

NATCCO MUTUAL BENEFITS ASSOCIATION, INC.
(NATCCO MBAI)

HUMAN RESOURCE
MANUAL

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NATCCO MBAI HUMAN RESOURCE MANUAL

 NATCCO Mutual Benefit Association Inc.	
SUBJECT: RECRUITMENT POLICY	EFFECTIVITY DATE:

PURPOSE:

The National Confederation of Cooperatives Mutual Benefit Association, Inc. (NATCCO MBAI) ensures that recruitment and selection decisions are made consistently, fairly, and equitably across NATCCO MBAI and compliant to applicable labor rules and regulations.

It is the responsibility of the Human Resources Unit or its equivalent functional unit to provide various sources of candidates to address the manpower requirements of NATCCO MBAI.

OBJECTIVES:

1. To establish a policy on recruitment of applicants and future manpower needs in NATCCO MBAI.
2. To source the right person for the right job at the right time to avoid interruption of work activities.

SCOPE:

This policy applies to permanent, contractual, or casual job vacancies at NATCCO MBAI.

DEFINITION OF TERM/S:

1. **Recruitment** is the sourcing of qualified job applicants for present and future manpower needs of NATCCO MBAI.
2. **Manpower Request Form (MRF)** refers to an official recruitment form used by the requester.
3. **Requester** is a person of higher rank or position authorized to recommend a vacant position.
4. **Approver** is a person of the highest authority in NATCCO MBAI management, normally the President.

GENERAL GUIDELINES:

Recruitment and selection shall be in accordance to the approved organizational structure and manpower plantilla; approved personnel budget in consideration to the acceptable wage rate at the time of hiring; and equal opportunity for both men and women.

1. MANPOWER REQUEST

- All request for personnel shall require the use of the Manpower Request Form (MRF – see annex A).
- All requests for personnel should be for positions that are in the approved Manpower Plantilla.

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- Should the request for additional personnel is not in the approved manpower plan, a justification should be attached to the Manpower Request Form.
- All Manpower Request Form should be signed by the Approver prior to sourcing and hiring.
- MRF shall contain position qualifications and job description of the vacant position.

2. SOURCING

The sourcing of applicants shall be initiated upon receipt of an approved MRF. Sourcing shall be in accordance with the following priority:

INTERNAL SOURCING

- Vacant positions shall be emailed to all employees of NATCCO MBAI.
- An employee who is interested to apply for the position must send a current Curriculum Vitae and a letter of application to Human Resources Unit stating reason for interest in the position noted by his or her Immediate Superior. HR Unit then forwards application paper to the requesting party.
- In considering an employee for a vacant position, the following should be reviewed:
 - i. Performance Evaluation records
 - ii. Skills required of the vacant position
 - iii. Knowledge or related work experience
 - iv. Work Attitude
 - v. Immediate Superior's recommendation
- The employee shall undergo the standard screening process which may consist of examinations, if applicable and interview.

EXTERNAL SOURCING

When no available and qualified candidate from within the organization responds within 10 working days upon posting of internal advertisement, external sourcing shall be done and the following sources of applicants shall be considered:

- Talent Bank or Active File of Qualified Applicants

HR Unit shall maintain job applicants for the various positions in the organization. This will include walk-in applicants, respondents from last vacancy, application papers sent by mail, and other sources.
- Referrals

These are applicants referred by present and past employees, their friends, relatives, networking with HR personnel of other establishments, etc. Thus, all papers of referrals should be forwarded to the HR Unit.
- Advertising

The HR Unit shall place an advertisement (online or print) when present pool of applicants is not enough or when no applicant from the pool is qualified.
- Recruitment Agencies

When all sources have been exhausted and no qualified applicant has been found, the organization may avail the services of a manpower agency.

3. SCREENING AND SELECTION

- The HR Unit shall conduct paper screening and preliminary interview that focuses on:
 - i. Resume data confirmation
 - ii. Attitude towards work
 - iii. Self-analysis
 - iv. Future plans/goals
 - v. Expectation in Job, Company, Co-Worker, Compensation
 - vi. Commitment to work
 - vii. Salary expectations
- The HR Unit shall conduct Psychometric test as necessary.
- Based on the result of the screening and testing, an applicant can be endorsed to the requesting party for final interview (Interview Evaluation Form - see Annex B).
- The Head of the requesting unit shall conduct the Final Interview that focuses on:
 - i. Skills and Competencies required for the job
 - ii. Willingness to learn new skills required of the job
 - iii. Availability to start at the date required of the job
- For sensitive positions, a reference check and background investigation shall be conducted (Reference Check Form – see Annex C)

