



Lighthouse Software Cebu Inc.

Employee Handbook

Human Resources Policies

Work Schedule / Hours

The standard work schedule is 40 hours per week, Monday to Friday of 8 hours per day.

The core reporting schedule is from 9:00 a.m. to 6:00 p.m, and depending on the meal break taken by the employee ,which can be 30 minutes and or up to 1 hour, the total hours for the day must be 8 hours work plus either 30 minutes or 1 hour taken for meal break.

Extension of work hours will be compensable only when authorized by the Manager. Overtime work must be pre-approve from his Department Manager and corporate counterpart/ client.

Computation for the 8 hours will be reckoned by the actual hours / minutes reported.

All employees are expected to arrive on time and work according to the appropriate schedule. Failure to maintain good attendance may result in disciplinary action.

LSCI adopts a semi-flex schedule where employees are allowed to come in up to two hours before or after the normal start time, with their knock-off time being adjusted accordingly. Managers are allowed full flexible schedule for as long the 40 hours per week requirement is complied.

Time / Attendance-Keeping

Employees must keep an accurate record of their attendance using the company timekeeping system. Attendance information recorded in the timekeeping system is the basis for paying regular compensation as well as other extra compensation such as approved and authorized overtime.

Employees are required to badge in every time they enter the office and badge out every time they leave the premises. Badging for and in behalf of another employee is a serious infraction and shall be dealt with accordingly based on Company Code of Conduct. It is the responsibility of each employee to track their attendance and absences and must file the necessary approvals on time and prior to every payroll cut-off period.

Meal Break

The daily work schedule includes a reasonable period for meals up to 1 hour. Due to the flextime schedule, meal breaks can be taken anytime as long as the employee do not exceed the meal break schedule. Meal breaks may be taken anytime between 11:30 a.m. to 2:00 p.m.

Punctuality / Tardiness

Employees are expected to come to work on time. Employees reporting to work after the latest start time (11:00 am) of their applicable work schedules / shifts are considered tardy. Employees with tardiness reflected in the timekeeping / attendance system will be subjected to salary deductions based on the actual number of minutes late. Employees who incurred tardiness will be sanctioned with corresponding disciplinary actions as stipulated in the Code of Conduct.

Undertime

Undertime occurs when an employee fails to complete the required work hours during the day by knocking off earlier than official time. Undertime is considered absence from work without pay unless charged to the employee's existing leave credits. Employees should notify their immediate superior of their intention to report later or knock-off earlier than usual time within the 1st reporting hour of the day. Undertime may be allowed only when the absence is reasonable and with prior approval from the Manager.

Pay deductions due to under time is based on the actual number of hours / minutes un-worked unless approved as a paid leave of absence, based on the guidelines stipulated above.

Management employees, who are not paid overtime and who may have rendered some undertime within reasonable hours and frequency (up to 4 hours), may have these work hours paid provided he/she compensates the lost hours by extending work in the other days of the same week (from Monday to Friday) or within the same payroll period.

Overtime Approval

All employees except Managers, shall be paid overtime. Managers may take extra management day-off for overtime rendered in certain situations such as during rest days and holidays. Compensation dayoff maybe use within 1 quarter or 3 months otherwise it will be forfeited if unused after this period.

Overtime work must be planned and coordinated by the Manager based on the exigency of schedules. Overtime work must be approved before the employee's extension of work hours becomes compensable.

Computation of overtime premium will start after completing the first 8 hours of work at a minimum of one (1) hour and for the succeeding hours. Overtime work becomes compensable as long as authorized by the Manager and corporate counterpart/client. Overtime pay shall be paid in accordance with what is required by law.

Official Business Trips

Employees who cannot report to the office in order to attend trainings, meetings or other transactions offsite are considered on official trip and therefore, are paid. They must notify and seek approval from his immediate Manager in advance regarding his absence from work and update his attendance record accordingly.

Payroll Distribution

Payroll is released on a bi-monthly basis which is on the 15th and 30th of each month. It is deposited and released thru a local designated bank determined by the company. Employees receive an e-payslip reflecting earnings and deductions for the current pay period. Like any other company, the company is required by law to take deductions from salary earnings to cover applicable taxes, as well as deductions required for statutory benefits premiums such as that of SSS, PhilHealth and Pag-ibig (HMDF). In addition, applicable deductions will be made to cover BIR taxes, employee advances, loans and other approved purposes.

