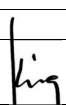

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Maria Krismo D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

1. PURPOSE

Regular attendance of employees is important because it ensures efficiency and affects the level of efficiency on the services that is provided by the Company. It is our desire to control and minimize absenteeism and promote work productivity across department units. The following guidelines will be implemented to provide employees with a clear understanding of the Company policies on attendance and work hours.

2. SCOPE

All employees of Biosite Medical Instruments, Inc.


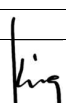

3. GENERAL REFERENCE

ACCOUNTABILITY

1. Employees
 - a. Must regularly log-in and out using the Attendance Monitoring System (GreatDay)
 - b. Must ensure all time in/out are recorded
2. Immediate Superior
 - a. Administer the terms of this policy and procedures with their subordinates;
 - b. Ensure daily attendance records are accurate and reflect actual hours worked.
3. The Human Resources (HR) is accountable for regularly analyzing and reporting overall company attendance and punctuality information and ensuring equal administration of the terms herein.

DEFINITION OF TERMS

1. Work Schedule - Refers to the definite working schedule that is defined by the Management.
2. Break Periods - Refers to the time – off of the employee from work.
3. Tardiness - Occurs whenever employees are not yet in the company premises and/or project sites at their scheduled working time.
4. Undertime - The total un-worked time prior to the end of the regular work schedule of an employee.
5. Overtime - Refers to the work performed in excess of the required working hours. (Applicable to Rank & File employees)
6. Night Shift Differential - Refers to the work performed between 10:00 PM to 6:00 AM
7. Offsetting - Refers to the time off granted to an employee who rendered his/her services during a rest day and/or a holiday.
8. 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.
9. Authorized Absences - Refers to employee's time away from work was approved in an advanced permission.
10. Unauthorized Absences - Employee's time away from work was not approved and/or, if no advanced permission was obtained.

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11. Flexible working hours - Refers to the work schedule that allows the employee to determine when they will work given that they will observe the same number of hours as the normal work schedule.

4. POLICY

Work schedule maybe changed or modified by the Company as dictated by its operational needs and other exigencies.

4.1. Work Schedule

The definite regular working schedule including the official reporting time shall be defined by the Management.

Regular workdays and working hours – excluding lunch break
8:00 AM to 5:00 PM - Mondays to Saturdays

- a. All employees are strongly encouraged to report to work at least fifteen (15) minutes before their shift. It shall be a general rule for all employees shall be ready to work at the start of their shift.
- b. All employees are required to utilize the official attendance system, Greatday.

Employees shall be considered absent if he/she:

- Has at least three (3) recurrence of No Time-in within one (1) cutoff.
- Has at least three (3) recurrence of No Time-out within one (1) cutoff. Filed overtime on that day shall be considered invalid and shall be disapproved automatically by HRD.
- Has at least three (3) recurrence combination of No Time-In/Out

NOTE: Only employees (new hires) without a GreatDay account will be exempted. Once he/she receives, his/her credentials, this policy shall be applied immediately.


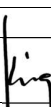

- c. It is the responsibility of the employee to ensure the proper usage of the company's attendance system.

In case an employee encounters errors when applying Attendance Correction within GreatDay, he/she must:

- Provide proof of failed Attendance Correction application. HR shall request for three (3) instances with different dates. (Note: When filing for Attendance Correction, ensure you use a small file size.)
- Provide the date and time of the concerned Attendance Correction
- Submit the necessary attachments required in Attendance Correction application (doc, docs, pdf, xls, xlsx, jpg, jpeg, png, txt). Ensure the attachment has a small file size.

HR shall only accommodate requests with:

- 3 instances of proof of error (done on different dates)

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- Failed attendance correction with less than two (2) instances of proof of error for the 4th, 5th, 19th and 20th day of the month. These dates are the 2 days before cutoff.

- d. Some departments or unit, due to the peculiarity of their activities, may evolve a different working day and hour as may be dictated by their needs provided such schedules are cleared with the Human Resources (HR) and approved by the Chief Operating Officer.

Employees assigned to these departments or units shall observe the workdays and hours as scheduled by their Immediate Superior after consulting HR and upon the approval of the Chief Operating Officer by submitting a manning report.

