

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	EMPLOYEE CARE PROGRAM	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-03-1205
TO :	ALL BRANCH, HEAD OFFICE, CARMONA PLANT PERSONNEL	

OBJECTIVE:

1. To provide support on employment related concern.
2. To improve on support services and ensure that employee's concern are monitored and addressed through its HO Support group.

POLICY:

1. Program Implementation

- 1.1 This program is intended for MMPI and its affiliate company managers and employees only.
- 1.2 MMPI and its affiliate companies through its Human Resources Department shall monitor and address Employee Related concerns.
- 1.3 Employee related concerns that will be entertained in this program includes but not limited to:
 - 1.3.1 Employment Related Inquiries and Concerns
 - 1.3.2 Payroll and Employee Benefits
 - 1.3.3 Fraud Hotline/Sexual Harassment Concerns

2. Confidentiality and Anonymity of Employee

- 2.1 Concerns that will be disclosed through this program shall be treated highly confidential.
- 2.2 Employee's concern shall be directly addressed to Human Resources Department.

3. Fraud Hotline

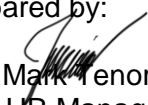
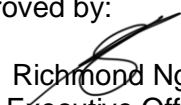
- 3.1 For highly confidential or emergency incident such as but not limited to Fraud, Sexual Harassment Concerns or accident during office hours, employee can directly contact (09178054863).

4. Abuse or any report without a sound basis will be subject for disciplinary action.

PROCEDURE:

1. Employee

- 1.1 Highly Confidential Concerns
 - 1.1.1 Contact 09178054863 to report on the incident that needs urgent actions.
 - 1.1.2 HR Manager shall coordinate on necessary support.
- 1.2 Other Employee Related Concerns
 - 1.2.1 Log on to: <http://sqiz.mobi/s3/ECARE> and fill out the needed details to address specific HR Concerns.

Prepared by:  Mark Tenorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective March 12, 2016	Page 1 of 1
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