



ASIA INSURANCE
Philippines

"DRUG-FREE WORKPLACE POLICY AND PROGRAM"

In compliance with Article V of Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, and its Implementing Rules and Regulations and DOLE Department Order No. 53-03, series of 2003 (Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs for the Private Sector), **Asia Insurance (Philippines) Corporation** hereby adopts the following policies and programs to achieve a drug-free workplace:

I. COMPANY POLICY ON DRUG-FREE WORKPLACE

Asia Insurance (Philippines) Corporation explicitly prohibits:

- The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.
- Being impaired or under the influence of dangerous drugs away from the company, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- Possession, use, solicitation for, or sale of dangerous drugs away from the company premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- The presence of any detectable amount of dangerous drugs in the employee's system while at work, while on the premises of the company, or while on company business. "Dangerous Drugs" include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex of R.A. 9165.

ASIA INSURANCE (PHILIPPINES) CORPORATION

A Member of Asian Insurance International Group

Manila Office: **15/Floor, Tytana Plaza Building, Plaza Lorenzo Ruiz**, Binondo, Manila, Philippines 1006
Telephone No.: (632) 241-5201 (10 Trunk Lines) * Fax No. (632) 241-6257 / 243-3216
E-mail: aipc@asiains.com.ph

Makati Office: **29/Floor Chatham House**, 116 Valero cor. V.A. Rufino Sts., Salcedo Village Makati City, Phils.
Telephone No.: (632) 845-3223 (4 Trunk Lines) * Fax No. (632) 888-2309
E-mail: asiamkti@asiains.com.ph



II. COMPANY PROGRAM ON DRUG-FREE WORKPLACE

A. MANDATORY DRUG TEST

1. To ensure that only those qualified shall be screened and recruited to prevent the detrimental effects (e.g. lower productivity; poor decision making; increased accidents; more compensation claims; and reduced team effort) which drug use and abuse may cause in the workplace, the conduct of mandatory drug test shall be required for pre-employment.
2. Asia Insurance (Philippines) Corporation designates any Company that is a duly accredited drug testing center by the Department of Health (DOH), as its authorized drug testing laboratory.
3. Asia Insurance (Philippines) Corporation may also conduct drug testing under any of the following circumstances:
 - i. **RANDOM TESTING:** Officer/employees may be selected at random for drug testing at any interval determined by the Company.
 - ii. **FOR-CAUSE TESTING:** The company may ask an officer/employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs, including, but not limited to, the following circumstances: evidence of drugs on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
 - iii. **POST-ACCIDENT TESTING:** Any officer/employee involved in a "Near-Miss" incident or "Work Accident" under circumstances that suggest possible use or influence of drugs may be asked to submit to a drug test. As defined herein, "Near-Miss" means an incident arising from or in the course of work which could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed. "Work

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Accident" refers to unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof of which arises out of and in the course of employment.

4. All drug tests shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Where the confirmatory test turns positive, the company's Assessment Team shall evaluate the results and determine the level of care and administrative interventions that can be extended to the concerned employee.
5. Asia Insurance (Philippines) Corporation shall inform the officer/employee who was subjected to a drug test of the test-results whether positive or negative.
6. All costs of drug testing shall be borne by Asia Insurance (Philippines) Corporation.

B. TREATMENT, REHABILITATION, AND REFERRAL

1. An officer/employee who, for the first time, is found positive of drug use, shall be referred for treatment and/or rehabilitation in a DOH accredited center. For this purpose, Asia Insurance (Philippines) Corporation shall provide a list of at least three (3) accredited facilities which an employee who was tested positive for drugs may choose from.
2. Following rehabilitation, the company's Assessment Team, in consultation with the head of the rehabilitation center, shall evaluate the status of the drug dependent employee and recommend to the employer the resumption of the employee's job if he/she poses no serious danger to his/her co-employees and/or the workplace.

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3. All costs for the treatment and rehabilitation of the drug dependent employee shall be charged to his account. The period during which the employee is under treatment or rehabilitation shall be considered as authorized leaves.
4. Repeated drug use even after ample opportunity for treatment and rehabilitation shall be dealt with the corresponding penalties under R.A. 9165 and is a ground for dismissal.

C. ADVOCACY, EDUCATION AND TRAINING

1. Asia Insurance (Philippines) Corporation undertakes to increase the awareness and education of its officers and employees on the adverse effects of dangerous drugs through continuous advocacy, education and training programs/activities to all its officers and employees.
2. All officers and employees are required to undergo an orientation/education program before assumption of their respective duties. The program shall include the following topics:
 - i. Salient features of R.A. 9165;
 - ii. Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
 - iii. Preventive measures against drug abuse; and
 - iv. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.
3. To encourage all officers and employees to lead a healthy lifestyle while at work and at home, Asia Insurance (Philippines) Corporation undertakes to conduct the following activities as often as possible:

Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;

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- ii. Health wellness screenings (e.g. blood pressure and heart rate, cholesterol test, blood glucose, etc.);
- iii. Sports, recreational and fun-game activities; and
- iv. Other activities promoting health and wellness.

