



PROUDCLOUD

## **Proudcloud Inc. Employee Handbook**

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## **1 WELCOME TO PROUDCLOUD!**

This employee handbook is intended to provide a summary of the current employment policies, procedures and practices at Proudcloud for information, guidance and reference purposes of its employees.

This manual supersedes all previous employee manuals and memos. While every effort is made to keep the contents of this document current, Proudcloud reserves the right to modify, suspend or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.



## **2 EMPLOYEE DEFINITION AND STATUS**

### **2.1 Employment Classification**

FULL-TIME employees are employees regularly scheduled to work for 40 hours per week for the entire year. They are eligible for all company benefits.

PART-TIME employees are scheduled to work less than 40 hours per week, or for 40 hours per week for less than the entire year. They are not eligible for benefit programs.

In addition to these categories, there are several terms that also describe employment status:

NON-EXEMPT full-time employees are paid based on an hourly rate. They are eligible for overtime pay.

HOURLY employees are part-time, temporary or contractual employees who are paid on a straight hourly rate.

EXEMPT full-time employees are compensated at a fixed salary rate per year. They are not eligible for overtime pay.

MANAGERIAL level employees are full-time exempt employees that have designated managerial level responsibilities.

DEVOPS employees are full-time exempt employees that have flexible work-schedule and work -location benefits.

### **2.2 Probationary Period for New Employees**

The company monitors and evaluates every new employee's performance for six (6) months to determine whether further employment in a specific position or with Proudcloud is appropriate.

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## **3 EMPLOYMENT POLICIES**

### **3.1 Equal Employment Opportunity**

Proudcloud provides equal opportunity to all employees on the basis of their individual qualifications. Our compensation and benefits programs, as well as our hiring, training and promotion practices, reflect our dedication to equal employment opportunities.

### **3.2 Anniversary Date**

The first day an employee reports to work is his or her official anniversary date. This anniversary date is used as the basis to compute or provide for the following benefits:

- Any pay increase;
- Medical benefits;
- Time-off benefits.

### **3.3 Personnel Records and Administration**

The task of handling personnel records and related administration functions has been assigned to the Administrative Officer. Personnel files will be kept confidential at all times. All medical records, if any, will be kept in a separate confidential file.

### **3.4 Change of Personal Data**

Any change in an employee's name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in any number of tax withholding exemptions, needs to be reported in writing without delay to the Administrative Officer.

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## **4 STANDARDS OF CONDUCT**

### **4.1 Work Schedule and Telecommuting**

Proudcloud's general workweek is Monday through Friday, from 9:00 a.m. to 5:30 p.m., however this schedule may be adjusted by management as needed.

Regular Full-time Employees are expected to begin their workday on time and complete a 40-hour workweek.

Devops team members may choose to telecommute for 1 day of the week but are expected to work at least 4 days of the week (32 hours) at Proudcloud HQ. Devops members must notify their Team Leaders of their telecommute schedule at least one day in advance. Telecommute schedules are subject for approval by the Team Leaders.

### **4.2 Absence and Lateness**

It is the responsibility of all employees to contact all affected parties and the Administrative Officer if they will be absent or late.

Deductions may be made to the employee's Sick Leave (SL) benefit for absences and lateness beyond their allocated SL allowance.

If and when an employee's SL allowance is depleted, deductions may be made to the employee's salary. Should salary deductions be made, these will be based on the hourly rate. The hourly rate is the annual rate divided by 365 days divided by 8 hours.

### **4.3 Unscheduled Absence**

Absence from work for three consecutive days without notifying management or the Administrative Officer may be considered a voluntary resignation.

### **4.4 Use of Equipment**

Proudcloud encourages employees to maximize the usage of company materials and equipment provided to them to increase their productivity. Employees are expected to take proper care of company-issued equipment under their stewardship.

The company shall assign equipment (i.e. computer equipment, office equipment, office furniture) to employees. The employees are custodians of the equipment assigned to them, and would be responsible for their care. In case any equipment is damaged or lost, this must be reported immediately to the office manager, and a request made for repair or replacement.

## **4.5 Corrective Procedure**

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners: (a) Oral Reminder, (b) Written Warning, (c) Termination.

