



EMPLOYEE MANUAL

REVISED EDITION – SEPTEMBER 2023

Asian Land Strategies Corporation
Employee Manual

ASIAN LAND STRATEGIES CORPORATION
JAM ASIA PROPERTIES, INC.
Employee Handbook
Revised Edition September 2023

Asian Land Strategies Corporation
Employee Manual

Receipt and Acknowledgment of
Employee Handbook

I, the undersigned, acknowledge receipt of the Employee Handbook Revised Edition September 2023 for the employees of ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. I understand that the policies and benefits described in it are subject to change and may be done so by ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. at any time for reasons it deems fit.

I further understand that my employment with ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. is governed by the following agreement:



That I agree to diligently perform the duties and responsibilities pertaining to the job which I have been hired for and other such duties that the management may assign from time to time.



That I shall faithfully comply with the company rules and regulations and meet the standards of performance prescribed by ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC., to qualify for regular employment.



That it is understood that in case of resignation, a thirty (30) days prior notice of intention to resign should be given to the Management.



That it is understood that if, at any time, I am found unqualified or unfit for employment after due process and careful evaluation of my work performance vis-a-vis the prescribed standards of performance, ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. may, in its exclusive discretion, lay me off.

Asian Land Strategies Corporation
Employee Manual

Confidential Information

I am aware that during the course of my employment confidential information will be made available to me (i.e. product designs, marketing strategies, customer lists, pricing policies and other related information, etc.). I understand that this information is proprietary and critical to the success of ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. and must not be given out or used outside of company premises or with non-employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company, or else risk litigation.

Employee's Printed Name & Signature

Position

Date

Asian Land Strategies Corporation
Employee Manual

ACKNOWLEDGEMENT RECEIPT

This is to serve as proof that I was given an EMPLOYEE MANUAL Revised Edition September 2023 on _____.

I fully understand that upon employment, I will abide by, observe and practice the EMPLOYEE MANUAL Revised Edition September 2023 issued to me while under the employ of ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES INC.

Employee's Printed Name & Signature

Position

Date

Asian Land Strategies Corporation
Employee Manual

Welcome to ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC.!

You have joined one of Luzon's fastest growing and largest real estate company. Whether you come to the company as an assistant or a supervisor, a specialist or an associate, or manager, please know that you play an invaluable role in the life of our organization. We hope that you will find your stint here at ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. as a fruitful and rewarding experience.

This handbook was prepared by the Human Resources and Administration Department (HRAD) to acquaint you with the various HRAD policies of ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. It is intended to give you a better understanding of your responsibilities and the conditions under which you work. In a nutshell, it contains a brief history of the organization, a description of its mandate, functions and operations, and the rules and regulations governing the workplace. This handbook should answer the questions most frequently asked by employees and serve as a "ready reference" for you. Your supervisor can help you with any questions you have that are not answered here.

We are pleased to have you as part of ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. We look forward to your adherence to policies and procedures, productive contribution and dedicated service to the company.

Sincerely,

Javier Felipe E. Quintos
Chief Executive Officer

Asian Land Strategies Corporation
Employee Manual

Using this Book

This handbook replaces and supersedes all prior employee handbooks regarding employment or HRAD matters effective as of Effective Date/Edition. The policies and practices included in this handbook may be modified at any time. The entire content of this handbook and appending policies available at through the company's HR library and will be available through an improved intranet site in the very near future. You will be informed as soon as possible when this occurs.

This handbook is intended for use by all employees of the ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. It is presented for information purposes only.

Your division/department has additional specific procedures for many of the general policies stated in the handbook. You are expected to learn your division/department's procedures and comply with them. You are also expected to conform to the professional standards of your occupation. Please direct any questions to your supervisor, department head, or to the Human Resources and Administration Department, which is located in Asian Land Corporate Center, Grand Royale Subdivision, Mac Arthur Highway, Bulihan, City of Malolos, Bulacan.

Asian Land Strategies Corporation
Employee Manual

Table of Contents

ABOUT ASIAN LAND STRATEGIES CORPORATION	1
Our MISSION	2
Our VISION	2
Our CORPORATE VALUES.....	2
INTRODUCTION	
1. RECRUITMENT, SELECTION AND PLACEMENT	3
Engagement	
Personnel File	
Employment Status	
Promotion	
Developmental Assignment	
Demotion	
Transfer	
Resignation	
Retirement	
Certificate of Employment	
Employment of Relatives	
2. WORKING HOURS.....	9
Working Days, Hours & Break Periods	
Paid Holidays	
Severe Weather Arrangement	
Tardiness	
Under Time	
3. REMUNERATION AND ALLOWANCES	13
Salary Payment	
Overtime	
Night Shift Differential Pay	
Thirteenth Month Pay	
Bonus	
Out of Base Allowance	

Asian Land Strategies Corporation
Employee Manual

4. LEAVE	14
Vacation Leave	
Medical / Sick Leave	
Maternity Leave	
Paternity Leave	
Bereavement Leave	
Compensatory Leave	
Leave Without pay	
Special Leave Benefits for Women	
Leave for Victims of Violence Against Women and their Children	
Parental Leave for Solo Parents	
5. BENEFITS.....	20
SSS / Pag-ibig / PhilHealth	
Office Uniform	
Healthcare Insurance	
Life & Accident Insurance	
Group Hospitalization Plan	
Employee Loans	
Gratuity Pay	
Retirement Benefit	
6. AWARDS AND RECOGNITION.....	23
Loyalty Award	
Best in Attendance	
Employee of the Year	
Amando Buhain Excellence Award	
7. TRAINING & DEVELOPMENT	24
Training Policies	
New Employee Orientation & Integration	
Performance Management System	

Asian Land Strategies Corporation
Employee Manual

8. HOUSE RULES	27
Dress Code	
Telephone Etiquette	
Visitor Policy	
6S and Cleanliness	
9. CORPORATE INTERNET, EMAIL AND EQUIPMENT POLICY	31
Software Access Procedure	
Company Owned Equipment/Use of Company Resources	
Internet use	
Use of Social Media	
Email Usage	
10. EMPLOYEE COMMUNICATION	32
Notices and Circulars	
Event Surveys	
11. EMPLOYEE CODE OF CONDUCT	33
General Conduct & Behavior	
Corruption, Theft, Fraud and Embezzlement	
Conflicts of Interest	
Confidentiality	
Outside Employment or Business	
12. DISCIPLINE	34
Disciplinary Procedure	
Preventive Suspension	
Disciplinary Regulations	
The Role of the Supervisor	
Table of Offenses	
Grievance Procedure	
Responsibilities and Duties of the Company's Security Personnel	

Asian Land Strategies Corporation
Employee Manual

13. HEALTH & SAFETY	39
Smoking in the Workplace	
Accident at Work	
Employee Compensation for Injury at Work	
Fire	
Communicable Diseases	
14. DRUG-FREE WORKPLACE POLICY	43
15. SEXUAL HARASSMENT POLICY	44

Asian Land Strategies Corporation
Employee Manual

About **ASIAN LAND STRATEGIES CORPORATION**

“SHELTERING THE FILIPINO”

ASIAN LAND STRATEGIES CORPORATION is a local real estate company based in Bulacan, Philippines that has been developing communities and building homes since 1994. Led and powered by a strong dynamic team who operates under solid corporate ideals, Asian Land puts immense value in helping its customers improve their lives by achieving their lifetime dream of owning a home that will be cherished by generations to come.

“Improving Lives.” Asian Land is the brand for people who are looking for the best value for their investment. Providing honest housing since the beginning, we are committed to helping Filipinos achieve their dream homes without compromising quality and comfort for their families. In Asian Land, we recognize the importance of the Filipino value of providing the best for their families while appreciating value and our customers’ value for money.

“Honest Housing.” Showcasing a wide range of exemplary modern contemporary builds at 8 projects ready for about 24,000 thousand homes right in the heart of the bustling Bulacan development boom, Asian Land’s success is evidenced in its track record of growth in the market’s preference for its real estate products over competition. With Asian Land, customers are assured they get the best and most honest value for their investment – no cutting corners, no shortcuts but only a commitment to superior design quality, affordability, and superb after-sales service.

Asian Land has received notable accolades, including the National Product Quality Excellence Award (2005), the Philippine Marketing Excellence Award (2005), the Asia Pacific Quality Excellence for Product and Customer Service Awards (2006), and the Philippine Brilliance Awards for Products and Services (2006).