D. ROLES, RIGHTS AND RESPONSIBILITIES OF EMPLOYER AND EMPLOYEES

1. Asia Insurance (Philippines) Corporation shall ensure that the workplace policies and programs on the prevention and control of dangerous drugs, including drug testing, shall be disseminated to all officers and employees. The employer shall obtain a written acknowledgement from the employees that the policy has been read and understood by them.
2. Asia Insurance (Philippines) Corporation shall maintain the confidentiality of all information relating to drug tests or to the identification of drug users in the workplace; exceptions may be made only where required by law, in case of overriding public health and safety concerns; or where such exceptions have been authorized in writing by the person concerned.
3. All officers and employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.

E. CONSEQUENCES OF POLICY VIOLATIONS

1. Any officer or employee who uses, possesses, distributes, sells or attempts to sell, tolerates, or transfers dangerous drugs or otherwise commits other unlawful acts as defined under Article II of RA 9165 and its Implementing Rules and Regulations shall be subject to the pertinent provisions of the said Act.
2. Any officer or employee found positive for use of dangerous drugs shall be dealt with administratively in accordance with the provisions of Article 282 of Book VI of the Labor Code and under RA 9165.

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F. MONITORING AND EVALUATION

1. The implementation of these policies and programs shall be monitored and evaluated periodically by management to ensure a drug-free workplace. For this purpose, an Assessment Team shall be constituted in accordance with D.O. 53-03.

G. EFFECTIVITY.

1. The provisions of these policies and programs shall be immediately effective after its ratification by the management and the employee's representatives and its posting in the company's bulletin board.


RODELIA P. ALFONSO
Vice President & CFO


ROSETTE N. CANLAS
Employees' Representative

DATE : February 13, 2015

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HIV/AIDS WORKPLACE POLICY AND PROGRAM

In conformity with Republic Act No. 8504 otherwise known as the Philippine AIDS Prevention and Control Act of 1998 which recognizes workplace-based programs as a potent tool in addressing HIV/AIDS as an international pandemic problem, this company policy is hereby issued for the information and guidance of the employees in the diagnosis, treatment and prevention of HIV/AIDS in the workplace.

This policy is also aimed at addressing the stigma attached to HIV/AIDS and ensures that the workers' right against discrimination and confidentiality is maintained.

I. IMPLEMENTING STRUCTURE

Asia Insurance (Philippines) Corporation HIV/AIDS Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

II. BASIC INFORMATION ON HIV/AIDS

What is HIV/AIDS?

It is a disease caused by a virus called HIV (Human Immunodeficiency Virus). This virus slowly weakens a person's ability to fight off other diseases by attaching itself to and destroying important cells that control and support the human immune system.

How HIV/AIDS is transmitted?

- Unprotected sex with an HIV infected person;
- From an infected mother to her child (during pregnancy, at birth through breast feeding);
- Intravenous drug use with contaminated needles;
- Transfusion with infected blood and blood products; and
- Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.

Is there a cure?

No. However, there are antiretroviral drug combinations that are available when properly used, result in prolonged survival of people with HIV. **Holistic care of people living with HIV-AIDS** and comprehensive treatment of opportunistic infections also dramatically improve quality of life.

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III. COVERAGE

This Program shall apply to all employees regardless of their employment status.

IV. GUIDELINES

A. Preventive Strategies

1. Conduct of HIV-AIDS Education.-

a. Who will conduct?

The Medical Clinic of **Asia Insurance (Philippines) Corporation** in coordination with the Health and Safety Committee shall conduct HIV-AIDS education to all employees for free. This shall also form part of the orientation of newly hired employees. The standardized information package developed by the Department of Labor and Employment (DOLE) may be used for this purpose.

b. How will it be conducted?

The HIV-AIDS education will be conducted through distribution and posting of IEC materials, lectures, counselling and training and information on adherence to standard or universal precautions in the workplace

2. Screening, Diagnosis, Treatment and Referral to Health Care Services

a. Screening for HIV as a prerequisite to employment is not mandatory.

b. The company shall encourage positive health seeking behavior through Voluntary Counseling and Testing.

c. The company shall establish a referral system and provide access to diagnostic and treatment services for its workers. Referral to Social Hygiene Clinics of LGU for HIV screening shall be facilitated by the company's medical clinic staff.

d. The company shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.