4. HIRING AND PLACEMENT

- **Authority to Approve Hiring**
 - i. The President has the sole responsibility to approve hiring of personnel.
 - ii. For Rank and File, Officer, and Managerial positions, the head of the requesting department in coordination with the HR Unit shall recommend the hiring of the personnel for approval of the President.
 - iii. In case the vacancy of the President, the Board of Directors shall conduct the selection and screening process.
- **Job Offer**
 - i. HR Unit has the sole authority to conduct formal job offer (Sample Job Offer Letter – see Annex D) to the qualified applicant/s, in compliance to the approved Manpower Request Form.
 - ii. In case an initial job offer is unacceptable to the qualified applicant, a new job offer may be presented taking consideration the installed salary structure of the organization.
- **Pre-Employment Requirements**
 - i. Candidates shall be required to undergo pre-employment medical examination prior to hiring.
 - ii. Candidates shall be required to submit pre-employment requirements prior to the start of his or her employment. (Pre-Deployment Requirements Checklist - see Annex E).
- **Employment Contract**

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- i. Employment Contract should be presented and discuss thoroughly to the new hire. (Sample of Employment Contract – see Annex F)
- ii. Employment Contract should be signed on the first day of work of the new hire.

- **New Hire Orientation**

- i. A general orientation about NATCCO MBAI policies and work standards shall be conducted by the HR Unit to acquaint the new hire to the policies, rules, and regulations in the organization.
- ii. A job-specific orientation shall be conducted by the requesting party on the first day of employment to set job roles and expectations through the presentation of Job Description to the new hire.

5. EMPLOYMENT STATUS

All employees hired by NATCCO MBAI shall receive their respective Employment Contract duly signed by the President. The status of appointment can be as follows:

- **Temporary/Casual**

An employee hired only as temporary replacements for a regular employee and whose period of employment shall only be for the duration of the employee's leave of absence he or she is substituting.

- **Contractual**

An employee hired under the conditions of a contract to work for NATCCO MBAI only for a limited period of time or termed employment.

- **Probationary**

An employee hired to occupy a permanent or regular position in the organization for a specified training period to prove if he/she is acceptable for the job. The probationary employment shall not exceed six (6) months. Contract for probationary employment may be terminated though, at any given time during the six (6) month period for just cause or when employee fails to meet standards of performance. An employee who is allowed to work after six (6) months or expiration of probationary employment shall be automatically considered as a regular employee.

- **Regular/Permanent**

Appointment to regular employment status follows after successful completion of a probationary period not exceeding six (6) months. The employee's immediate superior is responsible for seeing to it that the employee is qualified for regular employment by formally submitting his or her recommendation on the employee's overall job performance. A notice of regularization will be issued to the employee indicating terms and conditions of employment on regular appointment.

- **Part-Time Employment**

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An employment may be deemed part-time if it requires less than eight (8) hours of work per day in a given period.

6. HIRING OF RELATIVES

To properly observe the system of internal control, NATCCO MBAI prohibits the hiring of relatives up to the fourth degree of consanguinity/affinity of any currently employed personnel, regardless of his or her status, and members of the Board of Trustees.

EFFECTIVITY:

Aforementioned policies are subject to change should NATCCO MBAI deem necessary.

ANNEX A



<p>NATCCO MUTUAL BENEFITS ASSOCIATION, INC.</p> <p>MANPOWER REQUISITION FORM</p>		
POSITION TO FILL-IN:	TARGET STARTING DATE:	SALARY RANGE: Min: _____ to Max: _____
REASON FOR VACANCY: <input type="radio"/> Replacement of _____ <input type="radio"/> New Position		EMPLOYMENT STATUS: <input type="radio"/> Contractual for ___ months <input type="radio"/> Project <input type="radio"/> Probationary
QUALIFICATIONS: 1. Educational Attainment: _____ 2. Years of Experience: _____ 3. Certification/s Required: _____ 4. Job Skills Required: _____ _____ _____		
Requested by: _____		Approved by: _____
Unit Head/Department Head		President

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NATCCO MUTUAL BENEFITS ASSOCIATION, INC. INTERVIEW EVALUATION FORM	
Applicant's Name: _____	Date of Interview: _____
Position Applying For: _____	Interviewer: _____
COMPETENCY CHECKLIST	COMMENTS
General Management (if applicable) <ul style="list-style-type: none"> • Leadership • Critical decision-making • Group, Teamwork management • Strategic thinking • Creative problem solving • Managing others • Managing a business unit • Managing major changes • Strategic management 	
Self-Management <ul style="list-style-type: none"> • Prioritizing tasks • Day to day missions management • Networking (co-workers and customers) • Coaching • Ability to take responsibilities • Self learner 	
Personal Traits <ul style="list-style-type: none"> • Self-confidence • Good self-expression • Assertiveness • Ability to inspire others • Tact • Social drive and sensitivity • Good judgment • Verbal communication skills • Interpersonal communication skills • Analytical thinking • Numerical abilities • Tough-Mindedness • Creativity • Patience • Ability to improvise • Sense of humor • Ability to plan and organize 	
Working Conditions <ul style="list-style-type: none"> • Travel • Long hours 	
Salary Questions <ul style="list-style-type: none"> • Basic Salary Expectations • Benefits expectations 	
General Questions <ul style="list-style-type: none"> • Career achievements • Career objectives • Motives 	

Recommendation: (check one)

For Further Interview

For Hiring

Decline

□

ANNEX C

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NATCCO MUTUAL BENEFITS ASSOCIATION, INC.