Recruiting and Onboarding

Our philosophy is to recruit, hire and retain the most qualified and skilled employees. LSCI is an equal opportunity employer.

The Company exercises careful analysis and concern in the selection process. Recruiting is the first step in the hiring process. The goal is to attract qualified people whose skills and experience meet the demands of the job.

Management ensures that the selection process is fair, and the final hiring decision is the result of a combined assessment of job-related qualifications, interview evaluations and, when applicable, test results.

The hiring manager gets approval of a personnel requisition, identifying the knowledge, education and skills necessary to perform the job. After which the hiring manager endorses this for final approval to corporate management. The hiring manager informs the Human Resources Department to commence the recruitment process.

The HR recruiter seeks and identifies qualified candidates through a variety of resources, reviews all resumes and applications, and conducts an initial screening of candidates, as needed. The recruiter provides a diverse group of candidate resumes to the hiring manager for consideration.

The hiring manager and HR will work together to identify the candidates to be interviewed.

The Job Offer Process /Pre-Employment Screenings

Once the hiring manager has identified the most qualified candidate, the Manager endorses the applicant to HR for job offer .

HR Manager then conducts the job offer with the candidate, and informs the candidate that the offer is contingent upon his/her successful completion of the pre-employment screenings such as medical examination and pre-employment required documents.

Medical Exam

Candidates who passed the interview process and have been identified for immediate hiring shall be endorsed for medical examination. The candidate shall undergo a series of laboratory procedures coordinated by HR and with an accredited laboratory.

Only those candidates who passed the medical screening shall be endorsed for hiring.

Bringing a New Hire On Board

Prior to the new hire's start date, the recruiter enters the new employee's personal information in HR System and notifies Payroll of the start date. The new hire will be scheduled for the new hire's orientation and entered into the HR and payroll systems.

The hiring manager is responsible for ensuring that the employee has the necessary equipment, supplies and systems access and that the appropriate office space is ready for the new hire.

Employment Status

Probationary Employment

Qualified job applicants who are hired undergoes a probationary or "observation" period, upon which his / her overall performance is evaluated.

The probationary period of employment shall be for a period of six (6) months and unless disqualified, a probationary employee shall become a regular employee on the 6th month.

While on probationary status, the Manager will provide the employee the necessary supervision, guidance or mentoring required to enable the person to learn the job and perform effectively.

Performance reviews shall be conducted before the fifth month of probationary employment. This will be the basis for the regularization of an employee. The manager is responsible in communicating this to the employee.

Regular Employment

An employee who has successfully passed all the requirements during his / her probationary employment shall be considered a regular employee on the day following the six (6) months probationary period.

Upon regularization, the employee shall then be entitled to all the benefits and privileges granted by the Company to such status.

Employee Conduct and Work Environment

The company is committed to providing a positive work environment that both allows employees to accomplish their business objectives and maintains employee satisfaction. The Employee Code of Conduct will help to ensure both of these goals are met.

Although managers and employees are both responsible for contributing to a positive work environment, the manager is primarily responsible for Communicating to employees LSCI expectations regarding

appropriate conduct. Managers are expected to Report any such conduct to HR and working with HR to investigate and address any inappropriate conduct or behavior

Dress Code

Employees are expected to wear neat, clean and appropriate clothing. Managers may establish reasonable dress requirements for their areas based on specific job requirements, and the extent of customer contact.

Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. If you have questions about these guidelines or a particular business area's dress requirements, contact your manager or the HR Manager

Employee Conduct

Because employee conduct guidelines apply to managers and employees alike, they are described fully in the Code of Conduct and **Disciplinary Policy**.

This company believes that a well-disciplined workforce contributes to a harmonious and productive work environment. The necessity of establishing a Company Code of Conduct consistent with Corporate values and mission is meant to protect the interest of the company and its employees from actions and decisions that can be deemed to have been unjust and unreasonable. It is not meant to curtail employee rights or movements but these are established for the proper conduct of all and to make sure that a clear standard / basis for discipline and due process are in place.

Disciplinary Policy, Process and Procedure

It is the policy of this company to process workplace disciplinary matters in a manner which ensures fairness in the treatment of individuals at all levels in the company. Employees at all levels in the organization must appreciate and take every step necessary to ensure correct processing of disciplinary action.