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B. SOCIAL POLICY

1. Non-discriminatory Policy and Practices

- a. Discrimination in any form from pre-employment to post-employment, including hiring, promotion or assignment, termination of employment based on the actual, perceived or suspected HIV status of an individual is prohibited.
- b. Workplace management of sick employees shall not differ from that of any other illness.
- c. Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

2. Confidentiality/Non-Disclosure Policy

- a. Access to personal data relating to a worker's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILO Code of Practice.
- b. Job applicants and workers shall not be compelled to disclose their HIV/AIDS status and other related medical information.
- c. Co-employees shall not be obliged to reveal any personal information relating to the HIV/AIDS status of fellow workers.

3. Work-Accommodation and Arrangement

- a. The company shall take measures to reasonably accommodate employees with AIDS related illnesses.
- b. Agreements made between the company and employee's representatives shall reflect measures that will support workers with HIV/AIDS through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

IV. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES

A. Employer's Responsibilities

1. The Company, together with employees / labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on HIV/AIDS.

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2. Provide information, education and training on HIV/AIDS for its workforce.
3. Ensure non-discriminatory practices in the workplace and that the policy and program adheres to existing legislations and guidelines .
4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
5. The Company, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.
6. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting HIV prevention.

B. Employees' Responsibilities

1. The employee's organization shall undertake an active role in educating and training their members on HIV prevention and control. Promote and practice a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose workers to increased risk of HIV infection.
2. Employees shall practice non-discriminatory acts against co-employees.
3. Employees and their organization shall not have access to personnel data relating to a worker's HIV status.
4. Employees shall comply with universal precaution and preventive measures.

V. IMPLEMENTATION AND MONITORING

The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.

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VI. EFFECTIVITY

This Policy shall take place effective immediately and shall be made known to every employee.



RODELIA P. ALFONSO
Vice President & CFO



JOSETTE N. CANLAS
Employees' Representative

DATE : February 13, 2015

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**BWC GUIDELINES NO. 2, SERIES OF 2012
“SEXUAL HARRASMENT POLICIES AND PROCEDURES”**

Pursuant to the provisions of Section 4, Republic Act No. 7877, *An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and For Other Purposes*, the following policies and procedure are hereby issued by **Asia Insurance (Philippines) Corporation** to prevent sexual harassment in its workplace and to provide the procedure for the resolution, settlement and/or disposition of sexual harassment cases.

I. COMPANY POLICY AGAINST SEXUAL HARASSMENT

Asia Insurance (Philippines) Corporation believes that employees should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, debilitates morale and, therefore, interferes with work effectiveness. Such behavior may be in the form of unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

Asia Insurance (Philippines) Corporation will not tolerate any behavior that amounts to sexual harassment and any officer or employee found to have committed sexual harassment shall be subjected to disciplinary action, up to and including dismissal.

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A. DEFINITION OF SEXUAL HARASSMENT

Asia Insurance (Philippines) Corporation has adopted, and its policy is based on, the definition of sexual harassment set forth in Section 3 of R.A. 7877. It provides that sexual harassment in workplace is committed by an employer, employee, manager, supervisor, agent of the employer, or any other person who, having authority, influence or moral ascendancy over another in a work environment, demands, requires or otherwise requires any sexual favor from the other, regardless of whether the demand, requests or requirement for submission is accepted by the object of said Act.

In a work-related or employment environment, sexual harassment is committed when:

1. The sexual favor is made as a condition in the hiring or in the employment, re-employment, or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
2. the above acts would impair the employees' rights or privileges under existing labor laws; or
3. the above acts would result in an intimidating, hostile, or offensive environment for the employee.

B. WHERE SEXUAL HARASSMENT IS COMMITTED

Sexual harassment may be committed in any work or training environment. It may include, but are not limited to the following:

1. In or outside the office building or training site;

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2. at office or training-related social functions;
3. in the course of work assignments outside the office;
4. at work-related conferences, studies or training sessions; or
5. during work related travel.

C. FORMS OF SEXUAL HARASSMENT

Sexual harassment may be committed in any of the following forms:

1. Overt sexual advances;
2. Unwelcome or improper gestures of affection;
3. Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose;
4. Any other act or conduct of a sexual nature or for purposes of sexual gratification which is generally annoying, disgusting or offensive to the victim.

D. WHAT IS NOT SEXUAL HARASSMENT

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

E. EMPLOYER'S RESPONSIBILITY

Asia Insurance (Philippines) Corporation undertakes to provide its officers and employees a work environment free of sexual harassment by management personnel, by co-workers and by others with whom officers and employees must interact in the course of their employment in **Asia Insurance (Philippines) Corporation**. Sexual harassment is specifically prohibited as unlawful and as a violation of **Asia Insurance (Philippines) Corporation's** policy.