Asian Land Strategies Corporation
Employee Manual

Our Mission

To provide opportunities for the enhancement of people's lives through developing world-class communities.

Our Vision

To be a company committed to develop prime communities with world-class services and amenities to shelter the Filipino.

Corporate VALUES

- S** – Service Oriented
- T** – Teamwork
- R** – Resilience
- I** – Integrity
- D** – Discipline
- E** – Excellence

1. RECRUITMENT, SELECTION, AND PLACEMENT

The company uses a number of methods to encourage qualified persons to apply for jobs. These include posting of notices of job openings on company bulletin boards to alert personnel of openings on company bulletin, online job postings and maintaining relationships with staffing sources, including universities. Depending on the type of position open and the labor market that qualifies, recruiting efforts may be local or expanded.

For regular positions, the prospective employee should at least meet the minimum position qualification requirements set by ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. Qualification Standards. The ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. Qualification Standards are set of competencies needed to perform satisfactorily the responsibilities of a certain position. This includes but is not limited to education, experience, training, and personality traits.

Subject to required qualifications of the position, hiring preference is given first to employees working for the company. This is to provide opportunities for employees for their career growth.

Engagement

Each applicant must complete an Employment Application Form and submit it to the HRAD – Recruitment Section. Engagement is dependent on the applicant being interviewed, tested and found suitably qualified for employment. All new employees are required to pass a medical examination prior to engagement and will submit the following:

Asian Land Strategies Corporation
Employee Manual

A. DUPLICATE (Present Original)

- SSS – Form E1 or Unified ID
- Tax Identification Card
- PhilHealth Card
- Transcript of Records
- College Diploma
- Community Tax Certificate – Cedula (Current Year)
- Certificate of Employment from the latest employer
- BIR Form 2316 from previous employer if any

B. ORIGINAL COPY (Issued within the last 12 months)

- PSA Copy Birth /Marriage Certificate
- PSA Copy Birth Certificate of Dependents
- NBI Clearance
- Police Clearance
- Barangay Clearance
- MDR – Member Data Record from PhilHealth
- Online Registration from Pag-ibig and SSS
- Sketch of present address

Medical Results (through an accredited laboratory)

- Chest X-Ray
- Fecalalysis
- Urinalysis
- Drug Test
- Blood Chemistry (FBS, Cholesterol, Uric Acid, Creatinine, BUN)
- ECG
- Medical Certificate that you are fit to work
- Dental Certificate
- Proof of Vaccination (as applicable)
- Health Card from Municipality of Malolos

C. PHOTOS (Required Attire: White Polo with Black Coat)

- 2 copies of 2x2 colored with WHITE background

Asian Land Strategies Corporation
Employee Manual

- 3 copies of 1x1 colored with BLUE background
- Soft Copy of 2x2 picture (Hi-Resolution)

Personnel File

The HRAD Office acts as the custodian of all employees' personnel records. To keep the records up to date, the following information should be reported immediately to the HRAD through a duly accomplished Human Resource Update form and other forms pertaining to SSS, PhilHealth, Pag-ibig, BIR, etc. whenever necessary:

- Change in name or surname
- Change in civil status
- Any change in address
- Change in telephone number
- Change of beneficiaries
- An additional member of the family
- A death in the family
- Change in the name of person to be contacted in case of an emergency
- A report on any special course or seminar completed, and any degree completed
- Any other information which the employee wants to be included in his or her files

Employment Status

The classifications of employment in ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. are as follows:

1. Regular employees are those who have successfully completed the probationary period and have met the standards required for a regular position, or those who, upon hiring, are given regular appointment upon the recommendation of the Immediate Leader and Department/Division Head and approval of the Management Committee (MANCOM).

Asian Land Strategies Corporation
Employee Manual

2. Probationary employees are those hired to fill in regular positions but must undergo a probationary period of six (6) months to determine their capability and fitness to hold the position on a regular basis. Salary increase upon regularization is discretionary.

The Company reserves the right to terminate and dispense with the probationary employee's service anytime during the probationary period for unsatisfactory performance, justifiable cause or when the employee violates company rules and regulations.

3. Independent Contractors are those self-employed, consultants, or freelance individuals who provides services to the Company, but who are not employees, contracted for a definite or fixed period of time or for a specific project and whose engagement is coterminous with the completion of the project.

Promotion

A promotion is defined as an advancement of an employee from one position to another usually accompanied by an increase in duties and responsibilities as authorized by law with corresponding increase in salary.

The following guidelines are followed in the promotion selection process:

- Promotions are based upon merit
- Evaluations are job-related, with specific criteria for competencies and qualifications
- Supervisors consider and recommend as many potential candidates as necessary to assure high quality candidates
- The Promotion Board, consists of the MANCOM will review, approve or disapprove any recommendation for promotion
- Management retains the right to select or not to select candidates from any source it determines is appropriate

Developmental Assignment

Developmental Assignment (DA) is a formal opportunity for an employee to develop professional knowledge, skills, and abilities that would not otherwise be available through their normal work activities. It is usually a position with higher ranking or salary level.

For more detailed policy, refer to ALSC –HRD–017-001.

Demotion

Demotion is a movement from one position to another involving the issuance of an appointment with diminution in duties, responsibilities, status or rank which may or may not involve reduction in salary.

For disciplinary demotions, the due process required under the law will be strictly observed.

In case demotion involves reduction in salary but is non-disciplinary, a written consent shall be secured from the demoted employee.

Transfer

Management has the prerogative to transfer employees from one department to another, one branch to another or from one job to another, on a temporary or permanent basis, as may be required to suit operational needs. Prior to such transfer, employees will be advised in advance in writing details of the arrangement and the reasons for the transfer. Employees can appeal in writing to their Department/Division Head against the transfer.

Asian Land Strategies Corporation
Employee Manual

Resignation

In leaving the organization, the following procedure must be followed:

1. Resignation of Rank & File or Supervisory must be addressed to the Department/Division Head except those positions who are reporting directly to the Chief Executive Officer or the President. For Managers and above, resignation must be addressed directly to the CEO or the President and the Department/Division Head.
2. Notice period for resignations are as follows:
 - 2.a. Rank and File Employees – at least thirty (30) calendar days from intended last day of work
 - 2.b. Supervisory and Managerial Employees – at least sixty (60) calendar days from the intended last day of work
 - 2.c. Director Level Employees– at least ninety (90) days from the intended last day of work
3. Furthermore, resigning employees are required to submit oneself for an exit interview to the Recruitment Section and process his or her exit clearance. The following documents are required to secure clearance:
 - 3.a. Clearance Form
 - 3.b. Surrender Identification Card
 - 3.c. Closed payroll bank account
 - 3.d. Signing of Quitclaim
 - 3.e. Inventory of the acknowledgment receipt of items issued to the employee. Any damage, broken, or loss found during the said inventory will be deducted as payment from the last claim of the resigning employee.
4. Lastly, resigning employee must duly turn over everything provided to him / her by the company from the start to the present date of his employment with the company. Only after these are met shall the salary and any other last claims of the resigning employee be released.

Asian Land Strategies Corporation
Employee Manual

Retirement

An employee, who has completed at least five (5) years of continuous service, may retire upon reaching the age of sixty (60) years or more (optional retirement), but not beyond sixty-five (65) years, which is hereby declared the compulsory retirement age.

Exceptions to the above provisions must be in a form of separate agreement or contract with the company.

Certificate of Employment

All reference letters referring to your employment with the Company must be requested from the Human Resources and Admin Department.

No employee is allowed to write a reference for another employee on Company letterhead or make reference to the other employee's employment with the Company.

Employment of Relatives

It is the policy of ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. that no employee may hire or cause to be hired, nor supervise, any relative of the employee otherwise employed by the company within the third degree of consanguinity or affinity, except with the prior approval of the Management Committee.

2. WORKING HOURS

Working Days, Hours & Break Periods

Employees are required to work for a minimum of forty (40) hours per week; that is eight (8) hours per day. Normal working hours are from Mondays to Fridays, 8:00am to 5:00pm, with a one hour lunch break from 12:00pm to 1:00pm, and 15-minute break each in the

Asian Land Strategies Corporation
Employee Manual

morning and in the afternoon.

Work hours will vary depending on the nature of work.

It is the duty of all staff to report for work and be punctual on every official working day. If employee is unable to attend or are late due to unavoidable circumstances, he or she should inform his or her line manager within the first two (2) hours for the business day. Policy on Attendance and Timekeeping will be strictly observed.