The Immediate Superior and/or Department Head shall provide the monthly schedule of all employees reporting to the department.

- e. Employees who report after 10:00 AM or two (2) hours after their scheduled shift shall be considered half day.
- f. The Company shall observe all regular and special public holidays declared by the President of the Philippines.
- g. Employees are required regular attendance and should not be absent themselves except:
 - For valid reasons and upon prior approval of their Immediate Superior and/or the Department Head.
 - If no prior approval has been secured, the concerned employees must immediately notify their Immediate Supervisor and/or the HR Department for the cause of their absence as soon as possible.

4.2. Break Period

Employees are given one (1) hour lunch break daily. Depending on the needs and the exigencies of the job, lunch break may be rescheduled (only if necessary). However, this cannot be divided in smaller periods but must be taken all at one time. Lunch period is not considered as working time and is therefore non-compensable.



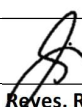
Employees are allowed break periods of not more than fifteen minutes. These break periods may be taken only between:

Morning (15 Minutes)
Afternoon (15 minutes)

Extending break periods is considered as a company offense. Should break time exceed the prescribed period, the staff must inform his/her superior stating the reason of extension.

4.3. Tardiness

An employee is considered tardy when the employee comes to work later than the sanctioned reporting time or shift. A grace period of fifteen (15) minutes is given to all employees. In excess of the 15-minute grace period shall be subject to salary deductions including the grace period.

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Employees that will log-in two (2) hours after the scheduled working hours will be considered half day. This is also applicable to the 2nd half of the day (after lunch break).

If an employee has accumulated three (3) times tardiness in a month is considered as an offense and shall be subjected to the following corrective measures:

Frequency of Incident	Corrective Action
1 st offense	Written Warning
2 nd Offense	Three (3) Day Suspension
3 rd Offense	Fifteen (15) Day Suspension
4 th Offense	Dismissal

- In the event of natural calamities such as earthquakes, flash floods, typhoon, accidents, etc., tardiness may be waived according to the discretion of the Management.
- This provision on tardiness notwithstanding employees who would be late for work must notify their Immediate Head and/or the HR Department as to the reason of their tardiness and their expected time of arrival.
- Tardiness on any day will not be offset by overtime rendered on any other day.




4.4. Undertime

An employee who leaves prior to the end of his/her official work schedule will be considered as undertime. Undertime will be allowed for urgent personal reasons provided that the employee secure specific permission from the Immediate Head and/or the Management.

- Undertime will only be allowed for a maximum of two (2) hours prior the end of the working hours, in excess thereof is considered as half-day absence.
- All undertime will be subject to salary deduction corresponding to the actual undertime taken.
- Undertime taken on any particular day will not be offset by overtime rendered on any other day.

4.5. Overtime

Hours during which employee performs work beyond the maximum required number of hours daily requirement is considered overtime work. Non-productive hours (i.e. holiday, vacation, paid time off, etc.) will not be counted as overtime work. Compensation for overtime work is at an additional 25% premium on regular working days and 30% premium on a special non-working holiday or rest day using as reference the employee's base pay. The Department Head and/or Chief Operating Officer must authorize all requests for overtime work prior to rendered the requested overtime.

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Mid-level (Supervisors and/or Managers) and Executive level employees are not entitled to Overtime Pay. Overtime rendered shall be considered as Offset.

Employees who render overtime work will be compensated according to the table below:

WORK DONE	OVERTIME RATE/ PREMIUM
Regular Working Day	25% of 100%
Special Holiday or Rest Day	30% of 130%
Special Holiday and Rest Day	30% of 150%
Regular Holiday	30% of 200%
Regular Holiday and Rest Day	30% of 260%


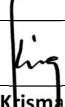
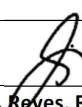
Employees working overtime hours are subject to the same policies and procedures that govern regular scheduled hours, regardless of the length of the shift. Prior to the occurrence of an overtime, the employees who are late for the beginning of an approved overtime shift, or employees who defer from working the shift without approval, will be marked absent or late and will be treated in accordance with the company's attendance policy.