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Asia Insurance (Philippines) Corporation is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

II. PROCEDURES ON SEXUAL HARASSMENT CASES

A. COMPLAINT PROCEDURE

Any officer or employee, who experiences or witnesses any act of sexual harassment in the workplace, shall report the same immediately to the Committee on Decorum and Investigation. They may also report acts of sexual harassment to any other member of **Asia Insurance (Philippines) Corporation's** management or ownership. All allegations of sexual harassment will be quickly investigated. To the extent possible, the identity of the officer or employee shall remain confidential and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, all parties will be informed of the outcome of the investigation.

A Committee on Decorum and Investigation shall be constituted and shall be composed of the management and the employees' representative to receive complaints, investigate and hear sexual harassment cases. The Committee shall develop its own rules in the settlement and disposition of sexual harassment cases. The Committee shall also develop and implement programs to increase understanding and awareness about sexual harassment.

B. RETALIATION

Asia Insurance (Philippines) Corporation will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

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C. WRITTEN POLICY

All officers and employees of **Asia Insurance (Philippines) Corporation** shall receive a copy of **Asia Insurance (Philippines) Corporation's** sexual harassment policy upon assumption of their respective offices. If at any time an officer of employee would like another copy of the policy, please contact the Office of the Committee on Decorum. If **Asia Insurance (Philippines) Corporation** should amend or modify its sexual harassment policy, all officers and employees will receive an individual copy of the amended or modified policy.

III. EFFECTIVITY

This company policy is effective immediately to all employees.


RODELIA P. ALFONSO
Vice President & CFO


JOSETTE N. CANLAS
Employees' Representative

DATE : February 13, 2015

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Telephone No.: (632) 845-3223 (4 Trunk Lines) * Fax No. (632) 888-2309
E-mail: asiamkti@asiains.com.ph



ASIA INSURANCE
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WORKPLACE POLICY AND PROGRAM ON TUBERCULOSIS (TB) PREVENTION AND CONTROL

Asia Insurance (Philippines) Corporation recognizes that while 80% of Tuberculosis (TB) cases belong to the economically productive individuals, it is also treatable and its spread can be curtailed if proper control measures will be implemented. As such, this TB Policy and Program is hereby issued for the information and guidance of the employees.

PURPOSE:

To address the stigma attached to TB and to ensure that the worker's right against discrimination, brought by the disease, is protected.

To facilitate free access to anti-TB medicines of affected employees through referrals.

I. IMPLEMENTING STRUCTURE

Asia Insurance (Philippines) Corporation TB Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

II. COVERAGE

This Program shall apply to all employees regardless of their employment status.

III. GUIDELINES

A. Preventive Strategies

1. Conduct of Tuberculosis (TB) Advocacy, Training and Education

- a. TB education shall be conducted by the **Asia Insurance (Philippines) Corporation** Medical Clinic in close coordination with the health and safety committee, through distribution and posting of IEC materials and counselling and/ or lectures.
- b. Engineering measures such as improvement of ventilation, provision for adequate sanitary facilities and observance of standard for space requirement (avoidance of overcrowding) shall be implemented.

ASIA INSURANCE (PHILIPPINES) CORPORATION

A Member of Asian Insurance International Group

Manila Office 15/Floor, Tytana Plaza Building, Plaza Lorenzo Ruiz, Binondo, Manila, Philippines 1006
Telephone No.: (632) 241-5201 (10 Trunk Lines) * Fax No. (632) 241-6257 / 243-3216
E-mail: aipc@asiains.com.ph

Makati Office: 15/Floor Chatham House, 116 Valero cor. V.A. Rufino Sts., Salcedo Village Makati City, Phils.
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E-mail: asiamkti@asiains.com.ph



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2. Screening, Diagnosis, Treatment and Referral to Health Care Services

- a. The company shall establish a referral system and provide access to diagnostic and treatment services for its employees. The company shall make arrangements with the nearest Direct Observed Treatment (DOT) facility.
- b. The company's adherence to the DOTS guidelines on the diagnosis and treatment is highly encouraged.

B. MEDICAL MANAGEMENT

1. The company shall adopt the DOTS strategy in the management of workers with tuberculosis. TB case finding, case holding and Reporting and Recording shall be in accordance with the Comprehensive Unified Policy (CUP) and the National Tuberculosis Control Program.
2. The company shall at the minimum refer employees and their family members with TB to private or public DOTS centers.

C. SOCIAL POLICY

1. Non-discriminatory Policy and Practices

- a. There shall be no discrimination of any form against employees from pre to post employment, including hiring, promotion, or assignment, on account of their TB status. (ILO C111)
- b. Workplace management of sick employees shall not differ from that of any other illness. Persons with TB related illnesses should be able to work for as long as medically fit.