All absences will require reasonable explanation from the employee and approval of the Immediate Leader and Department/Division Head. Absenteeism and habitual tardiness are subject for disciplinary action.

Public and official holidays will be observed in accordance with the Philippine national and local government declarations.

Paid Holidays

Regular Holidays

New Year's Day
Maundy Thursday
Good Friday
Araw ng Kagitingan
Labor Day
Independence Day
National Heroes Day
Bonifacio Day
Christmas Day
Rizal Day

Asian Land Strategies Corporation
Employee Manual

Nationwide Special Holidays

Chinese New Year
Black Saturday
Ninoy Aquino Day
All Saints Day
Feast of the Immaculate Conception of Mary
Last Day of the Year

The observance of Eidul Fitr and Eidul Adha shall be issued after the dates of the Islamic holidays have been determined and announced by the government authorities.

An employee is entitled to holiday premium only when he/she is present during the last working day immediately preceding the holiday or on leave with pay.

Severe Weather Arrangement

If the warning/typhoon signal is issued BEFORE normal working hours, time-in until 8:15 am will not be considered late provided time-out will be adjusted to compensate for complete 8-hour work requirement, unless work is cancelled or suspended.

If the warning/typhoon signal is issued DURING or in the progress of normal working hours, announcement for any work suspension will be made by MANCOM.

In case of cancellation or suspension of work in Local Government offices due to the severity of weather conditions, offices shall be automatically cancelled or suspended (with skeletal force to serve contingent operations).

MANCOM, however, has the right to repeal the implementation of the foregoing provisions, based on prevailing factors, actual situations

Asian Land Strategies Corporation
Employee Manual

and its assessment, at any time, and without prejudice to health and safety.

Tardiness

Tardiness shall mean reporting late for work at the prescribed time. Tardiness shall be automatically deducted from the employee salary.

A five (5) minute grace period at the beginning of each shift will be allowed. When a tardy employee's lateness exceeds the five-minute grace period, the full period of time between the scheduled reporting time and the actual reporting time shall be charged against the employee.

Tardiness in excess of three (3) times or thirty (30) minutes, monitored whichever comes first, in a month will subject an employee to disciplinary action. The five (5) minute grace period at the beginning of each shift will not counted in the computation of the 30 minutes cap per month but tardiness incurred because of over break will be included.

For more detailed policy, refer to MEMOs ALSC-HRD-2015-003 / REV-000 ALSC-HRD-2016-026 / REV-000, ALSC-HRD-2017-022 / REV-000.

Under Time

Under Time is not classified as Tardiness. But there is a need to define the limits wherein an employee is allowed to go on Under Time because of its inimical effect on work.

Any employee who incurs Under Time, regardless of the number of minutes/hours, for more than four 4 times a month shall be subject to review and may result to disciplinary action.

For more detailed policy, refer to ALSC-HRD-015-001.

3. REMUNERATION AND ALLOWANCES

Salary Payment

Salaries are paid in accordance with the Company's grading structure. Such salaries take into account the employee's educational/technical qualifications, experience and degree of responsibility pertinent to the job.

Salaries are paid monthly through employee's bank account every 15th (cut-off period from day 21 of the previous month to day 4 of the month) and end (cut-off period from day 5 to day 20) of the month.

Pay slips with details of calculations of the salary payable and items of deduction for the cut-off period will be issued to the employees. Any query should be referred to the Human Resources and Admin Department.

Overtime

Every rank and file employee is entitled to a premium pay of twenty-five percent (25%) for work toiled in excess of eight hours on a regular day; thirty percent (30%) for special holidays or any day set to be as rest day of the employee or sixty percent (60%) for work toiled on special or rest day in excess of eight hours and one hundred percent (100%) for regular holiday or two hundred fifty percent (250%) on regular holidays in excess of the eight hours.

Supervisor job level and up are not entitled to overtime pay.

Filing of overtime through the accomplishment of overtime form requested by the employee and duly approved by Immediate Leader and Department/Division Head shall be the only basis for overtime payment. Only pre-approved overtime with request will be considered valid and payable.

Asian Land Strategies Corporation
Employee Manual

Night Shift Differential Pay

Night Shift differential is the additional compensation of ten percent (10%) of an employee's regular wage for each hour of work performed between 10:00 pm and 6:00 am the following day.

Thirteenth Month Pay

The minimum thirteenth month pay required by law shall not be less than 1/12 of the total basic salary earned by an employee within a calendar year.

Bonus

At the discretion of management, employees may be granted midyear and/or Christmas bonuses at rates and schedule specified by the Management.

Out of Base Allowance

Out of Base or Meal Allowances allows an employee to claim and be reimbursed for reasonable and authorized expenses that are incurred while doing business for the Company.

Forms are provided to request reimbursement for actual expenses. Receipts must be provided for all expenditures made in order to claim reimbursement.

For detailed policy, refer to ALSC-HRD-012-001.

4. LEAVE

Vacation Leave

Regular Employees will be entitled to fifteen (15) working days

Asian Land Strategies Corporation
Employee Manual

of vacation leave for each full year of service.

A Regular Employee is eligible for vacation leave after one (1) year from the employment date.

Vacation leave may be taken in units of days or half days. Application to take leave must be duly authorized by Immediate Leader and Department/Division Head at least one (1) week before the period of leave commences, unless the requested leave is due to an emergency.

Employees are encouraged to plan and consume their vacation leaves within the calendar year. Encashment of unused vacation leaves

will not be allowed and unused vacation leaves will be automatically forfeited, unless planned and pre-approved vacation leave needs to be cancelled due to business exigency and employee has no chance to reschedule and take such leave within the calendar year. Then, such leave credits will be converted to cash and paid to the employee. Department/Division Head will notify Human Resources of such cancellation in writing.

For new employees whose first anniversary date will fall between April to December, earned vacation leave credits* will be used as follows:

Asian Land Strategies Corporation
Employee Manual

Anniversary Month	Earned Leave after Anniv period (A)	Anniversary Leave Benefit (B)
APR	10.00	15
MAY	8.75	15
JUN	7.50	15
JUL	6.25	15
AUG	5.00	15
SEP	3.75	15
OCT	2.50	15
NOV	1.25	15
DEC	0.00	15

3.e.1. Earned vacation leaves under column (A) must be used until December of the current (anniversary) year otherwise will be forfeited.

3.e.2. Earned vacation leaves under column (B) can be used until December of the following year. Provision 2.16 of Leave and Time Off Policy applies.

*Employees earn 1.25 VL per month from date of employment.

Medical/Sick Leave

Regular Employees are entitled to paid medical/sick leave of up to fifteen (15) working days annually with full pay.

A Regular Employee is eligible for sick leave after one (1) year from the employment date.

In case of sickness, the employee should notify his/her Immediate Leader and Department/Division Head and/or HRAD that he will not be able to report to work within the first three (3) hours of the

Asian Land Strategies Corporation
Employee Manual

business day, otherwise employee may be considered AWOL. Upon return to work, employee shall immediately file the appropriate leave forms.

Such leave which will extend to three (3) days or more will be required on production of a medical certificate from a registered medical practitioner, covering the period of ailment.

Any employee who exhausts their sick leave will be required to utilize their vacation leave in case of continued absence.

For new employees, same treatment as shown in the table for Vacation Leave will be applied.

Unused sick leave credits will be converted to cash and paid to employee within the month of February on the following year.

Maternity Leave

Female employees shall be entitled to paid maternity leave as defined in the labor laws of the Philippines.

When applying for maternity leave, the employee must submit a medical certificate from a qualified medical practitioner stating the expected date of delivery.

An employee wishing to stay away from work for longer than the stipulated period in order to care for the infant may apply for special leave without pay if no vacation leave credit is available.

Paternity Leave

A married male employee shall be eligible to paid paternity leave of seven (7) working days per delivery for the first four (4) deliveries by their legal spouse.

Asian Land Strategies Corporation
Employee Manual

The request must be supported by a valid evidence of delivery or expected delivery and prior approval must be obtained from Immediate Leader and Department/Division Head.

Paternity leave must be taken within four weeks period before or after wife's delivery. Paternity leave not taken during this period will be forfeited.

Bereavement Leave

All regular employees shall be granted up to a maximum of paid three (3) calendar days to attend to personal misfortunes such as death of an immediate member of the employee's family (spouse, parents, parent-in-law, brothers and sisters and child). Such leave is not deducted from vacation leave and must be approved by Immediate Leader and Department/Division Head.

