

**SOLID GROUP INC.**  
**POLICY AND DATA RELATING TO HEALTH, SAFETY AND WELFARE OF**  
**EMPLOYEES, INCLUDING COMPANY SPONSORED TRAININGS**

**SECTION 1. PURPOSE**

It is the policy of Solid Group Inc. to develop a positive health, safety and welfare culture through its organization including its subsidiaries, and as such, believes that health and safety standards are a pre-requisite in the pursuit of company efficiency and competitiveness. Therefore, Solid Group Inc. acknowledges its legal and moral responsibilities to protect, enhance, and nurture employees' health, safety and general welfare, and the giving of awards/recognitions.

**SECTION 2. POLICY STATEMENT**

- 2.1 A written incentive plan is encouraged to motivate and reward employees who contribute towards and exceeding business objectives.
- 2.2 Learning and development activities must be conducted for employees, taking into account their learning/training needs to ensure employees are competent, adequately trained and have suitable supervision for their tasks.
- 2.3 Adequate health insurance and wellness program must be provided to employees.
- 2.4 Programs must be in place to ensure the safety of employees, which include the elimination of occupational hazards in the work place, provision of protective wear and/or equipment, proper training in the handling and use of machinery and materials, safety reminders and other measures that may be necessary to maintain their safety.
- 2.5 The Company must promote a work place that is free from drug or alcoholic abuse as it is detrimental to the health, safety and work performance of employees and poses risks to operation.
- 2.6 The Company must strive to protect its employees from harassment of any form.

**SECTION 3. PROGRAMS**

**3.1 Wellness / Insurance**

- Coverage under a health care maintenance program upon regularization of employees (with dependent option).
- Conduct of annual physical exam; grant of discounted rates for immunization/vaccination and other health/wellness products; conduct of lectures on

first aid, fitness/nutrition/diet, stress management and the like; conduct of annual sport tournaments.

- Free medicines at the Offices

### **3.2 General Welfare**

- Annual Team Building activity for each company or group of companies, and socialization events that promote camaraderie among employees such as Christmas Party, Company Outings, etc.
- Financial assistance and special moratorium on payment of employee loans for employees needed special assistance such death in the family, disability etc.
- Employee Communication Program which includes: provision of bulletin boards

### **3.3 Safety/Security**

- Regular fire and earthquake drill exercises
- 24/7 or round-the-clock security
- Centralized alarm system and CCTV coverage system
- Fumigation of building; regular maintenance of air-conditioning, lighting/electrical, alarm and elevator systems; cleaning of building premises; provision of walkways intended for Persons With Disability (PWD); provision of fire extinguishers and regular maintenance of building water-sprinkles; regular inspection of fire exits.
- Workplace free of harassment, discrimination, harsh and inhumane treatment

### **3.4 Awards/Recognition**

- Productivity incentive to motivate and reward employees when applicable
- Service Award to those who have been servicing the Company for a number of years
- Annual performance/productivity review to promote and recognize employees' contribution to the Company's annual business objectives.


### **3.5 Learning and Development**

- Student Trainee Program (in compliance with TESDA)
- Learning within the Company (i.e., free financial, tax, operation, technical, product, service seminars)
- Learning outside the Company (i.e., third party trainings, conventions, forums and seminars)
- Orientation and Job Induction of new hires

## **SECTION 4. EFFECTIVITY**

This Policy shall take effect immediately.

Approved by:

  
**SUSAN L. TAN**  
Chairman of the Board  
**JOSEPH LIM**  
Director  
**ELENA S. LIM**  
Director  
**DAVID S. LIM**  
Director**JASON S. LIM**  
Director  
**VINCENT S. LIM**  
Director  
**BEDA T. MANALAC**  
Director  
**QUINTIN CHUA**  
Independent Director**LUIS MARIA ZABALJAUREGUI**  
Independent Director