2. Work-Accommodation and Arrangement

- a. Agreements made between the company and employee's representatives shall reflect measures that will support workers with TB through flexible leave arrangements, rescheduling of working time and arrangement for return to work.
- b. The employee may be allowed to return to work with reasonable working arrangements as determined by the Company Health Care provider and/or the DOTS provider.

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Telephone No.: (632) 845-3223 (4 Trunk Lines) * Fax No. (632) 888-2309
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D. COMPENSATION

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee who acquired TB infection in the performance of his/her duty.

V. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES

A. Employer's Responsibilities

1. The Employer, together with workers/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on TB.
2. Provide information, education and training on TB prevention for its workforce.
3. Ensure non-discriminatory practices in the workplace.
4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
5. The Employer, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.
6. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting TB prevention.

B. Employees' Responsibilities

1. The employee's organization is required to undertake an active role in educating and training their members on TB prevention and control.
2. Employees shall practice non-discriminatory acts against co-workers
3. Employees and their organization shall not have access to personnel data relating to a worker's TB status.
4. Employees shall comply with universal precaution and the preventive measures.

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V. IMPLEMENTATION AND MONITORING

The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.

VI. EFFECTIVITY

This Policy shall take place effective immediately and shall be made known to every employee.


RODELIA P. ALFONSO
Vice President & CFO


JOSETTE N. CANLAS
Employees' Representative

DATE : February 13, 2015

ASIA INSURANCE (PHILIPPINES) CORPORATION

A Member of Asian Insurance International Group

Manila Office: 15/Floor, Tytana Plaza Building, Plaza Lorenzo Ruiz, Binondo, Manila, Philippines 1006
Telephone No.: (632) 241-5201 (10 Trunk Lines) * Fax No. (632) 241-6257 / 243-3216
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E-mail: asiamkti@asiains.com.ph



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Philippines

SMOKE-FREE WORKPLACE POLICY AND PROGRAM

Pursuant to Section 6 of Republic Act No. 9211 which specifically prohibits indoor smoking and protects people against second hand smoke, this company policy is hereby issued to protect its employees and clients against the hazard brought about by smoking.

Smoke-free workplaces protect non-smokers from the dangers of secondhand smoke and also encourage staff to either quit smoking or reduce their cigarette consumption. Successful implementation of this policy will depend on both the management and employees support.

I. PREVENTIVE STRATEGIES

Asia Insurance (Philippines) Corporation shall notify all employees of this policy and shall establish a smoke-free workplace policy awareness program. This will also be a part of orientation for newly-hired employees. A **“NO SMOKING SIGN”** shall be conspicuously displayed at floor areas which were designated as a NO SMOKING AREA. The roof top and the parking area are the only areas in the office in which employees will be allowed to smoke.

Capacity building for speakers' bureau, counsellors and the general workers population will be part of staff development program of the company.

The ill-effects of smoking will be discussed during the training/orientation of employees which will be spearheaded by the Health and Safety Committee.

II. IMPLEMENTATION

Worksite smoking policies aim mainly to protect non-smokers from Environmental Tobacco Smoke, (ETS), while the objective of worksite cessation program is to help employees who do smoke to give up the habit. The use of support groups of former smokers, HRDS staff, and medical staff that may act as educators/counsellors and support for workers to enable them in their wish of quitting the habit. Programs should be coordinated with managed-care providers' offerings of tobacco assessment and counselling. Internally, physical activity, nutrition, and stress management will assist smokers to quit and to stay abstinent.

Networking with health professionals, experts and organizations with the same advocacy is also being encouraged to create a partnership of sort. This may lead to better program implementation as their best practices may be replicated.

Strengthening workers participation may encourage ownership of the program. Team Leaders per Department maybe assigned, he/she may assign secret marshals who would monitor the no smoking policy in their workplaces.

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Manila Office: 15/Floor, Tytana Plaza Building, Plaza Lorenzo Ruiz, Biondo, Manila, Philippines 1006
Telephone No.: (632) 241-5201 (10 Trunk Lines) * Fax No. (632) 241-6257 / 243-3216
E-mail: aipc@asiains.com.ph

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Team leaders would also monitor the smoker's diary (mandatory to smokers enrolled in the program) and the progress of the implementation of the smoking program in their office.

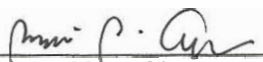
Employees who wish to quit smoking shall be referred by the committee to DOH accredited smoking cessation clinics.

III. MONITORING AND EVALUATION

The implementation of the smoke-free workplace policies and programs shall be monitored and evaluated periodically by the employer to ensure that the goal of an alcohol-free workplace is met. The Health and Safety Committee or other similar Committee shall be tasked for this purpose.