All time over three (3) days must be charged to vacation leave or leave without pay.

Compensatory Leave

All regular employees have the option to take compensatory leave i.e. day off to recompense work on Saturday or Sunday, accumulated overtime and similar occasions. Compensatory leave can be availed on a case to case basis, approved by Immediate Leader Department/Division Head. Compensatory day must be taken within two weeks and depending on work demands/agreement with Immediate Leader and Department/Division Head. The compensatory day is neither transferable to the next month nor can it be accumulated or added to leave days.

Asian Land Strategies Corporation
Employee Manual

Leave Without Pay

All leaves taken by employees who are not eligible to the leave categories provided under this policy will be considered leave without pay.

Unpaid leave may be granted in writing at the discretion of the Department/Division Head when a regular employee wishes to interrupt service with the company for professional or exceptional personal reasons. Regular employees may proceed on such leave upon receiving approval in writing. Eligibility for unpaid leave is generally limited to regular employees who have rendered at least one year of continuous service.

The maximum period of leave without pay shall not exceed six (6) months except in special circumstances to be approved by the Department/Division Head.

During the period of special leave without pay, regular employees are not entitled to their salaries or their allowances or benefits. Leave without pay shall not be deemed to be continuous service for computing termination benefits of regular employees or accrual of leave days.

For detailed Leave and Time-Off policy, refer to ALSC-HRD-010-001 and Memo ALSC-HRD-2016-002/REV-001.

Special Leave benefits for Women Employees under Magna Carta for Women

The company observes compliance to the provisions for leave benefits under the law concerning special leave for women employees. Refer to RA 9710.

Asian Land Strategies Corporation
Employee Manual

Leave for Victims of Violence Against Women and their Children Act of 2004

The company observes compliance to the provisions for leave benefits under the law concerning anti-violence against women and children. Refer to **RA 9262**.

Parental Leave for Solo Parents

The company observes compliance to the provisions for leave benefits under the law concerning solo parenthood. Refer to **RA 8972**.

5. BENEFITS

SSS / PAG-IBIG / PHILHEALTH

ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. participates in the provisions of the Social Security System, Pag-Ibig Fund and PhilHealth programs. Employees' contributions are deducted every payroll period and ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. contributes at the applicable salary base as established by the law.

Office Uniform

All regular employees are provided with office uniform. Refer to the existing uniform policy.

For more detailed policy, refer to Memo ALSC-HRD-2022-019/Rev-000.

Health Care Insurance

All regular employees aged eighteen (18) to sixty four (64) years old are enrolled for healthcare insurance. This will further help

Asian Land Strategies Corporation
Employee Manual

employees on their health care needs such as consultations, laboratories, hospitalization and medical treatment. The plan type or coverage per illness will vary on employees rank. ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. presently pays the individual insurance premium for all eligible employees.

Life and Accident Insurance

All employees aged eighteen (18) to sixty four (64) years old are enrolled to a LIFE and ACCIDENT insurance. Group insurance policy are reviewed & renewed annually. ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. presently pays the individual insurance premium for all employees. Information about insurance plans will be provided to the employee at the time of employment.

Group Hospitalization Plan (GHP)

A regular employee is entitled to a cash allocation of not more than P4,200.00 (with dependents) and P3,600.00 (without dependent) per given year. Cut off period from day 1 of April to day 31 of March of the following year.

TERM AND CONDITIONS:

1. For employees under the P4,200.00 coverage, P100.00 contribution will be deducted every payday, balance to be borne by the company.
2. For employees under the P3,600.00 coverage, P75.00 contribution will be deducted every payday, balance to be borne by the company.
3. The said amount shall become part of a Trust Fund for dental, medication or hospitalization of employees.
4. Employees can reimburse medical related expenses by providing official receipts and dental or medical certificates. Reimbursement shall not exceed their coverage.

Asian Land Strategies Corporation
Employee Manual

5. If an employee resigns from his/her job and has not utilized his/her allocation per given year, 50% of his/her total contributions shall be given to the employee along with other last claims.

Employee Loans

Loans will only be granted to regular employees where there is a serious need or where emergency relief is required due to circumstances, defined as unforeseen and unplanned that requires an employee to secure funds. In compliance to the Bureau of Internal Revenue regulations on dispensation of employee benefits and taxation, there would be a 12% interest per annum on all loans extended to regular employees.

For detailed policy, refer to ALSC-HRD-013-001.

Gratuity Pay

The company may provide gratuity pay for employees based on the following qualifications:

1. Has rendered at least five (5) straight years of exemplary service with the company.
2. Has not committed any grave offense against the company or fellow employee.

The separating employee shall be given a minimum amount equivalent to 25% of his present monthly basic salary multiplied by the number of years he/she has served the company. Management has the prerogative to approve or disapprove payment of gratuity incentive at any given time.

Retirement Benefit

For an employee who has completed at least five (5) years of

Asian Land Strategies Corporation
Employee Manual

continuous service and whose age fall on the following retireable ages: optional at sixty (60) years old and compulsory retirement sixty five (65) years old, as mandated under the law, computation of retirement pay is similar with that of gratuity pay, but using a multiplier of 100% of his present monthly basic salary.

6. AWARDS AND RECOGNITION

Loyalty Award

Loyalty and cash awards are given to employees who have completed 5, 10, 15, 20, 25 and 30 years of service with the Company and who remain in service at the time when the award is presented (usually at Kick-off Party at the beginning of the calendar year). The awardee shall receive Php 1,000.00 multiplied by the number of years he/she has served the company.

Best in Attendance

Employee Eligibility Requirement from January to November:

1. Regular Employee
2. No NTE/Disciplinary Action
3. No record of Tardiness
4. No record of Under Time
5. No record of Sick Leave and Emergency Leave

The awardee will receive a cash gift and certificate.

Employee of the Year

Minimum Employee Eligibility Requirement:

1. Regular Employee
2. No NTE/Disciplinary Action for the last twelve (12) months
3. Accumulated Tardiness on any given month not exceeding fifteen (15) minutes
4. No habitual Under Time

Asian Land Strategies Corporation
Employee Manual

5. No outstanding unliquidated cash advances

SCORING AND CRITERIA DISTRIBUTION	WEIGHT COMPONENT		
	Rank & File	Supervisor	Manager
PERFORMANCE	50%	50%	50%
SPECIAL CITATIONS - Outstanding Customer Service Achievement - Workplace Improvement Achievement - Exemplary Core Values Citation	5%	5%	5%
NOMINATION SCORING			
By Supervisor	10%		
By Department Head	15%	15%	
By Award Committee	20%	30%	45%
TOTAL	100%	100%	100%

Employee of the year per category shall receive cash gift and a plaque. Nominees will also receive cash gift and a certificate.

Amando Buhain Excellence Award

Given to the employee whose shown outstanding performance, superior dedication and positive attitude and influence that has greatly benefited the company and its employees. Recipient of this award will be chosen by MANCOM. The awardee will receive a cash gift and a plaque.

Management has the prerogative to revise the criteria and compensatory rewards of the foregoing awards at any given time without prior notice.

7. TRAINING & DEVELOPMENT

Training Policies

In alignment with organizational values of innovation and

Asian Land Strategies Corporation
Employee Manual

excellence, employee encourage to undergo continuous learning. The company establishes an annual Training and Development Plan and Budget. The Training and Development Plan identifies:

1. Organizational knowledge acquirement and skill development required
2. Functional knowledge acquirement and skill development required

Through performance management system tools, Department/Division Head identify, with input from employees, opportunities for individuals to attend conferences, meetings or training sessions that will result in the acquirement of the knowledge and skills identified in the Plan. Employees may also request to attend conferences, meetings or training sessions that will further their personal career development subject to the approval of Management.

For more detailed policy, refer to ALSC–HRD–018-001.

New Employee Orientation and Integration

Employees are required to complete an orientation and integration program within the first two (2) months of employment. The program will provide information on the following:

1. The Company's structure and mission
2. The employee's role in contributing to business success and objective
3. The employee's specific KRA and KPIs and performance management
4. Different Departments/Divisions of the Company through a visit around the office
5. The relationship of the employee's own Departments/Divisions with other Departments/Divisions, and
6. Company policies and procedures

Asian Land Strategies Corporation
Employee Manual

Refer to Human Resources for a more detailed policy.

Performance Management System

Performance Evaluation is a periodic evaluation performed by Department/Division Head/Supervisor and is used to rate the performance of an employee over a specific period of time to determine finalization of employee status or merit increases.