REFERENCE CHECK FORM

Applicant's Name:

Name of Responder:

Position Applying For:

Relationship to the Applicant:

1. What was the applicant's last position in your company/organization?
 2. How many years have you worked with the applicant?
 3. Why did the applicant leave?
 4. Please describe the applicants' job responsibilities.
 5. Overall, how would you rate the applicants' performance (average, below average, above average)?
-
6. Did the applicant have any attendance issues?
 7. What are the applicants' strengths?
 8. What are the applicants' weaknesses?
 9. How would you describe the applicants' relationship with coworkers, subordinates (if applicable), and with superiors?
 10. How would you describe the applicants' attitude towards his or her work?
 11. How would you describe the applicants' interpersonal skills?
 12. Did the applicant have any attendance issues?
 13. Is there anything else you would like to add regarding the applicants' work or performance?
 14. Would you rehire this person?

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ANNEX D

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SAMPLE JOB OFFER LETTER OF NATCCO

	JOB OFFER SHEET	Cooperatives (NATCCO) 227 J.P. Rizal St., Projects 4, 1109 Quezon City, Philippines 6321 9137011 to 16 ceo@natcco.coop www.natcco.coop
NAME OF CANDIDATE:		
POSITION:		
GROUP/UNIT:		
LOCATION:		

COMPENSATION PACKAGE

BASIC SALARY: PhpXX,XXX.XX PER MONTH

COMMUNICATION ALLOWANCE:

STARTING DATE:

EMPLOYMENT STATUS:

BENEFITS UPON REGULARIZATION:



- Allowance/s: PhpXX,XXX.XX per month
- Vacation Leave: Total of 15 vacation leave credits per year at 1.25 earning per month starting on the first month of employment; not convertible to cash
- Sick Leave: Total of 15 sick leave credits per year at 1.25 earning per month starting on the first month of employment; convertible to cash in excess of 30 days
- Emergency Leave: 5 days per year
- Bereavement Leave: 3 days per year
- Nuptial Leave: 7 calendar days per nuptial event
- Maternity Leave/
Paternity Leave: As provided by Law
- Annual Cash Gift: Not Guarantee; Depending on the Decision of the Board
- 13th month Pay: As provided by law



- Retirement Benefit 1 month pay for every year of service; minimum of 5 years tenure in NATCCO
- Health Care Out-patient and In-patient health care coverage up to PhpXXX,XXX.XX per illness per year
- Group Life Insurance Life insurance coverage of PhpXXX,XXX.XX per year plus Accidental Death and Dismemberment coverage of PhpXXX,XXX.XX per year
- Coop Employees Retirement Program A retirement savings program withdrawable upon separation
- Loyalty Award Cash award given to employees at 10, 15, 20, 25, and 30 years of service
- Funeral Benefit Php10,000.00 for death of immediate family member; Php25,000.00 given to dependents on death of employee

Presented by:

Ma. Corazon Soriano
Human Resources Officer

Accepted by:

Candidate

ANNEX E

NATCCO MUTUAL BENEFITS ASSOCIATION, INC.

**PRE-DEPLOYMENT
REQUIREMENTS**

1. Current Resume
2. Clearance from Previous Employment (if applicable)
3. Unexpired NBI Clearance or Police Clearance
4. Photocopy of SSS ID or E1 or E4
5. Photocopy of Income Tax Return (if applicable)
6. Photocopy of HDMF ID
7. PhilHealth Member Data Record (MDR)
8. Photocopy of Transcript of Records
9. Photocopy of Birth Certificate
10. Photocopy of Marriage Certificate (if applicable)
11. Photocopy of Birth Certificate of Child/Children, if applicable
12. Fit to Work Certificate from Accredited Clinic
13. 2 pcs. 1x1 and 1 pc 2x2 picture
14. Payroll Account Application Form

ANNEX F

NATCCO MBAI HUMAN RESOURCE MANUAL

SAMPLE EMPLOYMENT CONTRACT

(use NATCCO MBAI Letterhead)

(date)

(Name of Candidate)
(Address of Candidate)

Dear Mr./Ms. (Last Name of Candidate):

We are pleased to inform you that your application for the position of **(state position title)** for NATCCO Mutual Benefit Association, Inc. has been given due consideration and hereby offers you a **(state Employment Status)** for **(number of months)** months commencing on **(start date)** up to **(end date)**, under the following terms and conditions:

1. That, you are to perform work for the **(name of unit/department)** as **(position title)** effective **(starting date)**.
2. That, you shall diligently perform the duties pertaining to the job which you have been hired and such other duties as may be assigned to you from time to time.
3. That, you shall faithfully comply with all the existing company policies, written or unwritten as well as its rules and regulations and the standards of performance prescribed by NATCCO MBAI to qualify you for regular employment.
4. That, you understand that if you are found to be unqualified or unfit for the above employment after due process and careful evaluation of your work performance, vis-à-vis the standards of performance, the NATCCO MBAI may, in its exclusive discretion, terminate your employment. It is therefore understood that NATCCO MBAI shall have no obligation to convert your employment into permanent status prior to or coincident with the expiration of this contract.
5. That, your gross basic salary shall be **PhpXX,XXX,XX** per month payable in two releases based on the existing salary releasing schedule.
6. That, you understand that if you resign voluntarily before the expiration of this contract, you must secure conformity from your immediate superior. The notice of resignation shall be given at least 30 days in advance. Should you fail to do so, NATCCO MBAI reserves the right to file the appropriate legal action with damages for breach of contract.

Should the foregoing terms be acceptable to you, please sign the conforme below to bind yourself with the commitments required for your appointment. We welcome you to NATCCO MBAI and hope that you will find your work both pleasant and rewarding as we look forward to a mutually beneficial working relationship.

Truly yours,


(name of Authorized signatory)
(position)

|

CONFORME:

(Name and Signature of Candidate)
Date: _____

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 NATCCO Mutual Benefit Association Inc.	
SUBJECT: COMPENSATION POLICY	EFFECTIVITY DATE:

PURPOSE:

The National Confederation of Cooperatives Mutual Benefit Association, Inc. (NATCCO MBAI) shall adopt a compensation program that is competitive in relation to other industries in the country and the minimum wage level.

It is the responsibility of the Human Resources Unit or its equivalent functional unit to ensure that compensation policy is complied with.

OBJECTIVES:

1. To establish a policy on just compensation.
2. To install standard operating procedures on compensable time, releasing of salary, and proper and applicable deductions.

SCOPE:

This policy applies to permanent, contractual, or casual employees of NATCCO MBAI.

GENERAL GUIDELINES:

A. BASIC PAY SCALE

The salary rate, which is subject to pertinent income tax and other government-mandated deductions, is composed of basic pay, applicable allowance (if any), and other earnings. Salary rate is computed as follows:

$$\begin{array}{l} \text{Monthly} \\ \text{Basic Rate} \\ \text{(MBR)} \end{array} = \frac{\text{Daily Rate} \times 313}{\text{days}} \quad \begin{array}{l} \text{Where 313 days = 297 working days +} \\ \text{1 municipal holiday + 12 regular} \\ \text{holidays + 3 national holidays} \end{array}$$

B. COMPENSABLE TIME

- a. All work hours between the first eight hours rendered by the employee on regular work days including privileged day-off are considered compensable time except on the following scenarios:
 - 1 hour lunch break
 - Tardiness from 6th minute onwards after the start of shift schedule
 - Unofficial under time
 - Unauthorized overtime after the 8-hour shift
 - Unapproved leave / leave without pay

C. ATTENDANCE CUT-OFF AND PAY RELEASE

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- a. There are two payroll cut-off dates that should be observed:
 - First cut-off – 21st of the previous month up to 5th of the current month
 - Second cut-off – 6th up the 20th of the current month
- b. Pay releases are scheduled as follows:
 - 10th of the month – includes attendance on the first cut-off
 - 25th of the month – includes attendance on the second cut-off
- c. Salary is credited and released through the employees payroll account in a bank designated by NATCCO MBAI.

D. APPLICABLE ATTENDANCE-BASED DEDUCTIONS

- a. Employees who report for work beyond the agreed schedule and after the grace period shall be deducted in each minute of tardiness, except on cases where there is a declaration of tardiness amnesty from HR.
- b. Employees who leave the work area or work assignment before the official work day/hour with or without justifiable reason or permission from the Immediate Superior or Department Head shall be deducted of applicable under time, except on cases where there is a declaration of Official Early Off from HR.
- c. Unapproved Vacation Leaves applications by the employee, regardless of available leave credits.
- d. Unapproved official business incurred by the employee.

E. HOLIDAY PAY

Generally, all employees are discouraged to work on a holiday, however if work exigencies required that staff should be at the office, on instruction from the Department Head or Immediate Superior, such staff shall be entitled to the following:

- a. Work on **SPECIAL HOLIDAY** – additional 30% of hourly basic salary per hour rendered
Example: Staff A with daily rate of P1,000 works on Dec. 31 for 4 hours
Computation: P37.50 (30% of P125.00 hourly rate) X 4 hours
= additional P150.00 as special holiday pay
- b. Work on **REGULAR HOLIDAY** – additional 100% of hourly basic salary per hour rendered
Example: Staff B with daily rate of P1,000 works on January 1 for 4 hours
Computation: P125.00 (100% of P125.00 hourly rate) X 4 hours
= additional P500.00 as regular holiday pay
- c. List of Official Philippine Holidays shall be obtained by the HR Unit every year from the official website of Malacañang.

