



## ANNEX 'B' – STANDARDS FOR REGULARIZATION OF EMPLOYMENT

The following are the minimum requirements for regularization of employment and maybe revised at any time.

**Training** - You must successfully complete Training.

**Completion of Documents** – You shall submit all required pre-employment requirements and other supporting documents as may be required from you by the Company. Your failure to comply with these conditions within fifteen (15) working days shall constitute non-compliance with your employment standards and your probationary employment may be terminated immediately;

**Attendance & Punctuality** - You must abide with the Company's attendance policy. You must be able to strictly observe all scheduled workdays, work hours and break periods. You must be able to report to work regularly and on time. Unplanned and/or frequent absences, tardiness or "undertime" are strictly forbidden and are sufficient cause for termination of probationary employment. Excessive leaves without official permission shall constitute a failure of a standard for regularization and your probationary employment may be terminated thereby;

**Job Competence** - You must prove your knowledge and understanding of the nature, details and demands of your job. You must be able to demonstrate ease in learning the rudiments of your job and in understanding instructions. Due to the specific requirements of each principal/client, you must also be provided with continuous qualification for system or program access in accordance with client's sole determination.

**Attitude** - You must demonstrate a sincere interest and enthusiasm in your job. You must show a positive outlook towards the Company, its business, operations, beliefs and concerns. You must show willingness to learn and to overcome job difficulties. You must be able to perform your job with a positive attitude even while working under stress. This includes having the quality of initiative, responsibility and foresight.

**Discipline** - You must be able to comply with the Company's rules and regulations and its Code of Conduct and Ethics. You must be able to show maturity in accepting feedback and remarks regarding your work and attitude.

**Attitude towards co-employees, superiors and/or subordinates** - You must be able to show respect to your superiors, co-employees and/or subordinates, and others in general. You must be able to work well with others. This includes the ability to cooperate and to work as part of a team.

**Work Quality** - You must be able to prove to the satisfaction of the Company advanced skills, initiative and competence in your duties and responsibilities.

You must be able to meet the minimum required Company and client specific performance metrics.

**Management/Leadership** (for management positions and positions with team/subordinate responsibilities) - You must be able to manage and ensure the smooth operation of your team and provide expertise to internal management to assist them in various strategic and operating decisions.

You must be able to lead team members, foster their professional development and growth, and promote teamwork and cooperation.