The emphasis must be on the fairness in handling of disciplinary matters. This policy is not structured to prescribe forms of punishment to be applied to employees. The objective is to encourage employees to improve performance and behavior.

You should contact the HR Manager for assistance with managing employee conduct issues. The HR Manager will ensure that additional resources (e.g., legal, etc.) are consulted as appropriate.

Employee Benefits

Lighthouse offers a competitive benefit package to all employees.

LSCI Management recognizes the need of each and every employee to maintain a balance between professional and personal life. Situations may arise anytime where some personal call of duty may come in conflict with the employee's work time. For this reason, the company grants some period of paid time-off from work to support the employee in this time of need, please be guided with the guidelines below.

Personnel Leave

Generally, all employees are covered with this policy. It outlines the procedures and guidelines in the availment of both statutory and company-granted paid leaves, where coverage period is defined as follows:

Description and Guidelines:

Vacation Leave (VL) - refers to the planned / scheduled time spent –off from work by the employee to attend to personal matters, or may be devoted to personal rest or relaxation

Upon regularization, employees are provided with VL credits as indicated in your employment contracts . However, the number of VL credits are prorated on the first year of employment reckoned from date of regularization up to December. On the subsequent year following the employee's regularization ,the full year VL credits shall be available beginning January of each year.

Additional VL leave credits are earned by the employee, as he/she progress through the succeeding years of employment indicated below. At the end of the year if an employee still has VL balance, he/ she may take over up to 5 days VL in addition to the available leaves for the following year.

2 years in the company	= 11 days
3 years	= 12 days
4 years	= 13 days
5 years	= 14 days
6 years onwards	= 15 days

Prior approval from the employee's immediate superior is required. A one week notice must be given when intending to take a vacation leave. For prolonged leave a one month notice and application is required. The employee must accomplish the Personnel Leave Form available thru HR or online. Once approved Human Resources and Payroll must be notified accordingly.

In the event of employee separation (voluntary or involuntary) from the company, the following shall be applied:

Any unused VL credit shall be paid but shall be prorated according to the number of VL credits accumulated since the start of the year up to the month of separation.

Likewise, the equivalent amount of any excess VL credits availed up to the month of separation shall be computed on a prorated basis and shall be deducted from the employee's remaining / last pay with the company.

Sick Leave (SL)– refers to the time spent-off from work by the employee due to illness

Upon regularization, employees are provided with SL credits as indicated in their employment contracts. However, the number of SL credits are prorated on the first year of employment reckoned from date of regularization up to December

On the subsequent year following the employee's regularization ,the full SL credits shall be available beginning January of each year.

Additional SL leave credits are earned by the employee, as he/she progress through the succeeding years of employment, as follows:

2 years in the company	= 11 days
3 years	= 12 days
4 years	= 13 days
5 years	= 14 days
6 years & onwards	= 15 days

Any employee who can't attend work due to illness must directly inform his/her immediate superior before 10 am of the missed day(s). Otherwise, the missed day(s) will be counted as unpaid absence.

A sick leave of two or more days will require a medical certificate. Moreso, a medical Certification is required from the employee who is infected with a contagious or high-risk illnesses upon return to work. Otherwise, the Manager may refuse the employee from reporting to work.

Any unused SL credit at the end of the year shall be converted to cash up to a maximum of eight (8) days only.

Employees who have available sick leave credits must use up their benefit every time they go on leave of absence. The leave benefit is meant to provide paid time-off for any authorized absences up to the maximum number of SL credits earned for the year. Filing for a leave of absence without pay even with available leave credits is not allowed.

Maternity Leave – refers to the statutory benefit of paid time-off from work granted to female employees who are duly-registered members of the Social Security System due to child-bearing

All female employees are entitled to the SSS Maternity Leave Benefit as provided for by the Labor Code.

Maternity Leave benefit is granted for the first four (4) deliveries.

The employee is required to accomplish the SSS Maternity Notification Form at HR Department as soon as diagnosed as pregnant. This will be the basis in claiming the Maternity Benefit from SSS.

All guidelines and procedures covering Maternity Benefit will be in accordance with the provisions of the Social Security System.

Paternity Leave – refers to the statutory benefit of paid-time off from work granted to male employees who are duly-registered members of the Social Security System to attend to a newly-born child, or attend to a wife suffering miscarriage

All male employees are entitled to seven (7) paid working days Paternity Leave for each of the first four (4) deliveries of his legitimate spouse, as provided for in the Labor Code.