F. OVERTIME

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- a. Work performed beyond the eight (8) hour daily work requirement is considered overtime work. However law dictates that a minimum of one (1) hour rendered after the end of shift shall be considered compensable overtime provided it is approved by the Immediate Superior or Department Head.
- b. Overtime pay guide to follow:

Work Performed During:	Premium Pay	Overtime Factor
Regular Work Day	100%	25%
Employee's Day Off	130%	30%
Special Holiday	130%	30%
Legal Holiday	200%	30%
Day Off & Special Holiday	150%	30%
Day Off & Legal Holiday	260%	25%

G. NIGHT DIFFERENTIAL

- a. Night Differential pay is given to employees whose work goes beyond 10:00PM and not to exceed 6:00AM the following day.
- b. Night Differential entitles the employee an additional 10% of his or her hourly rate.


H. SALARY ADJUSTMENT

Salary adjustments shall be defined here as any employee salary increases. There shall be three types of increases:

- a) *Merit increase* – annual merit increase subject to the Board approval.
- b) *Mandatory increase* – increase of employee's basic salary as mandated by labor law.
- c) *Inflationary increase* due to economic inflation subject to the Board Approval.

Aforementioned policies are subject to change should NATCCO MBAI deem necessary.

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 NATCCO Mutual Benefit Association Inc.	
SUBJECT: BENEFITS POLICY	EFFECTIVITY DATE:

PURPOSE:

The National Confederation of Cooperatives Mutual Benefit Association, Inc. (NATCCO MBAI) shall adopt a benefits program that is cost-effective and compliant to the statutory requirements of the law.

It is the responsibility of the Human Resources Unit or its equivalent functional unit to ensure that benefits policy is complied with.

OBJECTIVES:

1. To establish a policy on benefit management.
2. To install standard operating procedures on availing of institutional benefits and statutory benefits.

SCOPE:

This policy applies to regular employees of NATCCO MBAI with the exemption of statutory benefits which regulates coverage and entitlement of its members without prejudice to his or her employment with NATCCO MBAI.

GENERAL GUIDELINES:

STATUTORY BENEFITS

Statutory benefits are provided by law to ensure that employees are well protected and properly assisted in times of sickness, disability, retirement, and even death. NATCCO MBAI gives all of the statutory and government-mandated benefits as the minimum benefit package to its employees.

1. SOCIAL SECURITY SYSTEM

All employees are automatically enrolled with the Social Security System (SSS). They shall secure an SSS number and shall submit a copy of his or her SSS E1 Form or SSS E4 Form as proof of membership. SSS provides employees with the following benefits:

1. ***Sickness Benefit***: daily cash allowance paid to an employee for the number of days he is unable to work due to sickness or injury and is confined at home or in the hospital for at least four (4) days. To be entitled, an employee must have paid at least 3 monthly contributions within the 12 month period immediately before sickness and have exhausted all sick leave credits given by NATCCO MBAI or on “without pay” status. Maximum period of the entitlement is 120 days in one year and another 120 days of the succeeding year on account of the same confinement.

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2. **Disability Benefit**: cash benefits paid to an employee who becomes partially or totally permanently disabled either through pension or lumpsum amount.
3. **Maternity Benefit**: paid leave credits granted to a female employee for a period of 60 calendar days due to childbirth via normal delivery, miscarriage, or abortion. For caesarian delivery, 78 days is granted.
4. **Retirement Benefit**: cash benefit paid to an employee who has reached 60 to 65 years old, separated from employment and have paid at least 120 monthly contributions before the semester of retirement which can be availed either through pension or lumpsum amount.
5. **Death Benefit**: cash benefits paid to the beneficiaries, legitimate and dependent spouse and minor children, of the deceased employee who has paid 36 monthly contributions prior to the semester of death.
6. **Salary Loans**: are offered to members who have paid at least 36 monthly contributions, without remaining balance from previously granted loan.

2. PHILHEALTH

All employees should be automatically enrolled in PhilHealth which provides hospitalization, surgical, and medical expense benefits for the employees and their declared dependents.

3. EMPLOYEES COMPENSATION (EC)

For employees who suffer work-connected sickness or injury resulting in disability or death, they shall be entitled to benefits under EC which is being administered by SSS.

4. HOME DEVELOPMENT MUTUAL FUND (PAG-BIG)

HDMF is a nationwide savings program for employees. HDMF provide the following benefits to its members:

1. **Provident Fund** – which an employee can receive upon maturity of membership, retirement, total disability, insanity, and permanent departure from the country consisting of employee's contributions and employer's counterpart contributions to the Fund plus dividends.
2. **Multi-Purpose Loan/Calamity Loan** – which can be availed when an employee has paid 24 monthly contributions with no outstanding balance from previous loan.
3. **Housing Loan** – can be availed for purchase of an existing residential unit not previously mortgaged by the present borrower; lot purchase and/or construction of a new residential unit provided that the applicant has no outstanding balance of multi-purpose loan.