Review will only cover regular employees. Probationary employees and employees under developmental assignment will follow their respective performance appraisal schedules. Employees that were transferred and that are currently three (3) months or less in their respective assignments will be rated on their previous positions by their former leaders.

Components of Evaluation:

Individual Key Result Areas/Key Performance Indicators (KRA/KPI) – main job responsibilities; with some predefined criteria included Universal Competencies (UC) – Reflective of the Corporate Values and expected behaviors.

Major Competencies (MC) – For Supervisors and Up; Competencies expected from leaders.

Weight of Component vs. Total Score

RANK & FILE

KRA – 70%

UC – 30%

SUPERVISORS AND UP

KRA – 70%

UC – 15%

MC – 15%

Asian Land Strategies Corporation
Employee Manual

270 Degree Rating – The 270-degree rating aims to provide a more well-rounded view and eliminate subjectivity by getting the perspectives of co-workers like leader, member, and colleague who can give valuable assessment of these competencies of the concerned employee.

- a. 270-degree rating shall apply ONLY for Supervisors and up
- b. 270-degree rating shall apply ONLY for the Universal and Major Competencies
- c. There will be four (4) appraisers under the 270-degree rating:
 - i. The immediate leader
 - ii. Two (2) team members or colleagues (to be chosen randomly by HRD)
 - iii. The immediate leader of the immediate leader or Self-appraisal
- d. This rating will be done in confidence, unless HR sees a need otherwise

Ratings from the above appraisers will be combined and this will be the employee's rating for the UC and MC. The combined scores for the UC and MC, and then the KRA will complete the employee's final appraisal score.

Management has the prerogative to revise the criteria and mechanics of the foregoing performance evaluation program as deemed suited to the requirements of the organization.

8. HOUSE RULES

Dress Code

GUIDELINES: All regular/permanent employees

1. Official Company uniforms must be worn from Mondays – Thursdays.
 - ALSC Polo, ALSC Collared T-shirt
 - Khaki pants / Blue or Black Denim (Maong Pants)

Asian Land Strategies Corporation
Employee Manual

- Closed shoes / Sneakers (any color; provided clean and presentable)

Friday : Casual Wear (wear comfortable, neat, presentable and tasteful clothing). AVOID wearing shorts, micro-mini skirts, spaghetti-strap tops & sheer/see-through clothes.

2. Please observe proper foot wear:
NO slippers, sandals of any kind i.e. open toes.
3. Executive Office Request Slip Forms for 'Permission Not To Wear Prescribed Uniform' for employees on Out of Base trips or Events must be approved by Department/Division Heads before submitting to HR Compensation & Benefits Section.
4. Failure to wear official Company Uniform shall be sanctioned thru salary deductions:

Company ID -----	P30.00
Polo / Collared T-Shirt-----	50.00
Proper Pants -----	50.00
Proper Footwear -----	50.00

- * Ground Floor Frontline staff are required to wear similar or color-coordinated pants at all times from Monday to Thursdays, and color-coordinated casual wear on Fridays to maintain uniformity. The schedule of color coordination will be left to the discretion of the GF Floor Manager and team.

Telephone Etiquette

Proper Telephone Etiquette is very important as you are representing your department or section and ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC. in every phone call that you are handling. Employees must demonstrate professionalism and decorum during every telephone call.

Asian Land Strategies Corporation
Employee Manual

All telephone calls should be answered promptly and all inquiries handled courteously. Greet the caller pleasantly, courteously and be always at their service. Determine what the caller wants. If you cannot supply the needed info, transfer the call to the proper person, or jot down the number and the message.

Visitor Policy

Visitors going to an upper floor of the building must be registered into a Visitors' Logbook which will be maintained at the Reception Area. Visitors will be given a Visitor's ID and Visitor's Slip. Visitors must wear this ID while inside the premises of ALSC so as to display that the individual is an authorized visitor. The Visitor's Slip must be accomplished and surrendered to the Receptionist upon check-out.

Any employee who notices a visitor without a Visitor's ID should bring the situation to the attention of the Security Guards or any Supervisor or Manager. Unauthorized visitors should be escorted courteously but quickly from the workplace or to the Lobby.

All visitors must be confined to public areas in the building, otherwise, must be accompanied by the employee(s) that they are visiting for the duration of their stay.

Public areas are as follows:

- G/F Lobby and Service Counters
- Service Counters
- C1, C2 and C3 rooms
- Building B Offices (Property Admin, Project Management and Security)

The following are restricted areas which are limited for access for authorized personnel only:

- G/F Back Offices
- 2/F Offices

Asian Land Strategies Corporation
Employee Manual

- Executive
- HR and Admin
- Finance
- IT
- 3/F Offices
 - Engineering
 - Sales and Marketing
- 4/F

Delivery personnel are confined within the public areas for pick up or delivery.

To maintain the professional atmosphere inside the office premises, children of employees will only be allowed in the workplace on specific dates announced by Management.

For detailed policy, refer to ALSC–HRD-011-001; AMENDMENT: HRD-2020-007/REV-000.

6S and Cleanliness

6S is a simple tool for organizing your workplace in a clean, efficient and safe manner to enhance your productivity, visual management and to ensure the introduction of standardized working.

It is split into six (6) phases, each named after a different Japanese term beginning with the letter “S”.

1. SORT “SEIRI” (CLEAN-UP) – Throw away unnecessary and unrelated materials in your workplace.
2. SET IN ORDER “SEITON” (ARRANGING) – Set everything in proper place for quick retrieval and storage.
3. SHINE “SEISO” (NEATNESS) – Clean the workplace. Everyone should be a janitor.

Asian Land Strategies Corporation
Employee Manual

4. STANDARDIZE “SEIKETSU” (DISCIPLINE) – Standardize the way of maintaining order and cleanliness.
5. SUSTAIN “SHITSUKE” (ON GOING IMPROVEMENT) – Practice '5S' daily. Make it a way of life. This also means commitment.
6. SAFETY – Focuses on eliminating hazards and creating a safe environment at work.

9. CORPORATE INTERNET, EMAIL AND EQUIPMENT POLICY

Software Access Procedure

The Company will provide software for use by its employees in performing their duties. Employees are strictly forbidden from installing and using illegal software on the Company's personal computers nor are they permitted to use the Company personal computers for playing games.

Company Owned Equipment/Use of Company Resources

Any device or computer including, but not limited to, desk phones, cell phones, tablets, laptops, desktop computers, and iPads that the Company provides for employee use, should only be used for Company business. The Company owns the devices and the information in these devices. If employee leaves the Company for any reason, the Company will require that employee return the equipment with date intact on employee's last day of work.

Internet Use

Internet use, on Company time, is authorized to conduct Company business only. Under no circumstances may Company owned computers or other electronic equipment, including devices owned by the employee, be used on Company time, to obtain, view or reach any

Asian Land Strategies Corporation
Employee Manual

pornographic or otherwise immoral, unethical or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

Use of Social Media

Other than use for official company related activities i.e. outreach for recruitment, legitimate marketing and sales activities, undue use of social media during office hours is not allowed.

Additionally, employees are prohibited from sharing any confidential or protected information that belongs to or is about the Company. The Company's reputation and brand should be protected by all employees. Any employee, who participates in social media, who violates this policy will be dealt with according to the Company's Code of Discipline.

Email Usage

Email is to be used for Company business only. Employees are also not to conduct personal business using the Company computer or email. Viewing pornography, or sending pornographic jokes or stories via email, is considered a violation and will result in disciplinary action that may lead to employment termination.

For detailed policy, refer to ALSC-HRD-2015-001.

10. EMPLOYEE COMMUNICATION

Notices and Circulars

News about the Company, notices and announcements are posted on bulletin boards at ground floor. They are also available to all employees via the official internet chatroom and e-mail on a regular basis.

Asian Land Strategies Corporation
Employee Manual

Event Surveys

The Company may conduct survey to collect information on employees' views towards the event. Employees are encouraged to actively participate in the survey. On the basis of the survey results, the Company will make recommendations for improvement or solution for problems arise as may be necessary.

11. EMPLOYEE CODE OF CONDUCT

Employees are required to observe the Company's rules and regulations as well as the Code of Conduct in order to maintain the integrity and effectiveness of the Company. If the employee has doubt on any course of action that he will be taking, he should consult his department manager or the Human Resources and Admin Department. The key guidelines under the Code of Conduct are listed below:

Conduct & Behavior

Employees are expected to behave in a responsible and professional manner at all times, and to treat their colleagues, customers and third party they come into contact with courtesy and respect.

