is not able to generate reasonable profit/income.

5.9.4 Service Awards

A regular employee who has rendered 5 continuous service and every 5 years thereafter with the Company will receive a Recognition denoting the years of service.


5.10 Team Development, Recreation, Sports, and Other Social Programs

5.10.1 Quarterly Team Development

The program is intended for managers to interact with their staff and vice-versa in an informal, social and congenial atmosphere. Managers shall be free to plan the activity and be responsible for carrying it out. It may be an activity solely for a small group, a division or department, or in conjunction with other units.

5.10.2 Recreation, Sports and Other Social Programs through Ikigai/GRiP

The Company shall endeavor to develop mentally and physically healthy and productive employees in an atmosphere of unity based on fellowship and camaraderie through sports and recreational activities.

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For this purpose, the Company may at its discretion, sponsor and encourage participation in sports and social activities towards the attainment of the above objective.

5.10.3 WeServ Savings Program

WeServ Savings Account Plan Program (WSAP) is to encourage our employees to save and manage personal finances for future and emergency use. An employee maintains an individual account with a designated bank and the Company complements the employees' savings by contributing a given percentage of the employees' deposit.

VI. OFFICE PROTOCOL

6.1 Company Identification Cards and Access Cards

All Identification (ID) and Access Cards are the property of the company and are provided for appropriate use for identification and access to the workplace. The following implementing guidelines are to be strictly complied with.

6.1.1 Use of ID


- All employees should wear their respective company ID Cards while in the office or at their designated place of work.
- ID Cards should be clearly visible at all times.
- No employee is allowed to lend his/her ID and/or Access Cards to anybody for whatever reason.

6.1.2. Lost and Stolen ID and /or Access Card

- It is the responsibility of the ID/Access Card holder to promptly report a lost or stolen card.
- Lost or stolen cards must be reported immediately (within the same day upon discovery of the ID being lost) Ticket needs to be filed via Facilities Assist for revocation of access and AskHR for replacement.
- Likewise, the same procedure applies to any employee who finds a lost company ID. It should be reported immediately via Facilities Assist for revocation of access.
- Employee should immediately apply for a replacement through AskHR. There is a fee for the replacement of lost, stolen or damaged ID cards.
- A notarized affidavit of lost should be submitted to HR within three (3) days upon loss of card.

6.1.3. Misuse, Unauthorized Use and Fraudulent Use of ID Card

Misuse of an ID card, including presenting another person's card as one's own, falsification of information to obtain an ID card, alteration of the picture or information printed or encoded on the card, and/or falsification of records that served as the basis for the issuance of the ID card, may result in revocation of the ID card and/or the execution of the appropriate disciplinary action, up to and including termination

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of employment and criminal prosecution as prescribed by law and as deemed appropriate under the given circumstance.

The company is not liable for any financial loss or criminal repercussions associated with lost, stolen, damaged or fraudulently use of the ID cards.

Refer to Company Code of Conduct

6.1.4. Upon Separation

The ID card is non-transferable and is valid for as long as the holder is connected with the company. When an employee tenders his resignation from the company, his ID and Access cards should be surrendered to HRD on or before his last day of work.

Part of the employee's clearance system is to surrender the Company ID and access card to HRD before employment clearance certification can be issued.

A notarized affidavit of lost should be submitted to HR for the loss of Company ID and a fee for the lost, stolen or damaged ID cards shall be deducted from the last pay.

6.2 Dress Code

Clothing should be clean, however, and should not make those around you uncomfortable. For specific, times, places, and occasions, such as meetings with customers, clothing decisions should be made on a team-wide basis.

In principle, anything is permitted (including T-shirts, jeans, and athletic shoes).


Employees are expected to dress appropriately in clean and professional appearance with restriction to the following:

- Walking shorts and short-shorts
- Shirts with vulgar and offensive statements
- Sweat shorts and running shorts are only allowed when going to or coming from any physical fitness activities.
- Casual shirts such as Spaghetti straps, sleeveless blouse, and tank tops
- See-through blouse, plunging neckline, etc.
- Micro mini skirt
- Any footwear that may result in injury

6.3. Health and Sanitations

The preservations and promotion of the health of the individual employee shall be the concern of everyone.