## **4.6 Crisis Suspension**

An employee who commits any serious violation of company policies at minimum will be suspended without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

## **4.7 Outside Employment**

Employees may not take an outside job, either for pay or as a donation of their personal time, with a customer or competitor of Proudcloud; nor may employees do work on their own if it competes or interferes in any way with their assigned work duties.

## **4.8 Exit Procedures**

Employees who leave the company are requested to provide at least 30 days notice to their Team Leader to minimize work interruptions and to arrange for a smooth transition.

Employees who are leaving the employ of Proudcloud must return all company materials, including equipment, supplies, documents, data, files, records, keys, etc. to the Administrative Officer.

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## **5 COMPENSATION POLICIES**

### **5.1 Compensation**

Proudcloud's compensation policy is designed to encourage the professional growth and development of its employees. Compensation among employees may vary based on different roles and responsibilities, as well as individual and company performance.

A pay-slip will be provided on each payday to detail the employee's gross salary, deductions for government agency contributions, government taxes withheld, other adjustments, and net pay for the payroll period.

### **5.2 Payroll and Paydays**

Regular full-time salary employees (exempt or non-exempt) are paid semi-monthly on the 15th and on the last business day of each month.

### **5.3 Performance Bonuses**

Performance bonuses may be given to employees at the discretion of management. There are two factors that typically determine bonus availability and amounts: (a) Company Performance and Profitability and (b) Personal Performance.

### **5.4 Performance Reviews**

Performance reviews are held periodically to both assess your personal and professional progress with the company and to set long and short-term goals. Your supervisor will let you know when the review will take place.

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## **6 GROUP HEALTH CARE AND OTHER BENEFITS**

### **6.1 Benefits Summaries and Eligibility**

Proudcloud sponsors a comprehensive benefits program for eligible employees. Full-time employees will enjoy all of the benefits described in this policy as they meet eligibility requirements for each particular benefit.

### **6.2 Health and Dental Insurance**

Proudcloud has contracted a reputable Health Management Organization (HMO) to provide a comprehensive Group Health Plan for its full-time and eligible employees. The benefits include in-patient services, annual physical examination, unlimited consultations, preventive health care, out-patient benefits, and dental benefits.

Eligible employees' effective date of coverage will be upon completion of their first six months of employment with Proudcloud. A detailed explanation of the benefits and how to use the insurance is available in the health plan booklet provided by the insurance company.

### **6.3 Life, Accidental Death, and Dismemberment Insurance**

Eligible employees are also provided with Group Life Insurance. Members are insured for accidental death and dismemberment with 24-hour coverage on and off the job with no geographical limits. The benefit is payable in the event of accidental death or dismemberment, in accordance with the policy, while the employee is insured. Dismemberment Insurance is in the same amount as and in addition to the employee's life insurance coverage.

Eligible employees' effective date of coverage will be upon completion of their first six months of employment with Proudcloud. A detailed explanation on employee life insurance and accidental death and dismemberment coverage is available in the insurance booklet provided by our insurance company.

### **6.4 Disability Insurance**

Eligible employees are automatically covered by our disability plan. Disability insurance is designed to assist an employee with income should the employee become partially or totally disabled and be unable to perform the essential functions of his or her job. This benefit provides for a monthly pension payable over 60 months.

Eligible employees' effective date of coverage will be upon completion of their first six months of employment with Proudcloud. A detailed explanation on disability insurance is available in the insurance booklet provided by our insurance company.

## **6.5 Social Security Systems (SSS) Contributions**

The Philippine Social Security System (SSS) provides assistance to its members in case of sickness, disability, maternity, old age and death, as well as any other contingencies that result in a loss of income or results in the member becoming a financial burden. As a wage earner, employees are required by law to become SSS members and contribute a fixed amount of their salaries to the trust fund from which these benefits are paid. As employer, Proudcloud is required to deduct this amount from each paycheck the employee receives and add the employer's share to the contribution in accordance with the schedule provided by the SSS.

## **6.6 National Health Insurance Program (NHIP) Contributions**

The National Health Insurance Program (NHIP) provides mandatory medical insurance administered by the Philippine Health Insurance Corporation (Philhealth). The required monthly contributions are based on the employee's salary level. As employer, Proudcloud is required to deduct the employee's share of the contribution from each paycheck and match this as the employer's share of the contribution in accordance with the schedule provided by Philhealth. A detailed explanation of your Philhealth benefits and how to use the insurance is available from Philhealth.