Corruption, Theft, Fraud and Embezzlement

Employees should not offer, solicit or accept anything of material value to or from their colleagues, customers, suppliers or other business partner of the Company unless the Company has given its consent. Gifts or favors of a token nature or generally available to others are however acceptable. Employees are required to report to management through their Department/Division Head or the Human Resources Department of incidents or suspected cases of corruption, theft, fraud and embezzlement. Management will make an investigation and report to the police if appropriate.

Asian Land Strategies Corporation
Employee Manual

Conflicts of Interest

Upon engagement, each employee is required to read and sign the Company's statement of policy governing conflicts of interest.

The policy of the Company with respect to conflicts of interest requires all its employees to avoid any conflict between their personal interest and the interest of the Company in dealing with suppliers, clients and all other organizations doing or seeking to do business with the Company or any subsidiaries/associates.

Confidentiality

Employees are not allowed to disclose, exploit or use directly or indirectly confidential information regarding the Company to which they have access as a result of their employment. Failure to observe this rule may lead to summary dismissal without compensation by the Company.

Outside Employment or Business

Employees are not permitted to undertake full time or part-time paid employment outside the company. Failure to comply with this requirement will lead to summary dismissal by the Company.

12. DISCIPLINE

In order to achieve and maintain efficient operational standards, It is essential that all employees should comply with acceptable standards of conduct. Disciplinary regulations are laid down with the object of protecting the best interests of the Company and its employees. Details in respect of reprimands and suspensions will be entered in the employee's 201 File.

Disciplinary Procedure

1. Notice To Explain Alleged Offense – The employee must be given the opportunity to respond to the warning in writing. The Department/Division Head should discuss with the employee the nature of the problem or the violation of company policies and procedures.
2. Hearing Proceedings – At this stage, facts and evidence are gathered to confirm what took place. The evidence might include witness statements, documentary evidence, interviewing witnesses to the incident and most important of all interviewing the employee involved.
3. Notice of Decision and Disciplinary Actions – Once Management has heard the employee's explanation, verified the facts and gathered all the evidence, the decision to discipline can be made. The Management will determine whether the employee's behavior needs to be corrected or stopped.

Preventive Suspension

Management reserves the right to place under preventive suspension (without pay) not to exceed thirty (30) calendar days an employee who has allegedly committed an infraction, when his/her presence in the office/department is deemed detrimental to its operations, the welfare of his/her co-employees, the property of the Company, and/or the integrity of the body of evidence.

In the event that an ensuing internal administrative/disciplinary case remains unresolved after thirty (30) calendar days from the date of the imposition of the preventive suspension, the employee shall be reinstated on payroll. However, the Management reserves the right not to physically reinstate the employee (that is, require that he/she report for work), depending on the exigencies of the service.

Asian Land Strategies Corporation
Employee Manual

Disciplinary Regulations

Disciplinary action against employees may be taken in any of the following ways:

Verbal Warning

A verbal or informal warning is given to the employee in the first instance or instances of minor offenses.

Written Warning

A written or formal reprimand is given to the employee in the first instance of more serious offenses or after repeated instances of minor offenses. The Company's standard Disciplinary Action Notice form should be used.

Suspension without Pay

A written or formal advice is given in case of serious or persistent breaches of discipline or when criminal procedures have been instituted against the employee. When an employee is suspended from duty, he will not be entitled to any salary payment. Except when criminal proceedings have been instituted against an employee, the maximum period of suspension shall not exceed thirty (30) days.

When the criminal proceedings have been instituted against an employee, the suspension shall be extended until the conclusion of the criminal proceeds. If an employee is convicted of a criminal offense, his service with the Company shall be terminated with effect from the date of suspension and he shall not be entitled to any salary payment for such period of suspension. If the employee is acquitted of the criminal charge, he may at the absolute discretion of Management be reinstated in his post and paid such salaries in regard to the period of suspension as determine.

Dismissal

An employee may be dismissed in case of just and serious causes or persistent breaches of discipline or convicted of a criminal offense.

THE ROLE OF THE SUPERVISOR

A supervisor is an employee who is in a line management position. He/she is tasked to oversee, monitor and evaluate the performance of another employee or a group of employees. He/she also recommends hiring, rewarding, promoting, disciplining and other allied activities regarding employees in his/her department/office.

Discipline is a line management responsibility. For this reason, the supervisor shall ensure order and discipline in the workplace by:

- a. Exhibiting professionalism and leadership, thus, serving as a role model to subordinates.
- b. Communicating the Code of Discipline, while putting emphasis on good performance and positive behavior.
- c. Implementing appropriate interventions that may help erring employees improve their performance and/or correct behavior.

It is the duty of the supervisor to initiate the disciplinary action process whenever necessary. This includes validation/investigation of complaints against any employee under his/her supervision and escalating to Management or Human Resources Department as necessary.

Asian Land Strategies Corporation
Employee Manual

Table of Offenses

In order to be consistent with the concept of discipline and for employees to always be aware of their behavioral responsibilities, the Company created this Table of Offenses. Table of Offenses is a list of the infractions committed most frequently by employees, along with a suggested range of penalties for each.

Disciplinary actions are instituted in order to correct and eradicate unsatisfactory performance of an employee for the sake of effective work operations and to improve the morale of other employees. The intent is prevention of infraction rather than the administration of penalties.

HRAD shall review the Table of Offenses every three (3) years after its approval and dissemination or as deemed necessary. Any changes shall be approved by MANCOM.

The Management, in the exercise of its sole and exclusive prerogative, may add, amend, revise or delete this Table of Offense.

Refer to Annex-1, TABLE OF OFFENSES.

Grievance Procedure

An employee, who feels that he/she has been unjustly dealt with in any disciplinary matter or unfairly treated in any way, may have his case reviewed as follows:

(a) Apply in writing to his/her Department/Division Head, through his/her supervisor, requesting an interview. The application must state the reason(s) for the request.

Asian Land Strategies Corporation
Employee Manual

(b) If, after the interview with his/her Department/Division Head, the employee is not satisfied, he/she has the right to request that his/her case be submitted to the MANCOM.

Such request must be in writing and forwarded to the Human Resources and Admin Department through the employee's Department/Division Head. The MANCOM's decision on the case is final.

Responsibilities and Duties of the Company's Security Personnel

The Company's security personnel are responsible for the protection of Company property of all kinds, from loss by theft, fraud, fire, damage and waste. Duties of the Company's security personnel include building and site patrol, gate control, fire protection, traffic control and investigation of alleged mal-practices. The Company reserves the right to require an employee to submit to search and/or inspection of any bag, package, parcel or tool box in his possession and any vehicle in which he may be traveling in the event of entering or departing the Company premises or work-sites. Such search and inspection as is considered necessary will be carried out by members of the Company's security personnel. From time to time random checks are made and it must be clearly understood that selection for search does not necessarily imply suspicion. It is also part of the duty of the

Company's security personnel to ensure that each employee complies with all rules and regulations. Cooperation is, therefore, expected from all employees in the execution of their duties.

13. HEALTH & SAFETY

The Company undertakes to safeguard the health and safety of its employees and expects all employees to strictly observe the Company's health & safety policies.

Smoking in the Workplace

The Company undertakes to provide a healthy working environment for its employees. The head offices, its amenities, and all site and sales offices and company vehicles are declared smoke-free facilities. Smoking while within these areas is strictly prohibited.

Employees should ensure that their guests/visitors also adhere to the same rules while they are in the office.

For detailed policy, refer to ALSC–MEMO-HRD-2017-019.

Accident at Work

The following is a guide to the action to be adopted when an accident occurs resulting in injury to a person. These instructions are in no way rigid and employees should use common sense depending on the individual circumstances of any accident.

Minor Accidents

In the event of an employee suffering minor injury, he/she must report the facts to his/her supervisor at the earliest opportunity. If it is impractical to report before visiting a clinic or hospital, a report should be made either in person or by telephone before commencing accident leave.

First aid boxes are available at General Services Section. Treatment for minor injuries can be obtained on request to the supervisor in charge at the site of the first aid box nearest to the scene of the accident.