5. MATERNITY LEAVE

As mandated by Republic Act on Maternity Benefits

6. PATERNITY LEAVE

As mandated by Republic Act on Paternity Benefits

7. SOLO PARENTS' WELFARE BENEFIT

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1. An employee who wishes to qualify for the benefits provided by this act will be subjected to assessment by a social worker at the City or Municipal Social Welfare and Development Office.
2. Upon proper evaluation and approval of the Social Worker, the Solo Parent Identification card will be issued to the employee. This ID is valid for one (1) year and is renewable subject to new assessment and evaluation.
3. Employees are required to present and submit to the HR Unit, a photocopy of his or her Solo Parents' ID issued by the Department of Social Welfare and Development (DSWD) to qualify the benefits provided by Solo Parents' Welfare Act.
4. Employees qualified under this act shall be entitled to seven (7) working days of additional leave which is over and above the employees' earned vacation leave which he or she may use for the following instances:
 - i. When a child gets ill;
 - ii. When he or she needs to attend the Parent Teacher Association meetings in school;
 - iii. For a child's enrollment and school-related purposes;
 - iv. Other circumstances necessary in the performance of parental duties and responsibilities, where physical presence is required.
5. The additional leave benefit is not convertible to its cash equivalent and shall be forfeited if unused at the end of the year.
6. Employees qualified under this act shall be entitled to a flexible work schedule provided it does not the core work hours of the organization and does not adversely affect the individual and company productivity.

8. GYNECOLOGICAL LEAVE (MAGNA CARTA FOR WOMEN)

1. Gynecological leave is a special leave benefit granted to female employees pursuant to RA 9710 or Magna Carta for Women. This act entitles the female employees who undergone surgical procedures involving the female reproductive organs, hysterectomy, ovariectomy, and mastectomy an additional two (2) months paid leave.
2. To qualify, female employee should have been employed with NATCCO MBAI for at least six (6) months within the last 12 months prior to surgery.
3. Application for Special leave should be applied before the surgery, given a reasonable period of time. If in case of emergency surgical procedure, special leave may be filed after the surgery.
4. It is important to note that special leave is granted only after the surgery took place.

INSTITUTIONAL BENEFITS

NATCCO MBAI aims to provide cost-effective institutional benefits to regular employees to support their economic well-beings within the capacity of the organization.

A. VACATION LEAVE

1. Regular employees shall earn 1.25 days of vacation leave credits per month reckoned on the first day of probationary employment. In a given year, regular employee should have earned a total of fifteen (15) vacation leave credits.

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2. Probationary staff can start availing of vacation leave only after he / she becomes a regular staff.
3. By nature, vacation leave is planned or foreseen leave of absence and as such, it should be filed at least two (2) days prior to the intended date of leave.
4. Vacation leave shall be scheduled and should be approved by the staff's immediate supervisor. Regular employee may be allowed to avail a one-time application up to a maximum of thirty (30) days subject to the approval of the Department Head.
5. Vacation leave can be used on account of illnesses which require prolonged recuperation, if sick leave credits are exhausted.
6. Earned vacation leave has a life cycle of three (3) years and shall be forfeited if unused.
7. Unused vacation leave is not convertible to cash.

B. SICK LEAVE

1. Regular employees shall earn 1.25 days sick leave credits per month reckoned on the first day of probationary employment. In a given year, regular employee should have earned a total of fifteen (15) sick leave credits.
2. Probationary staff can start availing of sick leave only after he / she becomes a regular staff.
3. Filing of sick leave may be done upon returning to work, but prior advice should be given to the employee's immediate supervisor on the first day of supposed sick leave.
4. Sick leave credits can only be used to cover time taken off for sickness and not on other purposes.
5. For absences of more than three (3) days, a Doctor's Certificate shall be required from the employee before his or her leave can be charged against the sick leave credits.
6. Sick Leave credits may be accumulated up to a maximum of forty (45) days.
7. Unused sick leave of thirty (30) days or less shall remain in the employee's bucket in cases of prolonged illness.
8. Unused sick leave in excess of thirty (30) days shall be converted into cash at the end of the fiscal year.
9. In case an employee has exhausted all his or her sick leave credits, absences on account of sickness may be charged against the vacation leave credits. However, if staff has fully utilized both sick and vacation leave credits, further absences incurred by staff will be considered without pay.

C. EMERGENCY LEAVE

Emergency leave is a type of leave taken on account of unexpected events that requires the employee's immediate attention.

1. ALL regular employees of NATCCO MBAI are given 5 working days of Emergency Leave credits at the start of each calendar year or every January.
2. Probationary employees who are regularized after January will be entitled to a pro-rata leave credits. For the purpose of determining the applicable leave credits, a factor of .41 days is multiplied to the remaining months of the calendar year; remaining months to include the regularization month.