## **6.7 Home Development Mutual Fund (HDMF) Contributions**

The Home Development Mutual Fund (HDMF), also known as the Pag-IBIG Fund, was established to provide for a national savings program and affordable housing financing for its members. Membership in the HDMF is mandatory. As employer, Proudcloud is required to deduct the employee's share of the contribution equivalent to P100.00 per month, and match this as the employer's share of the contribution in accordance with the schedule provided by the HDMF. A detailed explanation of your Pag-IBIG Fund benefits is available from HDMF.

## **6.8 The 13<sup>th</sup> Month Pay**

All employees shall receive an annual bonus equivalent to one month's salary on or before the 24<sup>th</sup> day of December of each year. If the employee's term of employment is less than one year at the time the bonus is to be paid, the bonus shall be computed as one-twelfth (1/12) of the basic salary of the employee for that calendar year.

## 7 TIME-OFF BENEFITS

### 7.1 Holiday Policy

Full-time regular employees are entitled to paid holidays. Proudcloud recognizes the following Regular holidays as paid holidays:

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

For Special days such as Special Non-Working Days, Special Public Holidays, Special National Holidays, Proudcloud shall adhere to the Labor Code and adopt a no-work no-pay policy, unless otherwise declared by Proudcloud as a paid holiday.

The following holiday pay rules shall apply as follows:

Work-Day		Regular Holiday	Special Holiday
Regular	Worked	• 200% payscale	• 130% payscale
Regular	Unworked	• 100% payscale	• No pay
Rest-day	Worked	• 230% payscale	• 150% payscale
Rest-day	Unworked	• 100% payscale	• No pay

## **7.2 Vacation Leave**

All regular full-time employees are entitled to seven (7) days of paid Vacation Leaves (VL) per calendar year. A regular employee who works for less than one year or who starts employment after the beginning of the calendar year, is entitled to that fraction of the VL allowance for that calendar year.

Employees planning to use their VLs must provide one (1) day's notice of their intention to use their VL, subject to the approval of their team leader. Salary deductions will be made for unauthorized leaves of absence. Salary deductions will be made based on the daily rate. The daily rate is the annual rate divided by 365 days.

## **7.3 Sick Leave**

All regular full-time employees are entitled to seven (7) days of paid Sick Leaves (SL) per calendar year. A regular employee who works for less than one year or who starts employment after the beginning of the calendar year, is entitled to that fraction of the SL allowance for that calendar year.

Employees who use their SLs for three (3) consecutive days must submit a medical certificate to the Administrative Officer to be eligible to use their SLs. Salary deductions will be made for unapproved leaves of absence. Salary deductions will be made based on the daily rate. The daily rate is the annual rate divided by 365 days.

## **7.4 Personal Leave**

Proudcloud may grant a leave for personal reasons. All requests for Personal Leaves (PL) must be made in writing and submitted to your Team Leader for approval. It is at the discretion of management whether to approve a PL and whether to grant it to the employee as a paid leave.

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## **8 EXPENSES**

### **8.1 Company Supplies, Other Expenditures**

Only authorized persons may purchase supplies in the name of the company. No employee whose regular duties do not include purchasing may incur any expense on behalf of Proudcloud. Without a properly approved purchase order, Proudcloud is not obligated for any purchase.

### **8.2 Expense Reimbursement**

Under ordinary circumstances, it is the policy of Proudcloud to reimburse travel expenses on the basis of actual expenses involved. Persons traveling on Proudcloud business are entitled to transportation, hotel accommodation, meals, and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort. All requests for reimbursement for expenses must be fully supported and documented.

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## 9 ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Employment Policies at Proudcloud Inc., and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding company policies I should direct them to my manager or the Administrative Group.

I know that Proudcloud's company policies and other related documents do not form a contract of employment and are not a guarantee by Proudcloud of the conditions and benefits that are described within them. Nevertheless, the provisions of such company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I am also aware that Proudcloud, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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## 10 APPENDICES

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