Serious Accidents

In the event of an accident resulting in serious injury, the following immediate action should be taken by the employees who

Asian Land Strategies Corporation
Employee Manual

witnesses the occurrence:

- (a) Inform the nearest supervisor; if a telephone is readily available, request an ambulance.
- (b) If trained in first aid, render assistance to all injured persons.
- (c) If untrained in first aid, no attempt should be made to render first aid but every endeavor should be made to obtain assistance from doctors or other qualified persons; and
- (d) No attempt should be made to move an injured person, unless such action is absolutely necessary due to hazards such as fire, presence of noxious fumes, danger of drowning, etc.
- (e) The Company's main security control room where appropriate should also be informed of the accident as soon as possible. Should an employee be injured at work or witness any injury at work, the employee should inform their supervisor or Department/Division Head as soon as possible. The supervisor or Department/Division Head must then report the details of accident to the Human Resources Department within 24 hours.

Employee Compensation for Injury at Work

Employees who suffer from injury arising out of and in the course of employment are covered by the employee's Life and Accident and Social Security insurances.

Fire

Specific instructions in respect of fire occurring in certain buildings or installations are appropriately displayed, and employees must adhere rigidly to these instructions.

Asian Land Strategies Corporation
Employee Manual

The following guide is intended to assist employees to take sensible immediate action when discovering a fire. Circumstances will vary and common sense must be exercised when deciding on the exact course of action to be taken.

- (a) Immediate evacuation is the first consideration, it is best to escape as quickly as possible to avoid further health and safety risks that may come from getting trapped in the fire.

But if circumstances permit and do not endanger the life of the employee, he/she must:

- (b) Raise the alarm by activating the nearest fire alarm and by shouting "Fire" continuously.
- (c) If there is a telephone readily available, report the locality of the fire to the Police.
- (d) If the fire is within the capability of portable extinguishers and these are readily available, an attempt should be made to control or extinguish the fire until the arrival of assistance.

Communicable Diseases

A Communicable Disease is one that is spread from one person to another through a variety of ways that include: contact with blood and bodily fluids; breathing in an airborne virus, or by being bitten by insect. Reporting of cases of communicable disease is important in the planning and evaluation of disease prevention and control programs.

The diseases below are among them:

Asian Land Strategies Corporation
Employee Manual

Tuberculosis (TB)

Asian Land Strategies Corporation and JAM Asia Properties Inc. recognizes that Tuberculosis (TB) cases are treatable and can be controlled by educating employees about it.

For more detailed policy, refer to ALSC–HRD–019-001.

Hepatitis B

Asian Land Strategies Corporation and JAM Asia Properties Inc. will be in compliance with DOLE Department Advisory No. 05, Series of 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B).

For more detailed policy, refer to ALSC–HRD–020-001.

HIV/AIDS

Asian Land Strategies Corporation and JAM Asia Properties Inc. HIV/AIDS Workplace Policy and Program is in conformity with Republic Act No. 8504 otherwise known as the Philippine AIDS Prevention and Control Act of 1998.

For more detailed policy, refer to ALSC–HRD–021-001.

14. DRUG-FREE WORKPLACE POLICY

In compliance with Article V of Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, and its Implementing Rules and Regulations and DOLE Department Order No. 53-03, series of 2003 (Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs for the Private Sector),

Asian Land Strategies Corporation
Employee Manual

ASIAN LAND STRATEGIES CORPORATION / JAM ASIA PROPERTIES, INC.
adopts its policies and programs to achieve a drug-free workplace.

For more detailed policy, refer to ALSC–HRD–014-001.

15. SEXUAL HARASSMENT POLICY

Sexual harassment of our employees by their colleagues is unlawful and the Company will take appropriate disciplinary action against anyone who is in breach of the regulations. Employees who believe that they have been or are being sexually harassed should inform the offenders that their behavior is unacceptable and unlawful. They can further lodge their complaints to the Human Resources and Admin Department who will investigate thoroughly and confidentially in accordance with the guidelines in handling sexual harassment complaints, a copy is available at the Human Resources and Admin Department.

For more detailed policy, refer to ALSC–HRD–016-001.

Asian Land Strategies Corporation
Employee Manual

TABLE OF OFFENSE
RULE 1
HONESTY AND INTEGRITY

	NO. OF OFFENSE			
	1 st	2 nd	3 rd	4 th
Section 1 Tampering, falsifying the time card, time record in the computer attendance monitoring or logbook of oneself or co-employee.	Dismissal			
Section 2 Embezzlement, malversation and/or misappropriation of Company funds or assets.	Dismissal			
Section 3 Theft in whatever act or form (whether Company property or property of a co-employee, clients)	Dismissal			
Section 4 Falsifying or tampering Company records/documents.	Dismissal			
Section 5 Unauthorized solicitation of money and valuable gifts from buyers, customers and visitors, directly or indirectly for personal interest and gain and/or involving oneself to bribery to better one's employment condition.	Dismissal			

Asian Land Strategies Corporation
Employee Manual

	NO. OF OFFENSE			
	1 st	2 nd	3 rd	4 th
Section 6 Falsifying testimonies for or against co-employee or withholding information/s regarding certain events upon demand of the company on authorized investigation.	Dismissal			
Section 7 Concealment of one's knowledge of the commission of fraud, deceit or other forms of dishonesty.	Dismissal			
Section 8 Claiming absence due to illness but later found out to be malingering.	Written Reprimand	Three (3) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal

Asian Land Strategies Corporation
Employee Manual

	NO. OF OFFENSE			
	1 st	2 nd	3 rd	4 th
Section 9 Neglecting, after due demand or notice, or as provided by existing policies without justifiable reasons, to remit, pay, reimburse or liquidate any money, collection or cash advance, or return and/or deliver goods, stocks or other properties, entrusted to him/her by the company, or received by him from customer or client or business associate or affiliate or their representative for his/her administration, or under any other obligation to make delivery of, or return the same.	Written Reprimand	Three (3) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal
Section 10 Disclosure or release of Company records or confidential information of any nature from Company premises without any authorization.	Dismissal			
Section 11 Taking part in any gambling, unauthorized lottery or any other game of chance during company time or while within the company premises.	Dismissal			

Asian Land Strategies Corporation
Employee Manual

TABLE OF OFFENSE
RULE II
PROPER WORK CONDUCT AND BEHAVIOR

	NO. OF OFFENSE				
	1 st	2 nd	3 rd	4 th	5 th
Section 1 Sexual harassment as defined under RA 7877.	Acts prohibited shall be penalized depending on the gravity of the offense. A. Light Offenses - Verbal Reprimand to 2 week Suspension B. Moderate Offenses – 3 week Suspension to Dismissal C. Retaliation to SH complaints – One (1) month Suspension to Dismissal D. Serious Offenses - Dismissal				
Section 2 Failure to wear the prescribed uniforms or work attire	Verbal Reprimand	Written Reprimand	One (1) Day Suspension	Three (3) Days Suspension	Five (5) Days Suspension
Section 3 Any act of indecency or immorality committed with or against a co-employee or a client within company premises or in carrying ones' tasks.	Five to Fifteen (5-15) Days Suspension	Dismissal			
Section 4 Creating malicious statements/ formenting intrigues concerning the Company or any employee/rumor mongering.	Five to Fifteen (5-15) Days Suspension	Dismissal			

Asian Land Strategies Corporation
Employee Manual

	NO. OF OFFENSE				
	1 st	2 nd	3 rd	4 th	5 th
Section 5 Loafing, loitering or leaving work post premises during office hours without permission of superior.	Written Reprimand	One (1) Day Suspension	Three (3) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal
Section 6 Threatening, coercing, harassing or quarreling with physical contact against/with fellow workers within Company premises.	Five to Fifteen (5-15) Days Suspension	Dismissal			
Section 7 Abuse of position in the Company for personal benefit or to take advantage of the employee/s under his/her supervision.	Five to Fifteen (5-15) Days Suspension	Dismissal			
Section 8 Sleeping while on duty (depending on the gravity of effect to work)	Three to Five (3-5) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal		

Asian Land Strategies Corporation
Employee Manual

	NO. OF OFFENSE				
	1 st	2 nd	3 rd	4 th	5 th
Section 9 Disorderly conduct, which includes engaging in horseplay or use of disrespectful, insulting or profane language within Company premises.	Written Reprimand	Three(3) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal	
Section 10 Failure to observe prescribed standards of work or to fulfill reasonable work assignments due to inefficiency (includes failure to attain work goals or work quotas, either by failing to complete within the allotted period or by producing unsatisfactory results.)	Written Reprimand	Three (3) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal	
Section 11 Conviction of any crime punishable under the Revised Penalty Code of the Philippines and other existing laws of the country.	Dismissal				