IV. EFFECTIVITY

All concerned shall comply with all the provisions of this company policy effective immediately.


RODELIA P. ALFONSO
Vice President & CFO


JOSETTE N. CANLAS
Employees' Representative

DATE : February 13, 2015

ASIA INSURANCE (PHILIPPINES) CORPORATION

A Member of Asian Insurance International Group

Manila Office: 15/Floor, Tytana Plaza Building, Plaza Lorenzo Ruiz, Binondo, Manila, Philippines 1006
Telephone No.: (632) 241-5201 (10 Trunk Lines) * Fax No. (632) 241-6257 / 243-3216
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E-mail: asiamkti@asiains.com.ph



WORKPLACE POLICY AND PROGRAM ON HEPATITIS B

Asia Insurance (Philippines) Corporation is committed to conform to the established standards assurance of customer satisfaction, protection of our environment and health and safety in the workplaces.

The company promotes and ensures a healthy environment through its various health programs to safeguard its employees. And as part of the company's compliance to DOLE Department Advisory No. 05, Series of 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B), this Program has been developed. This program is aimed to address the stigma attached to hepatitis B and to ensure that the employees' right against discrimination and confidentiality is maintained.

This guideline is formulated for everybody's information and reference for the diagnosis, treatment, and prevention of Hepatitis B. This will inform the employees of their role as well as the company in dealing with Hepatitis B. A healthy environment encompasses a good working relationship and great output for continuous business growth.

I. Implementing Structure

Asia Insurance (Philippines) Corporation's Hepatitis B workplace policy and program shall be managed by its health and safety committee. Each division or department of the Company shall be duly represented.

II. Guidelines

A. Education

1. Coverage. All employees regardless of employment status may avail of Hepatitis B education services for free;
2. Hepatitis B shall be conducted through distribution and posting of IEC materials and counselling and/ or lectures; and
3. Hepatitis B education shall be spearheaded by the **Asia Insurance (Philippines) Corporation** Medical Clinic in close coordination with the health and safety committee.

B. Preventive Strategies

1. All employees are encouraged to be immunized against Hepatitis B after securing clearance from their physician.
2. Workplace sanitation and proper waste management and disposal shall be monitored by the health and safety committee on a regular basis.

ASIA INSURANCE (PHILIPPINES) CORPORATION

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Manila Office: 15/Floor, Tytana Plaza Building, Plaza Lorenzo Ruiz, Binondo, Manila, Philippines 1006
Telephone No.: (632) 241-5201 (10 Trunk Lines) * Fax No. (632) 241-6257 / 243-3216
E-mail: aipc@asiains.com.ph

Makati Office: 29/Floor Chatham House, 116 Valero cor. V.A. Rufino Sts., Salcedo Village Makati City, Phils.
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3. Personal protective equipment shall be made available at all times for all employees; and
4. Employees will be given training and information on adherence to standards or universal precautions in the workplace.

III. Social Policy

A. Non discriminatory Policy and Practices

1. There shall be no discrimination of any form against employees on the basis of their Hepatitis B status consistent with the international agreements on non discrimination ratified by the Philippines (ILO C111). Employees shall not be discriminated against, from pre to post employment, including hiring, promotion, or assignment because of their hepatitis B status.
2. Workplace management of sick employees shall not differ from that of any other illness. Persons with Hepatitis B related illnesses may work for as long as they are medically fit to work.

B. Confidentiality

Job applicants and employees shall not be compelled to disclose their Hepatitis B status and other related medical information. Co-employees shall not be obliged to reveal any personal information about their fellow employees. Access to personal data relating to employee's Hepatitis B status shall be bound by the rules on confidentiality and shall be strictly limited to medical personnel or if legally required.

C. Work-Accommodation and Arrangement

1. The company shall take measures to reasonably accommodate employees who are Hepatitis B positive or with Hepatitis B - related illnesses.
2. Through agreements made between management and employees' representative, measures to support employees with Hepatitis B are encouraged to work through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

D. Screening, Diagnosis, Treatment and Referral to Health Care Services

1. The company shall establish a referral system and provide access to diagnostic and treatment services for its employees for appropriate medical evaluation/ monitoring and management.
2. Adherence to the guidelines for healthcare providers on the evaluation of Hepatitis B positive employees is highly encouraged.
3. Screening for Hepatitis B as a prerequisite to employment shall not be mandatory.



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E. Compensation

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee contracted with Hepatitis B infection in the performance of his duty.

IV. Roles and Responsibilities of Employers and Employees

A. Employer's Responsibilities

1. Management, together with employees' organizations, company focal personnel for human resources, and safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on Hepatitis B.