This benefit applies for either a live birth or a miscarriage by the wife.

The employee is required to accomplish the Leave Form or online after securing advance approval from his/her immediate superior. A copy of the Medical Certificate or Certificate of Live Birth should be attached to the Personnel Leave form . These documents should be forwarded to HR and Payroll for payroll purposes.

Solo Parent Parental Leave – A solo parent employee, as defined in the Solo Parent Act of 2000, is entitled to seven (7) working days of paid leave of absence in one year, to attend to parental duties and obligations. The solo parent employee must secure a Solo Parent card from the Dept. of Social Welfare and Development (DSWD) in order to qualify for this benefit.

Company Initiated Benefits

Health and Care Programs

Medical Insurance/ Hospitalization Benefit

Health Benefits

All LSCI employees who are unable to work due to illness, injury or other medical condition are eligible to receive the medical benefits and other benefits related to health (statutory or company initiated benefits) .

A separate material will be provided to you regarding our hospitalization benefit, you may also check Health Insurance website for more information : www.intellicare.com.ph

FREE EMERGENCY /FIRST-AID TREATMENT

LSCI will partner with a health facility to render medical services and emergency first aid treatment. Some medicines for common illnesses and first aid treatment are available at HR.

ACCIDENT INSURANCE COVERAGE

Accident Insurance is provided for employees. A separate document or benefit information will be provided to the employees. You can also check website for accident provider <http://www.aiuseasia.com/Philippines.html>

LIFE INSURANCE COVERAGE

Life Insurance is provided for employees. A separate document or benefit information will be provided to all employees. You can also check website for our life insurance provider

Significant Life Events

If an employee experiences a qualifying life event (marriage, death, etc.), HR needs to be informed immediately so we can appropriately recognize the life event.

Depending on the particular life event, you may need to give some important information for us to be able to do the following promptly:

- Employee Marriage - HR prepares a cash gift of P3000 to the employee before or during his wedding day.
- Death of an Immediate Family Member (parents, brothers & sisters, spouse, or child) – LSCI extends its condolences and sympathy to the family by way of flowers or wreath and cash assistance of P5000.
- Childbirth – If a female employee gives birth, LSCI would like to share their joy by sending flowers or fruits while in the hospital. A cash assistance of P 5000 will be extended to the female employee.
- Employee confined in the hospital – HR and or the Department Manager normally visits the employee while confined at the hospital to personally check on his/her condition, bringing flowers or fruits as a way to wish for speedy recovery and good health.
- Birth Anniversary – All employees whose birthday falls on the same month are treated to a free lunch together with the Management team. Each employee receives a birthday token given out during the activity.

Company Phone

Communication tools are very important in the business as they facilitate faster exchange of information especially those needed for decision-making. It is LSCI policy to provide the necessary communication facilities to managers and select employees whose nature of job requires him to have constant communication to whether internally or externally. This includes the allocation of mobile cellular phone to an employee on a "need" basis and for business purposes only. Approval from European Management prior to purchase is a requirement.

Statutory Benefits

LSCI gives statutory benefits to probationary and regular employees as required by law. These are the following:

Policy on Solo Parents (Republic Act 8972-"Solo Parents Welfare Act of 2000")

To implement the benefits and privileges for employees qualifying as "Solo parents, " in compliance to the Solo Parents' Welfare Act of 2000.

A qualified solo parent employee shall enjoy the benefits below :

- ***Flexible Work Schedule.*** – The solo parent employee may vary his/her arrival and departure time without affecting the core work hours as defined by the employer. LSCI defines this to be plus/minus 2 hours from the scheduled start of the shift, with knock-off time adjusted accordingly.

- **Parental Leave** – The solo parent employee shall be granted parental leave benefits of not more than seven (7) working days (a total of 56 work hours) every year to enable him/her to perform parental duties and responsibilities where physical presence is required, provided that:

The seven-day parental leave shall be non-cumulative and non-convertible to cash.

Paternity Leave (Republic Act 8187)

Paternity leave benefit is granted to all married male employees in the private sector, regardless of employment status, (e.h. probationary, regular, contractual, project basis) the purpose of which, is to allow the husband to lend support to his wife during her period of recovery and/or in the nursing of her newborn child. The leave is seven (7) paid working days for the first four (4) deliveries of the legitimate spouse.

