

 School Operations Group	GROUP LIFE AND ACCIDENT INSURANCE	
	HQ School Policy Number: 3.3.2.0 - 2010	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised 19 February 2010
	Date of Issuance: 23 February 2010	Date of Effectivity: 15 March 2010

I. POLICY STATEMENT

STI recognizes the uncertainty of accidents and death. In such cases, it is best to be financially ready and prepared for it when it happens. This policy aims to extend a helping hand to employees and their families through financial support in times of accidents and/or death of an employee.

II. COVERAGE

All regular employees will be covered a by Group Life & Accident Insurance through an STI accredited insurance partner.

Terms and conditions of the insurance policy will depend on the existing contract with the insurance partner.

This benefit is not commutable to cash.

Procedures:

- a. In case of accident, the employee or his/her representative, must notify HR/SA/DSA immediately.
- b. HR/SA/DSA shall coordinate with the insurance partner and facilitate the processing of necessary documents in coordination with the employee.
- c. In case of death, HR/SA/DSA shall coordinate with the insurance partner and facilitate processing of necessary documents in coordination with the family of the deceased employee.

III. POLICY REVISION

The management may make changes to this policy from time to time to improve the effectiveness of its operation and the policy's intent. In this regard, any employee who wishes to suggest improvements about this policy may forward suggestions to the School Operations Group through the School Operations Manager.

IV. **SEPARABILITY CLAUSE**

If any part or provision of this policy is declared invalid or unconstitutional, it shall apply only to that part or provision. The remainder shall be valid and effective.

V. **REPEALING CLAUSE**

Any existing orders, circulars, memoranda, policies, or any part thereof, which are contrary to, or inconsistent with any provision of this policy, shall be deemed repealed or modified accordingly. Any other practices which are not mentioned in this policy and which do not form part of any existing policies shall be considered invalid or repealed.

Approved by:

(Original copy signed)

RESTY O. BUNDOC
VP, School Operations Group

(Original copy signed)

PETER K. FERNANDEZ
President, HQ-owned Schools