The Company shall prohibit an employee to work should he suffer from any infectious or mental disease or should there be a possibility that his sickness will worsen when he/she is to continue with his/her office work. The employee shall be made to stay away from the office until the Company Accredited Physician

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has issued a certificate that the danger from such condition is over or has already ceased. In this regard, the provisions in the New Labor Code on the illness or injury of an employee shall apply.

6.4. Employee-Management Relations

Employees are encouraged to express constructive ideas and suggestions to management, especially when they could foster smooth relationship between the employees and the management, and consequently, the growth and development of the Company.

6.5. Good Housekeeping

6.5.1. Reception Area

The reception area is where all incoming visitors are entertained for business purposes. Employees are not allowed to use the telephone at the reception area, except the receptionist and visitors on official business.


Employees shall refrain from using the area for engaging in social talks. Likewise, loitering, eating and leaving personal stuff must be avoided.

6.5.2. Working Area

The Company maintains suitable working facilities and each employee is expected to cooperate in keeping the office or work area safe, clean and neat as possible.

It shall be the duty of all employees to secure their respective area of work. For this purpose, all employees shall observe the following:

- Employees with electric powered office equipment assigned to them shall turn-off or unplug said equipment when not in use.
- The employee who shall be the last person to leave his/her respective division/office area shall see to it that the windows are closed, office equipment are unplugged, and lights are turned-off in their area before leaving the office.
- Every employee who shall notice anything in need of immediate action within their respective areas such as faulty electrical outlet, defective lights, damaged furniture, etc. must bring the matter immediately to the attention of the Administration Manager.
- Everyone is requested to abide the **Clean Desk Policy**:
 - Employees are requested to clear their desk or work area before leaving at the end of the office or working hours so that the cleaning did during one's absence will not result in misplaced papers, working or writing tools.
 - Books and important papers should be returned to their shelves and filing cabinets. Tables or work areas should be cleared of waste papers. Confidential papers should not be left on top of worktables when the employee leaves the office.
 - Employees must never allow a lot of unused files to accumulate on their desk. Everything should be filed away in their designated natural filing places.
 - Avoid having too many decorations on the desk that might spill, such as flower containers, inkbottles, sponge, cups, etc. Make it a plain and modest table where one can work unhampered.

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- Typewriters and computer tables should be kept clean. Spoilage or any other papers should be disposed of immediately.
- In order not to hamper the employee's productivity, everyone is required to refrain from listening to loud music during office hours.

6. 7. Proper Telephone Usage

Observance of proper telephone courtesy is an important aspect of providing good service to our clients.

Except for emergency, all personal calls during office hours are strictly prohibited.

6.8. Selling Of Merchandise

The Company strictly prohibits the peddling of any kind and form of merchandise during work hours, even during break periods.

6.9. Money Lending/ Collections / Solicitations

The Company discourages solicitations, money lending and collection activities in the company premises.

No employee shall make unauthorized solicitation of gifts, cash certificates, and any cash equivalent of any amount or any gift.

Gifts covered under this prohibition will be turned over to the Treasury.

6. 10. Reporting and Investigating Allegations of Discrimination or Harassment


Any employee who believes that another person's actions or words constitute workplace discrimination or harassment has the responsibility to report the situation as soon as possible to your supervisor or to any HR staff. Complaints of offensive or improper behavior or conduct are taken seriously and investigated to the aforesaid rules.

You may refer to the Company Code of Conduct for The Safe Spaces Act policy.

6. 11. Workplace– The Safety, Health and Environment Program

It is the intention of the Company to provide a safe and secure workplace for all employees and visitors. The Safety Health and Environment Program committee and its members will provide information about generally recognized workplace hazards and create procedures for handling serious incidents or disaster that may affect the workplace safety. The employees' full participation in any drills and training or related activity or program is an important part of preparing for and maintaining a safe work environment.

The employee is expected to obey safety rules and to exercise caution in all work activities. All employees must immediately report any unsafe condition to Safety Officer.

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6. 12. Drug Free Workplace Policy Program

The misuse of drugs and alcohol while in company premises or business activity interferes with a safe, healthy and productive work environment. The Company prohibits the following conduct while in company premises or on company business:

Illegal possessions, manufacture, distribution, transportation, use, sale, purchase or transfer of controlled substances or illegal drugs.