13th Month Pay (Pres. Decree 851)

The minimum 13th month pay required by law shall not be less than 1/12 of the total basic salary earned by an employee, regardless of status, within a calendar year given that he/she has served at least one month of service in a company. This pay is release every December , before the employees Christmas party.

Social Security System (SSS)

"It is the policy of the State to establish, develop, promote and perfect a sound and viable tax-exempt social security system suitable to the needs of the people throughout the Philippines which shall promote social justice and provide meaningful protection to members and their families against the hazards of disability, sickness, maternity, old age, death and other contingencies resulting in loss of income or financial burden. Toward this end, the State shall endeavor to extend social security protection to workers and their beneficiaries." (Section 2, RA 8282) The following are SSS Benefits & Privileges:

- Maternity Reimbursement Benefit
- Sickness Reimbursement Benefit
- Employee Compensation Benefit
- Disability Benefit
- Retirement Benefit
- Death/ Funeral Benefit
- Salary Loan
- Calamity Loan

To know more about SSS, visit their website at www.sss.gov.ph

Pag-IBIG (HDMF)

Pag-IBIG is an acronym which stands for Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industria at Gobyerno, otherwise known also as Home Development Mutual Fund (HDMF). In effect, Pag-IBIG harnesses these four sectors of our society to provide its members with adequate housing through an effective savings scheme.

Housing Loan/Lot Purchase Program

You may also visit their website at www.pagibigfund.gov.ph.

PhilHealth (known as Medicare)

PhilHealth assumed the responsibility of administering the former Medicare Program of the government and private sector employees, with its landmark transfer from GSIS and SSS.

You may also visit their website at www.philhealth.gov.ph

Evaluating Employee Performance

LSCI Performance Evaluation System is a year-round continuous process that provides the framework for promoting excellence, continuous feedback, individual development, accomplishment of company goals , motivation and rewarding good performance.

Manager responsibilities:

- Set clear expectations and guidelines for performance and adjust as needed
 - Initiate frequent informal feedback and coaching
 - Prepare for and participate in performance evaluations
 - Gather feedback regarding employee performance thru other sources (360 : an associate, an internal / external customer, a manager and a subordinate .
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Employee Recognition Program

Lighthouse is committed to valuing and recognizing its most valuable asset-its employees. While there are numerous informal ways to recognize employees, the recognition programs described below allow you to provide special recognition to one or all of your employees or to an employee who does not report to you.

Salamat (Thank You) Award

A Management Appreciation Award is presented by a Manager to an employee or group of employees who have demonstrated exemplary performance and/or behavior outside of the normal job assignment. The behavior should be very significant and unusual to merit the recognition.

You are required to get the approval from your local Manager and European management, specifying the name of the employee(s) and the reason for the award. When approved, a copy must be submitted to HR for the employee(s)' records/file.

After your request has been approved, you may proceed with requesting the cash reward from Finance . The cash amount shall be charged to the account of the requesting Manager's department.

If you wish to recognize employees reporting to another Manager, you should contact the employee's Manager prior to presenting the award to the employee. Together with the employee's immediate Manager, both of you decide on when and how to present the award.

A cash award of 2,000 (net of tax) is given to the employee or to each employee if there are two or more of them. This may be presented during a department staff meeting which gives you an opportunity to recognize an employee's outstanding efforts in front of his/her peers. However, in some situations, it may be more appropriate to present the award in a private meeting with the employee.

Team Outing/ Recognition

Each manager has the opportunity to spend some amount per employee per year for recognition events like celebrating project accomplishments, team bonding activities, etc... The amount may be spent by areas/groups or departments. The manager must submit to the European management the planned team activity , justification and the budget needed. Examples of acceptable spending:

- Lunchout or dinner out
- A bowling game or a movie together, and
- Other wholesome activities where the team can develop better camaraderie and closer team relationship.

It is expected that you will exercise due diligence in selecting the kind of activity your team will undergo within reasonable frequency and cost.

Compensation Policy and Practices

With the guidance of HR , managers are responsible for implementing the compensation program. Managers should understand and communicate the pay system in a positive and timely manner. As managers, you should exercise fairness and equity in matters dealing with salaries and wages, and see to it that employees' concerns are addressed appropriately

The Company considers compensation information as "private and confidential". Employees are admonished from comparing, divulging or discussing their respective salaries with other employees within or outside company premises. This is best done to prevent misunderstanding and erroneous interpretation of the Company's compensation practices.