2. The Health and Safety Committee shall ensure that their company policy and program is adequately funded and made known to all employees.

3. The Human Resources Department shall ensure that their policy and program adheres to existing legislations and guidelines, including provisions on leaves, benefits and insurance.

4. Management shall provide information, education and training on Hepatitis B for its workforce consistent with the standardized basic information package developed by the Hepatitis B TWG; if not available within the establishment, then provide access to information.

5. The company shall ensure non-discriminatory practices in the workplace.

6. The management together with the company focal personnel for human resources and safety and health shall provide appropriate personal protective equipment to prevent Hepatitis B exposure, especially for employees exposed to potentially contaminated blood or body fluid.

7. The Health and Safety Committee, together with the employees' organizations shall jointly review the policy and program for effectiveness and continue to improve these by networking with government and organizations promoting Hepatitis B prevention.

8. The company shall ensure confidentiality of the health status of its employees, including those with Hepatitis B.

9. The human resources shall ensure that access to medical records is limited to authorized personnel.

ASIA INSURANCE (PHILIPPINES) CORPORATION

A Member of Asian Insurance International Group

Manila Office: 15/Floor, Tytana Plaza Building, Plaza Lorenzo Ruiz, Binondo, Manila, Philippines 1006
Telephone No.: (632) 241-5201 (10 Trunk Lines) * Fax No. (632) 241-6257 / 243-3216
E-mail: aipc@asiains.com.ph

Makati Office: 29/Floor Chatham House, 116 Valero cor. V.A. Rufino Sts., Salcedo Village Makati City, Phils.
Telephone No.: (632) 845-3223 (4 Trunk Lines) * Fax No. (632) 888-2309
E-mail: asiamkti@asiains.com.ph



B. Employees Responsibilities

1. The employees' organization is required to undertake an active role in educating and training their members on Hepatitis B prevention and control. The IEC program must also aim at promoting and practicing a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose employees to increased risk of Hepatitis B infection, consistent with the standardized basic information package developed by the Hepatitis B TWG.
2. Employees shall practice non-discriminatory acts against co-employees on the ground of Hepatitis B status.
3. Employees and their organizations shall not have access to personnel data relating to an employee's Hepatitis B status. The rules of confidentiality shall apply in carrying out union and organization functions.
4. Employees shall comply with the universal precaution and the preventive measures.
5. Employees with Hepatitis B may inform the health care provider or the company physician on their Hepatitis B status, that is, if their work activities may increase the risk of Hepatitis B infection and transmission or put the Hepatitis B positive at risk for aggravation.

V. IMPLEMENTATION AND MONITORING

Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. The safety and health committee or its counterpart shall be tasked for this purpose.

VI. EFFECTIVITY

This Policy shall take effect immediately and shall be made known to all employees.


RODELIA P. ALFONSO
Vice President & CFO


JOSETTE N. CANLAS
Employees' Representative

DATE : February 13, 2015

ASIA INSURANCE (PHILIPPINES) CORPORATION

A Member of Asian Insurance International Group

Manila Office: 15/Floor, Tytana Plaza Building, Plaza Lorenzo Ruiz, Binondo, Manila, Philippines 1006
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Telephone No.: (632) 845-3223 (4 Trunk Lines) * Fax No. (632) 888-2309
E-mail: asiamkti@asiains.com.ph



ALCOHOL-FREE WORKPLACE POLICY AND PROGRAM

Asia Insurance (Philippines) Corporation adopts this alcohol-free workplace policy and program to ensure a safe and healthful workplace. In this regard, all employees shall abide by the terms and conditions of this policy.

I. ALCOHOL PROHIBITED

The company explicitly prohibits the following:

1. Use, possession, solicitation or sale of alcohol in the workplace; or
2. Impairment or under the influence of alcohol which may cause/causing adverse effect on employee's work performance, safety of co-employees or Company's reputation.

II. DEFINITION OF TERMS

1. **Assessment Team-** A group of persons composed of occupational safety and health personnel, human resource manager, employer's representative and employees' representative who are trained to address all aspects of prevention.
2. **Cause Testing-** A form of alcohol-test assessment conducted by the Company when an employee is suspected to be under the influence of alcohol. The Company request its suspected employee to submit himself to alcohol test.
3. **"Involved in an on-the-job accident or injury"-** An accident of any person within the work place immediately or proximately caused by the employee under the influence of alcohol.
4. **Near Miss-** An incident which could have led to any injury or fatality of employees and/or considerable damage to the employer had it not been curtailed.
5. **Post-Accident Testing-** A form of alcohol-test assessment conducted by the Company to those employees involved in an on the job accident or injury.
6. **Random Testing-** A form of alcohol test assessment conducted by the Company Employees may be selected at random for alcohol testing at any interval determined by the company.
7. **Workplace –** Any office or property owned, leased or operated by the Company or at any other place where an employee performs work for the Company.

