



2022 PHILIPPINES BENEFITS SUMMARY

Employees are eligible for most benefits program on the first day of employment.

Holidays:

Twelve (12) paid national regular holidays and Six (6) national special holidays per year as provided under Proclamation No. 1236 (2022 Declared Holidays).

Vacation: Thirteen (13) vacation leaves on the 1st anniversary of regularization. An additional 1 day VL on the 2nd anniversary of regularization. Any unused VLs in excess of twelve (12) days are convertible to cash every 15th of May of each year. Maximum vacation leave is 18 days.

Retirement: The plan is 100% funded by the company calculated at 22.5 days base salary per year of service based on the employee's latest basic rate upon normal retirement at age 60, death, or total and permanent disability. Early retirement eligibility is age 50 and 10 years of service. Retirement benefit notice is three (3) months.

Healthcare: The plan provides a comprehensive health care coverage for employees. The annual premium for Principal/Employees is 100% shouldered by the company that can be availed at any Medicaid-accredited network. For direct dependents, OSCPI covers 100% of the annual premium and availment is thru Etiqa's accredited network. The company also maintains an onsite medical clinic manned by a company nurse per shift and a retainer doctors who report to the clinic on specified time schedules providing free medical consultations, emergency medicines, minor and first-aid treatments and health counseling. All employees are required to undergo an annual medical, dental and eye check-up conducted onsite.

- **Dental:** Free dental benefits are likewise provided with visiting dentist in the factory rendering unlimited dental consultations, unlimited simple tooth extractions and permanent/temporary fillings, annual oral prophylaxis, re-cementation of jacket crown inlays and onlays, simple adjustment of dentures and emergency treatments. For dependents, availment is thru an Etiqa-accredited dental networks.

- **Outpatient Medicine Reimbursement:** The Company reimburses expenses for outpatient medicines for employees and dependents following the local guidelines. Approval of reimbursement requires submission of prescription and official receipts.

OTHER LEAVES:

- **Sick Leave:** Twelve (12) days for the first anniversary of regularization and additional 1 day on the 2nd anniversary. Maximum total sick leave is fifteen (15) days. All unused sick leaves are convertible to cash every December of each year.

- **Expanded Maternity Leave:** One Hundred Five (105) days of paid maternity leave

- **Paternity Leave:** All married male employees are eligible for 7 working days up to four (4) child birth including miscarriage of legitimate spouse to be availed within sixty (60) days from delivery/miscarriage.

- **Bereavement:** Three (3) days applicable to immediate family member which includes the employee's children, parents, grandparents, brother, sister, spouse, and parents-in-law.

- **Solo Parent Leave:** Seven (7) working days
- **Calamity Leave:** Two (2) days leave for employees who were affected by fortuitous events (must be supported by a Government proclamation or may be declared by the Company)
- **Magna Carta for Women (Special Leave):** Sixty (60) calendar days leave. This is given to all female employees who underwent surgery caused by gynecological disorders and who have rendered at least six (6) months continuous aggregate employment service for the last twelve (12) months prior to surgery.
- **Leave for Victims of Violence against Women and Their Children:** Ten (10) days leave benefit shall cover the days that the woman employee has to attend to medical and legal concerns. The usage of the ten-day leave shall be at the option of the woman employee. In the event that the leave benefit is not availed of, it shall not be convertible into cash and shall not be cumulative.

DISABILITY/LIFE INSURANCE: Employee life insurance is 100% funded by the Company, provides insurance benefits to the employee's designated beneficiaries in the event of disability, terminal/critical illness, and death due to illness or accident. The amount of benefits is specified below:

Life Insurance Benefit Limit - 26 x monthly base salary based on the employee's latest basic rate.

Accident, Death and Disability Benefit Limit - 26 x monthly base salary based on the employee's latest basic rate.

Total Permanent Disability Benefit Limit - 26 x monthly base salary based on the employee's latest basic rate (rider only).

Terminal Illness Benefit Limit – 50% of Life, maximum of Php 3.5M (rider only).

Critical Illness Benefit – 60% of Life, maximum of Php 1M (rider only).

Burial Benefit - 10% of Life, max of 100k (rider only).

OTHER BENEFITS:

- **13th month:** The Company grants a 13th month pay equivalent to one (1) month's pay to all eligible employees provided that they worked for at least one (1) month during a calendar year.
- **Mid-year Bonus:** The company grants bonus equivalent to a maximum of half month base pay to all probationary and regular employees.
- **Rice Allowance:** The Company provides rice subsidy to all regular and probationary employees and credited to their payroll account every 30th of the month
- **Meal Subsidy:** The Company provides its employees with a meal allowance to partially cover daily meals expenses. An employee must have rendered the minimum number of hours per shift to get a full meal credit.
- **Tuition Fee Subsidy:** Given to regular and probationary employees every April.
- **Global Educational Opportunities Program:** Provides reimbursement of duly approved educational expenses upon satisfactory completion of the course provided that the degree or course taken is relevant to the employee's present or prospective job assignment. Maximum reimbursement per term is P 10,000. All regular employees are eligible to this benefit.

- **Prolong Sickness (PSL) Benefits:** Benefit afforded to employees who are suffering from certain medical or surgical conditions warranting a recuperation period of additional 60 days maximum after the 120 SSS Sickness Benefit. The condition may include but not limited to;
 - Chronic ailments requiring at least one month of treatment whether through hospitalization or outpatient basis.
 - Major Operative procedures such as, but not limited to, general and specialized surgeries, and major gynecological operation. Obstetrical surgical procedures such as caesarian section are not included under this benefit.
 - Post-injury conditions which warrant long recuperation period.
- **Loyalty Token** – Employees are recognized for their loyal and dedicated service to the company for every five years of continuous service by the way of gift check or token, plus plaque of appreciation during the service award ceremony.