Compensation plays a key role in the company's efforts to attract, retain and motivate employees.
Job Offers

Transfers and Promotions

Personnel movements will happen from time to time. This provides guidelines for Managers to review career path of employees and seeks ways how employees advance their professional and career growth.

Manager Responsibilities

It is your responsibility to assess accurately and promptly the skills requirement of your area. Similarly, it is also your responsibility to assess the competence level of your people such that employee's skills are fully utilized in their current work assignments and develop them for more challenging roles and higher responsibilities in the appropriate time.

Lateral Transfers

Moving an employee from one job to another can have a significant impact on the employee's current pay and on their future opportunity, even though the employee's level of responsibility remains the same.

Lateral transfers can happen in either of two ways:

- **Management-initiated** - Transfer of an employee from one area to another maybe effected at your initiative , if it will mean better utilization of the employee's talents and training.
- **Employee-Initiated** - Employee expressed and applied for an open position and was approved by the manager after going thru evaluation and interview. Any Employee who has rendered one year service from his current position may apply to any open position he /she may qualifies with in the organization .

Promotion

Promotion occurs when an employee moves from a lower level responsibility to a higher level. A promotion must be approved by the corporate management.

Promotion can occur at anytime of the year. When planning for a promotion of your employees, you are required to submit a recommendation/ justification for the promotion of an employee. This endorsement needs to be approved by the immediate manager/ corporate level and HR. You should communicate the promotion to your employee only after the salary change have been approved and documented in HR system.

An employee is qualified for promotion when:

- He has demonstrated significant contribution over a sustained period and current performance rating must be more than satisfactory.
- He has demonstrated the required competencies for the higher job level.

A promotion is normally accompanied by a salary increase and the employee's salary is brought to at least the minimum of his/her new job grade level.

Administering Annual Salary/ Performance Increase

Pay helps drive performance by allowing Managers to reward good performance. Managers must use prudent judgement in giving salary increases to fit an employee's performance by taking into account factors like his or her sustained contribution and any critical skill that has a significant effect on his or her job performance.

The process comes as a result of the performance evaluation when employees are rewarded with salary increase based on their sustained contribution and demonstrated performance .

Managers must seek approval of salary increase from corporate management and HR.

Community Involvement/ Corporate Citizenship

We support the communities where our employees live and work. We contribute equipment, volunteers and give financial support to worthwhile organizations locally and nationally.

Lighthouse is committed to an active and varied program of community and social responsibility, with a focus on community programs in the area of education and community-building.

Communications Programs

Informal discussions with your manager

While it is part of your manager's job to conduct a periodic evaluation of your performance and let you know how you are doing, you do not need to wait for your manager to take the initiative. Whenever you have a question or concern about your performance or any other work-related issue, you should talk to your manager, always being candid and specific in such conversations. You should also feel free to ask questions and offer ideas on how matters could be improved.

Open Door Program

The Open Door Program ensures commitment to open communications, equitable treatment and problem resolution and is based on the conviction that you have a right to discuss issues and concerns with multiple levels of LSCI management.

If you have, or know of, a problem you believe the company should know about or attempt to resolve, you should discuss it with your immediate manager or your manager's manager first. A frank talk with your manager is usually the best way to deal with a problem.

If the matter is not resolved or otherwise addressed, or if the matter is not one you feel you can discuss with your manager or your manager's manager, you may discuss the issue with Human Resources.

If you believe an issue still not been addressed, you may have the matter reviewed by the CEO.

Employee Meeting

This program is organized and facilitated by the Human Resource. The meeting is usually conducted with employees belonging to the same department and if needed an all employees meeting. The purpose of this meeting is to provide venue for employees to clarify some policies and procedures , certain management actions and other topics of general concern.

Once or twice a year, the company holds an all-employees meeting to provide regular business update and other topics of common interest to the employees. The meeting is facilitated by the management team and usually ends with an open forum where employees are given the opportunity to ask questions.

Training and Career Development Programs

Lighthouse is committed to providing training and education programs to assist you in your career development. Much of this training effort happens on the job. Other training occurs in formal programs conducted within the company (internal) and, when appropriate, an outside educational / training provider(external).

You and your manager are encouraged to develop education and training plans and objectives annually as part of the development planning process.

A manager or an employee may make and submit a training request which will be reviewed by HR/ Training prior approval of the following: Immediate Manager, and corporate management.