Ex: if Probationary employee got regularized in February

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= .41 days x 11 months

= 4.5 days emergency leave credits available for usage from date of regularization up to December 31.

3. USAGE OF EMERGENCY LEAVE

- Emergency leave is applicable for unexpected circumstances requiring the immediate attention of the employee such as medical emergency of family members and/or household members, natural disaster, fire, death of relative or family or household members and any other circumstances that may be considered as emergency.
- Emergency leave is only applicable on the first day of occurrence of an unexpected event. Succeeding affected days are no longer emergency in nature and should be filed under vacation leave, sick leave, and bereavement leave, whichever is applicable.

4. AVAILMENT PROCEDURE

- An employee availing the emergency leave should immediately notify his/her immediate supervisor/manager of such emergency.
- Notification can be done via phone. Notification through SMS texting may be considered provided that employee can present the SMS reply from the immediate supervisor/manager granting him/her such leave.
- Employee should immediately file a “Leave Application Form” once back in the office. Leave application form should bear the reason of emergency leave and should be signed by the immediate supervisor/manager.

D. BIRTHDAY LEAVE

Birthday leave is an additional 1 day leave given to a regular employee as personal time-off which can be availed 10 days before or after the actual date of birth of the employee.

1. ALL regular employees of NATCCO MBAI are given 1 day Birthday Leave credit on each calendar year.
2. Regular employee must take time off on their birthday or within 10 calendar days before or after their birthday.
3. Newly-regularized employee who had their birthday before the date of regularization can no longer avail of the benefit in the applicable calendar year.
4. Birthday Leave entitlement will start on the first regularization day of the employee.
5. Birthday Leave not availed by employee within 10 days before or after the birthday will be forfeited and cannot be accumulated on the next calendar year.
6. Un-availed Birthday Leave is not compensable in case of resignation or separation from NATCCO MBAI.
7. AVAILMENT PROCEDURE
 - An employee availing the birthday leave should fill-up a “Leave Application Form” and seek approval from his/her immediate supervisor or group head.
 - Approved “Leave Application Form” should be submitted to HR prior the date of leave.

E. NUPTIAL LEAVE

1. Regular employees of NATCCO MBAI who wishes to get married are entitled to seven (7) calendar days of nuptial leave.

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2. Nuptial leave should be availed on a maximum of seven (7) consecutive calendar days per availment.
3. Nuptial leave application should be filed at least one (1) week prior to the actual wedding date, subject to the approval of the Immediate Supervisor or Department Head.
4. Nuptial Leave application should be accompanied by a photocopy of marriage license, or any proof of upcoming wedding event.

F. BEREAVEMENT LEAVE

1. Regular employees are given additional three (3) days of bereavement leave credits on top of the vacation leave credits in case of death of an immediate family member.
 - For Single/Single Parent employees – death of parent/s, child/children, sibling/s.
 - For Married employees – death of spouse, parent, child/children, sibling/s, Parents in-law, Siblings in-law.
2. In cases where the employee wishes to extend the number of days for the purpose, such leave may be applied chargeable against his or her vacation leave credits.
3. Bereavement leave may be applied by the bereaved employee upon returning from work, but prior advice should be given to the immediate supervisor or department head.
4. Bereavement leave application should be submitted to the HR Unit along with a copy of the Death Certificate of the deceased relative.

G. ENRICHMENT LEAVE

Leave of 30 calendar days when a staff has rendered at least 3 years of service for completion or dissertation, review for licensure examination or any academic activity for the employee's professional growth.

Criteria:

- Limited to staff who are at least 3 years with MBAI
- Leave will be applied to course(s) or licensure examination that has direct impact on staff's function

Requirements:

- Copy of the Certificate of Completion
- Direct application of newly acquired knowledge to her function
- Staff must stay with MBAI for at least one (1) year after availment of Enrichment Leave, otherwise, in case of voluntary resignation, leave credits will be deducted from her last pay. If last pay is not enough to cover the number of days, staff must pay for the computed cost.

H. FUNERAL BENEFIT

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1. A Php15,000.00 financial assistance is given to the bereaved employee who have lost an immediate family member. This is limited to parent, spouse, or children of the regular employee.
2. To avail of these benefits, the employee needs to submit a photocopy of the Death Certificate of bereaved relative.

I. HEALTH CARE BENEFIT

To ensure that health concerns of regular employees are addressed on a timely manner, NATCCO MBAI has provided the following health care benefits:

1. Health Card
 - All regular staff is covered by an accredited health card which has Php100,000.00 limit per illness per year, and can be used for emergency care, outpatient care, and confinement.
2. Dental Benefit
 - The health card issued to regular employees comes with Dental Benefit package which covers dental consultations, tooth extraction, permanent fillings, and other related dental benefit as approved on a yearly basis.
3. Annual Physical Exam
 - All regular staff are required to undergo a Physical Exam on an annual basis to as part of the routine health care program.