Asian Land Strategies Corporation
Employee Manual

	NO. OF OFFENSE				
	1 st	2 nd	3 rd	4 th	5 th
Section 12 Evading lawful arrest.	Dismissal				
Section 13 Gross and/or Habitual Neglect of Duty	Dismissal				

Asian Land Strategies Corporation
Employee Manual

TABLE OF OFFENSE
RULE III
HEALTH, SAFETY & SECURITY

	NO. OF OFFENSE				
	1 st	2 nd	3 rd	4 th	5 th
Section 1 Reporting for work under the influence of prohibited drugs or substance or alcohol.	Dismissal				
Section 2 Drunkenness/drinking liquor or any alcoholic beverages within company premises during or beyond office hours except on certain occasions or social events when tolerated by Management.	Dismissal				
Section 3 Failure to undergo Annual Physical Examination as scheduled by the company and failure to obey Doctor's order or advice as directed or ordered by the company.	Written Reprimand	Three (3) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal	
Section 4 Failure to observe cleanliness and corporate grooming.	Written Reminder/Warning	Written Reprimand	One (1) Day Suspension	Three (3) Days Suspension	Dismissal

Asian Land Strategies Corporation
Employee Manual

	NO. OF OFFENSE				
	1 st	2 nd	3 rd	4 th	5 th
Section 5 Entering restricted areas and or allowing co-employee to enter restricted areas.	Written Reprimand	Three (3) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal	
Section 6 Smoking in restricted areas	Written Reprimand	A fine of not less than P500.00 but Not more than P1,000.00	A fine of not less than P1,000.00 but Not more than P5,000.00	A fine of not less than P5,000.00 but Not more than P10,000.00	
Section 7 Entering or staying in the company premises without proper authorization or official permit.	Written Reprimand	Three (3) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal	
Section 8 Refusing to submit for inspection to Company's authorized personnel/failure to abide by the security regulations of general safety practices of the company.	Written Reprimand	One (1) Day Suspension	Three (3) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal

Asian Land Strategies Corporation
Employee Manual

	NO. OF OFFENSE				
	1 st	2 nd	3 rd	4 th	5 th
Section 9 Circulating petitions or similar literature during work hours without specific approval of Management.	Written Reprimand	One (1) Day Suspension	Three (3) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal
Section 10 Willful disregard of office directives on cleanliness like littering, spitting, urinating, etc.	Verbal Warning	Written Reprimand	Three (3) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal
Section 11 Afflicting oneself or another employee through fisticuffs bad language.	Five to Fifteen (5-15) Days Suspension	Dismissal			
Section 12 Offensive disrespectful or malicious acts, conducts or actions towards company's customer, buyer, suppliers or any other third party which do affect the name and reputation of the company.	Five to Fifteen (5-15) Days Suspension	Dismissal			
Section 13 Bringing in items prohibited by the company	Five to Fifteen (5-15) Days Suspension	Dismissal			

Asian Land Strategies Corporation
Employee Manual

TABLE OF OFFENSE
RULE IV
ATTENDANCE & TIMEKEEPING

	NO. OF OFFENSE					
	1 st	2 nd	3 rd	4 th	5 th	6 th
Section 1 Habitual absenteeism due to trivial reasons or unsupported medical/health reasons.	Written Reprimand	One (1) Day Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal		
Section 2 Failure to report for work after availing of a leave without acceptable reason.	One (1) Day Suspension	Three (3) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal		
Section 3 Absence without official leave (range of 1-4 days) or failure to give notice of an absence within the first two (2) hours of official work schedule through any means possible.	Three (3) Days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal			
Section 4 Absences for five (5) consecutive days without prior notification and approval from immediate superior.	Dismissal					

Asian Land Strategies Corporation
Employee Manual

	NO. OF OFFENSE					
	1 st	2 nd	3 rd	4 th	5 th	6 th
Section 5 Maximum unexcused tardiness accumulating 3 times or 30 minutes per given month, to be monitored whichever comes first.	Verbal Warning	Written Reprimand	One (1) Day Suspension	Three (3) Day Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal
Section 6 Under Time (regardless of the number of minutes/hours) for more than 4 times a month	Verbal Warning	Written Reprimand	One (1) Day Suspension	Three (3) Day Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal
Section 7 Habitual late arrival from break periods and refusal to use the prescribed timekeeping machine for taking lunch outside the premise.	Verbal Warning	Written Reprimand	One (1) Day Suspension	Three (3) Day Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal
Section 8 Habitual failure to time-in or time-out in the prescribed timekeeping machine.	Verbal Warning	Written Reprimand	One (1) Day Suspension	Three (3) Day Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal

Asian Land Strategies Corporation
Employee Manual

TABLE OF OFFENSE
RULE V
RESPECT FOR SUPERIORS

	NO. OF OFFENSE			
	1 st	2 nd	3 rd	4 th
Section 1 Failure to follow reasonable directives and instructions from immediate superior or deliberate disregard of authority vested by management to any company officials.	Dismissal			
Section 2 Insubordination/refusal to obey orders on work matter.	Dismissal			
Section 3 Disrespect towards superior.	Dismissal			
Section 4 Serious misconduct or willful disobedience by the employee of the lawful orders of his employer or its representative in connection with his work.	Dismissal			
Section 5 Multiple or repeated violations of company rules and Regulations despite warning from management.	Dismissal			

Asian Land Strategies Corporation
Employee Manual

TABLE OF OFFENSE
RULE VI
CORPORATE PROPERTY & INTERESTS

	NO. OF OFFENSE				
	1 st	2 nd	3 rd	4 th	5 th
Section 1 Installation and/or use of unlicensed software including but not limited to installation of games, downloading and watching of movies in the Company's computers.	Written Reprimand	Three (3) days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal	
Section 2 Posting, removing or altering any printed materials or notices posted on the bulletin board or any other similar places and matter without clearance or prior authorization.	Written Reprimand	One (1) day Suspension	Three (3) days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal
Section 3 Acts of vandalism and graffiti.	Written Reprimand	One (1) day Suspension	Three (3) days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal
Section 4 Performing unauthorized work using Company time and/or doing an act in direct or indirect conflict with the interest of the company.	Five to Fifteen (5-15) Days Suspension	Dismissal			

Asian Land Strategies Corporation
Employee Manual

	NO. OF OFFENSE				
	1 st	2 nd	3 rd	4 th	5 th
Section 5 Competing with the Company's business or working for another person of Company engaged in the same business.	Dismissal				
Section 6 Soliciting donations, selling merchandise or tickets, peddling any type of goods or service to employees during work hours.	Written Reprimand	One (1) day Suspension	Three (3) days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal
Section 7 Unauthorized revelation to any company or entity confidential information such as but not limited to Company trade secrets, finances, etc.	Dismissal				
Section 8 Deliberate misusing, wasting or destroying company Property.	Dismissal				

Asian Land Strategies Corporation
Employee Manual

	NO. OF OFFENSE				
	1 st	2 nd	3 rd	4 th	5 th
Section 9 Failure to report within 24 hours any incident or injury/damage occurring on incident or injury/damage occurring on Company time or property.	Written Reprimand	Three (3) days Suspension	Five to Fifteen (5-15) Days Suspension	Dismissal	
Section 10 Unauthorized use of company name and properties like vehicles, equipment etc. This covers the use of Company building for personal, illegal or immoral purposes.	Five to Fifteen (5-15) Days Suspension	Dismissal			
Section 11 Bringing out of company records, equipment or properties without clearance from the superior.	Five to Fifteen (5-15) Days Suspension	Dismissal			

Asian Land Strategies Corporation
Employee Manual

	NO. OF OFFENSE				
	1 st	2 nd	3 rd	4 th	5 th
Section 12 Keeping of company records, equipment and properties for personal gain or interest.	Five to Fifteen (5-15) Days Suspension	Dismissal			
Section 13 Misplacing records detrimental to company's interest or deliberate swapping of company properties or equipment.	Five to Fifteen (5-15) Days Suspension	Dismissal			
Section 14 Failure to exercise the diligence and safety precaution as required by the law or company or as dictated by the situation causing wastage, damage, devaluation and destruction to company Properties.	Five to Fifteen (5-15) Days Suspension	Dismissal			
Section 15 Endangering oneself and/or employee/s through gross negligence, carelessness, inefficiency or will full disregard of the recommendation/order of a competent authority.	Five to Fifteen (5-15) Days Suspension	Dismissal			