

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-004
	TITLE	Employee Offset	REV NO.	00
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Prepared by:		Reviewed & Approved by:		
				
Maria Krisma D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

1. PURPOSE

The Company recognizes the employees with critical roles in organization are deemed valuable in the day-to-day operations. At times, these roles are required to render overtime. To better promote work-life balance to the employees, the company shall allow employees to file and avail offset hours as stipulated in this policy.

2. SCOPE

All employees of Biosite Medical Instruments, Inc.

3. ACCOUNTABILITY

3.1. Employees

- 3.1.1. Must file the proper offset timesheet form accordingly
- 3.1.2. Must provide the necessary documentation such as the overtime form
- 3.1.3. Are responsible in securing the approval from his immediate superior and/or Department Head prior to rendering overtime.

3.2. Immediate Superior shall validate the filed overtime in the offset timesheet

3.3. The Human Resources (HR) shall validate the total number of hours eligible for offset.



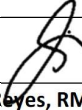
4. DEFINITION OF TERMS

- 4.1. Work Schedule - Refers to the definite working schedule that is defined by the Management.
- 4.2. Tardiness - Occurs whenever employees are not yet in the company premises and/or project sites at their scheduled working time.
- 4.3. Undertime - The total un-worked time prior to the end of the regular work schedule of an employee.
- 4.4. Overtime - Refers to the work performed in excess of the required working hours.
- 4.5. Offsetting - Refers to the time off granted to an employee who rendered his/her services during a rest day and/or a holiday.
- 4.6. Scheduled Workday - Refers to the scheduled company activities which includes trainings and seminars, official company activity (i.e. Company Outings, Christmas Party, Etc.) and scheduled overtime.

5. POLICY

5.1. General

- 5.1.1. Mid-level (Supervisors and/or Managers) and Executive level employees are not entitled to Overtime Pay. All excess work hours can be filed as offset.
- 5.1.2. Rank & File employees rendering more than four (4) hours of overtime can be filed as offset.
- 5.1.3. Employees working overtime hours are subject to the same policies and procedures that govern regular scheduled hours, regardless of the length of the shift. Prior to the occurrence of an overtime, the employees who are late for the beginning of an approved overtime shift, or employees who defer from working the shift without approval, will be marked absent or late and will be treated in accordance with the company's attendance policy.
- 5.1.4. Filed Offset hours are accumulated and may be used as additional vacation leave credits or sick leave credits but for planned sick leaves only.
- 5.1.5. A minimum of four (4) hours can be filed as Offset.
- 5.1.6. Filing and availing Offset shall follow the guidelines set in BMI-HRD-003 Leave Policy.

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- 5.1.7. Accumulated Offset hours may be availed until November of the calendar year.
- 5.1.8. Offset hours filed on December of the calendar year shall be carried over to the following year valid until March 2024.
- 5.1.9. Offset is not allowed to cover tardiness and/or undertime.
- 5.1.10. Offset should be filed at least five (5) business days before the actual offset date for one (1) day and seven (7) business days before the actual offset date for two or more days.
- 5.1.11. All offset filing must be approved by the Immediate superior.
- 5.1.12. Late filing and/or usage of offset will automatically be disapproved.

6. PROCEDURE

- 6.1. Upon filing of employee overtime, the employee must check if he/she is qualified for the offset filing.
- 6.2. If yes, the employee shall indicate the complete overtime hours in the overtime request. On the Offset Monitoring, the employee shall indicate the qualified offset hours.
- 6.3. The employee shall secure the approval of his/her immediate supervisor.
- 6.4. The employee shall then submit the OT form and a photocopy of the Offset Monitoring to HR.
- 6.5. HR shall review and approve the qualified hours for Offset and forward the document to the office of the Chief Operating Officer for final approval.
- 6.6. Upon filing for Offset Availment, the employee shall secure the approval of his/her immediate supervisor with the Offset Monitoring form attached.
- 6.7. HR shall review and approve the qualified hours for Offset and forward the document to the office of the Chief Operating Officer for final approval.

7. REFERENCE DOCUMENTS

- 7.1. BMI-PP-HRD-001 - Code of Conduct
- 7.2. BMI-PP-HRD-003 - Leave Availment

8. FORMS

- 8.1. BMI-FORM-HRD-010 – Employee Leave Request
- 8.2. BMI-FORM-HRD-014 – Offset Monitoring

9. AMENDMENT CLAUSE

- 9.1. Management reserves right to change, amend, or further improve this policy, in accordance to the provisions of the law, from time to time as it may deem necessary.