All employees especially drivers are only allowed to work in a 16-hours shift. It is the responsibility of the immediate superior to schedule and manage their workload to comply with the maximum work hours per day. Rendered more than a 16-hour shift shall be a case-to-case basis approval of management.

In excess of four (4) hours, the succeeding overtime hours shall be considered Offset hours and must be filed separately.

An employee may be required to perform overtime work in any of the following cases:

- When it is necessary to prevent loss of life or property in cases of imminent danger to public safety due to actual or impending emergencies in the locality caused by serious accidents, fire, flood, typhoon, earthquake, epidemic or any other disaster;
- 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;
- When the work is necessary to prevent loss or damage to perishable goods; and
- Where the completion or continuation of the work started before the eighth hour is necessary to prevent serious obstruction or prejudice to the business or operations of the employer.

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4.6. Night Shift Differential

Night Shift Differential refers to the additional compensation of ten (10%) of an employee's regular wage for each hour of work performed between 10:00 PM and 6:00 AM.


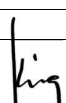

In consideration of business demands and requirements, Management through Department Heads reserves the right to exercise management prerogative to approve or disapprove leaves. This can be classified as authorized and non-authorized leave.

4.7. Authorized Leave

1. Leave is authorized when:
 - a. Request of absence was approved by the employee's Immediate Head;
 - b. Employees should discuss their quarterly planned vacation leave to their Immediate Head prior to the approval of the Chief Operating Officer;
 - c. For sick leave, the employee should notify the Immediate Superior at least one (1) hour prior of the actual work schedule.
2. Absences due to sickness or emergency reasons follow the procedure below:
 - a. An employee sent home by the HR Department/ Immediate Head prior to the end of the shift due to illness; absence should automatically be considered an authorized leave accompanied by a filed leave form;
 - b. An employee afflicted with a disease classified as contagious must provide the HR Department a medical certificate indicating the he/she is "fit to work" from an accredited Physician prior to reporting back to work.
 - c. Failure to submit a medical certificate will cause the filed SL to be treated as unauthorized absence and subject for corrective action.
- Other leaves considered are Maternity, Paternity, and other special leaves that may be granted by the Company.
- Authorized absence may be considered without pay when employees have no more available leave credits.

4.8. Unauthorized Leave

1. Leave was not approved via online or verbally by employee's Immediate Head or assigned alternate approver due to:
 - a. Reason was not valid or justifiable, yet employee still elected to be absent despite the disapproval of his/her Immediate Head;
 - b. Employee failed to advise his/her Immediate Head for at least one (1) hour before scheduled work and was not filed during filing of planned leave;
 - c. If it has been proven that, the employee faked his/her illness (classified as malingering); authorized absence becomes unauthorized.
2. Unauthorized absence violations have a cleansing period of 12-month moving period counted back from the first offense.

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4.9. Absence without Official Leave (AWOL)

AWOL is absence for two (2) consecutive days or more without advice received by the Immediate Superior, from the employee before the scheduled work/shift or anytime during the duration of his/her absence.

To observe due process, the following steps shall be observed:

1. The Department Head will report to the HR Department that the employee is AWOL.
2. The HR Department will send the following correspondences by registered mail and/or courier to the last known address of the erring employee:

1st Return-to-Work (RTW) letter

(Issued within forty-eight (48) hours from receipt of the AWOL report from the employee's Department Head)

2nd Return-to-Work letter

(Sent within three (3) days from issuance of 1st RTW to employee)

Termination Notice

(Sent within five (5) days from issuance of 2nd RTW to employee)

4.10. Flexible Work Schedule

A minimum of eight (8) hours shall be rendered by the employee who's under the flexible work schedule. Lacking hours shall not be compensated by any other day of the week.

The employee shall request for Flexible work schedule from the Immediate Superior and the Chief Operating Officer. The approval for client facing roles such as Product Application Specialist, Product Manager, Service Engineer, Medical Sales Representative, District/Regional Sales Managers shall be on a case to case basis.

5. REFERENCE DOCUMENTS

- 5.1. BMI-PP-HRD-001 – Code of Conduct
- 5.2. BMI-PP-HRD-003 – Leave Policy

6. FORMS

7. AMENDMENT CLAUSE

- 7.1. 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.