Consumption of or being impaired by alcohol.

Violation of this policy may result to disciplinary action that may lead to dismissal or criminal prosecution.

6.13. Relationship with Clients

One of the important factors in the success of the company is our reputation with the clients. Regardless of how frequent your contact with clients may be, it is important to remember that your conduct will affect a client's opinion of you and the company. During your contacts with clients, the company expects all employees to conduct themselves with the highest level of professionalism.

VII. INFORMATION SECURITY

Non-disclosure agreements must be used in all situations where confidentiality, sensitivity or value of the information being disclosed is classified proprietary.

Any violation of company Information Security Policies shall be appropriately dealt with through a formal disciplinary process.

Electronic communication systems are tools of work in performing the job assigned to an employee. The systems and data as well as the output utilizing these systems are property of the company and must be archived. The use of the system is for official business only.

Refer to Information Security Policies


VIII. PHYSICAL SECURITY

9.1. Safety And Physical Security

Refer to Occupational Safety and Physical Security Policies

IX. CODE OF CONDUCT

Fujitsu Philippines Global Delivery Center, believed that discipline is a core value of each employee and keeping it in the organization is vital.

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Employee is expected to follow rules and regulations set by the Company. It is understood that the offenses and infractions in the Company Code of Conduct handbook may not include all possible acts or omissions which may transpire. In such event, management reserves the right to apply necessary penalties using the Current Code of Conduct and other relevant company policies as reference, including provisions of the Labor Code of the Philippines.

Refer to Code of Conduct

X. HUMAN RIGHTS

Fujitsu must respect through its business activities or that may be at the risk of infringement. In particular, we focus on three areas: employees, supply chain, and customers and end users related to products and services. Supporting as well the following:

- Children's Rights
- Indigenous People
- The mitigation of climate change

XI. ETHICAL TRADE

Guided by Global Business Standard and Local Laws Fujitsu Philippines Global Delivery Center designed guidelines as to how we must act so as to:

- Prevent breaches of the law
- Maintain our high standards of business conduct
- Protect Fujitsu's global reputation

Refer to Ethical Trade Policy


XII. OTHER COMPANY POLICIES

12.1. Management Prerogative

The Company Management shall have full and exclusive direction and control of the management of the Company business. The inherent management powers and prerogatives shall include, but are not limited, to the right to plan, direct and control business operations; to hire and assign employees to work; to transfer employees from one job to another or from one department to another; to promote, discipline, suspend or discharge employees for just or proper cause; to acquire or introduce new or improved business methods or facilities and equipment; and the right to make and enforce Company policies, rules and regulations to carry out the functions of management.

12.2 Effect of Legislation

The policies set down in this Handbook were formulated with the intention of upholding the provisions of the Labor Code of the Philippines. Any conflict, which may arise as a consequence of differing interpretations, will be resolved by adopting that of the Labor Code.

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12.3 Revisions

The policies in this Handbook are subject to change as may be deemed necessary by the Company. The Management may lay down additional policies from time to time as need arises or when circumstances so warrant. Employees shall be advised through circulars and announcements in case of changes or amendments in this Handbook or adoption of new or revised policies.


12.4 Confidentiality

This *Handbook* is the property of WeServ Systems International Inc. It is strictly confidential. Unauthorized copying or disposal of this Handbook is an offense against Company interest and is punishable in accordance with company's regulations on disciplinary measures.

12.5 Effectivity of Revised and New Policies

Policies, rules and regulations that have been previously circulated the employees that are inconsistent with any provisions in the New Handbook are hereby amended accordingly.

All revised and new policies, rules and regulations contained in this Handbook shall take effect immediately.

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Change History

Version No.	Issue Date	Modified By	Description of Changes	Reviewed/ Approved By	Change Ref. No.
0.01	01-31-2023	R. Tesoro D. Aguinaldo	<ul style="list-style-type: none"> Transferred from FPI Employee Bule Book to WeServ template. Updated to align with current process 		ID 142
1.00	03-15-2023		Official Release	J. Alias T. Cataluna S. Carino A. Gregorio I. Lerma	