III. PREVENTIVE MEASURES

Asia Insurance (Philippines) Corporation shall post in conspicuous place and notify in writing all its employees of this policy and shall establish an alcohol-free workplace policy awareness program. The contents of such awareness program are as follows:

ASIA INSURANCE (PHILIPPINES) CORPORATION

A Member of Asian Insurance International Group

Manila Office: 15/Floor, **Tytana Plaza Building**, Plaza Lorenzo Ruiz, Binondo, Manila, Philippines 1000
Telephone No.: (632) 241-5201 (10 Trunk Lines) * Fax No. (632) 241-6257 / 243-3216
E-mail: aipc@asiains.com.ph

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E-mail: asiamkti@asiains.com.ph



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1. Dangers involved in the use, possession, solicitation or sale of alcohol in the workplace;
2. Policy of maintaining an alcohol-free workplace;
3. Available employee assistance program; and
4. Imposable penalties for employees found guilty for violation of alcohol-free workplace policy.

IV. TESTING PROCEDURE

A. Cause-Test

1. If an employee's demeanour caused the Company to suspect that he is using, possessing, soliciting or selling alcohol in the workplace, the latter will request the former to submit himself to a cause-test. If the employee objects to subject himself to cause-test, he must state his objection and the reason thereof in writing. The Company shall immediately decide whether the ground for objection is valid or not. Should the Company found that the objection is not valid and the employee still refused to submit himself to the cause-test, the refusal will be considered as a ground for disciplinary action; and
2. If the cause-test showed a positive result, the employee will be referred to the assessment team for further examination. However, if the employee still disagrees with the result of the assessment team, he will be subjected to another alcohol testing at the nearest medical facility.

B. Post Accident-Test

1. If an accident or a near miss has been immediately or proximately caused by employees engaged in using possessing, soliciting or selling alcohol in the workplace, all employees involved in the on the job accident shall be subjected to a post accident-test. If the employee objects to subject himself to cause-test, he must state his objection and the reason thereof in writing. The Company shall immediately decide whether the ground for objection is valid or not. Should the Company found that the objection is not valid and the employee still refused to submit himself to the cause-test, the refusal will be considered as a ground for disciplinary action; and
2. If the cause-test showed a positive result, the employee will be referred to the assessment team for further examination. The findings of the assessment team shall be considered final.

C. Random Test

1. At any time during the working hours, the Company may conduct a random alcohol test with its employees. If the employee objects to subject himself to cause-test, he must state his objection and the reason thereof in writing. The Company shall immediately decide whether the ground for objection is valid or not. Should the Company found that the objection is not valid and the employee still refused to submit himself to the cause-test, the refusal will be considered as a ground for disciplinary action; and

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A Member of Asian Insurance International Group

Manila Office: 15/Floor, **Tytana Plaza Building**, Plaza Lorenzo Ruiz, Binondo, Manila, Philippines 1006
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E-mail: asiamkti@asiains.com.ph



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2. If the cause-test showed a positive result, the employee will be referred to the assessment team for further examination. However, if the employee still disagrees with the result of the assessment team, he will be subjected to another alcohol testing at the nearest medical facility.

V. CONFIDENTIALITY

Asia Insurance (Philippines) Corporation shall observe at all times confidentiality of the results relative to alcohol tests done to employees.

VI. TREATMENT, REHABILITATION AND REFERREAL

The Assessment Team shall determine whether or not an employee found addicted to alcohol would need referral for treatment and/or rehabilitation in a Department of Health-Accredited Center. This benefit is only given to employees who seek help from the assessment team.

VII. MONITORING AND EVALUATION

The implementation of the alcohol-free workplace policy and program shall be monitored and evaluated periodically by the Assessment Team to ensure that the goal of an alcohol-free workplace is met.

VIII. DISCIPLINARY ACTION

1. Failure to submit to cause-test, post accident-test, random-test, or alcohol test by a nearest medical facility shall be a ground for a disciplinary action with a penalty of one (1) month suspension without pay;
2. If an employee found guilty for violation of any of the acts prohibited under paragraph I of this policy shall be subjected to a disciplinary action with a penalty of one (1) month suspension without pay; or
3. If an employee found to have been guilty for violation of this policy, repeatedly violated the provisions thereof shall be subjected to a disciplinary action with a penalty of three (3) months suspension or dismissal from service.

IX. EFFECTIVITY

This company policy is effective immediately to all employees.


RODELIA P. ALFONSO
Vice President & CFO


JOSETTE N. CANLAS
Employees' Representative

DATE : February 13, 2015

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