J. GROUP LIFE INSURANCE

All staff is covered by Group Life insurance coverage being determined and approved on a yearly basis.

K. STAFF DEVELOPMENT – All staff are given equal opportunities for staff development. Staff development may be internal / institutional or external (offered by other local or international training institutions)

Criteria:

- Limited to staff who are at least 3 years with MBAI
- Training course must be directly connected with the staff's job description

Requirements:

- Copy of the certificate of completion
- Staff will stay with MBAI for at least the specified period based on the total training cost

25,000 – 49,999	:	.5 year
50,000 – 99,999	:	1 year
100,000 – 149,999	:	1.5 years
150,000 – 199,999	:	2 years
200,000 – up	:	3 years
- Direct application of newly acquired knowledge to her function
- If the staff resigns without meeting the required period, the remaining proportional cost will be deducted from the last pay.

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L. COOP EMPLOYEES RETIREMENT PROGRAM – a retirement program under Coop Life Insurance and Mutual Benefit System (CLIMBS) wherein an employee and MBAI contribute monthly the same amount as savings for retirement.

M. OFFICE UNIFORM – All staff are provided with a set of uniforms yearly which should be worn on specified days of the week.

N. CASH GIFT

1. Cash Gift is given on a yearly basis depending on the availability of funds and performance, as approved by the Board of Trustees.
2. The amount of the cash gift shall be proposed by the General Manager and shall be subject for approval of the Board of Trustees.
3. Although Cash Gift is not guaranteed to be given, the following computation is followed to determine the amount of cash gift given to an employee:
 - Regular / Probationary / Contractual:
 - 100% for 10-12 months employment;
 - 75% for 7-9 months;
 - 50% for 4-6 months; and
 - 25% for 1-3 months.

O. LOYALTY AWARD

1. An employee in good standing who has served for at least ten (10) years shall be entitled to the following awards:
 - a. 10 years = Cash equivalent to at least 1-month gross salary.
 - b. 15 years = Cash equivalent to 1-month gross salary plus additional cash of at least P10, 000.00.
 - c. 20 years = One month gross salary plus P20,000.00.
 - d. 30 years = Two months gross salary or one month gross salary plus P50, 000.00 whichever is higher
2. Service Records shall include previous employment service with NATCCO department/s. Accumulated years of service with the qualified previous department/s shall be carried forward to NATCCO MBAI for the following purposes:
 - a. For retirement – provided that the corresponding retirement funds of the transferee is remitted to NATCCO MBAI equivalent to one month salary for every year of service based on the employee's salary at the time of transfer and provided he/she is absorbed as a regular employee.
 - b. For loyalty award – provided that the transferee's service records are duly certified to by his/her Department Head, or by HR if the Department Head is no longer connected with NATCCO, to determine the continuity of employment period within NATCCO MBAI.


REFERENCES:

NATCCO MBAI HUMAN RESOURCE MANUAL

- SSS Website
- Philippine Health Insurance Website
- Employee's Compensation Website
- Home Development Mutual Fund Website
- Republic Act 8187
- Solo Parents' Welfare Act of 2000
- Republic Act 9710
- NATCCO Employee Handbook

Aforementioned policies are subject to change should NATCCO MBAI deem necessary.

NATCCO MBAI HUMAN RESOURCE MANUAL

 NATCCO Mutual Benefit Association Inc.	
SUBJECT: PRODUCTIVITY BONUS AND SALARY INCREASE	EFFECTIVITY DATE:

OBJECTIVES:

1. Clarify job responsibilities, expectations, and overall contribution to the success of the association.
2. Enhance individual and group productivity.
3. Develop employee capabilities to their fullest extent through effective feedback and coaching.
4. Drive behavior to align with the organization's core values, goals and strategy.
5. Provide a basis for making operational human capital decisions (e.g., pay).
6. Improve communication between employees and managers.

ACTIVITIES:

1. Determine MBAI's strategies and goals for the year
2. Set specific performance management calendar to cover the following:
 - a. Performance planning/KRA setting
 - b. Mentoring and counseling activities
 - c. Mid-year review
 - d. Year-end review
3. Come up with official PM forms
4. Identify policies and processes in giving performance bonus
5. Identify policies and process in implementing salary adjustments

CALENDAR

ACTIVITY	SCHEDULE
Part 1: Performance planning	February
Part 2: Mid-year performance evaluation	August
Part 3: Year-end performance review	December

TARGET / KRA

1. Must be aligned with MBAI's annual targets
2. GM and staff will discuss and set the targets
3. Both GM and staff must sign the official PM forms
4. MBAI will be guided by the SMART principle in setting the targets:
 - Specific
 - Measurable
 - Attainable
 - Realistic

Time-bound

5. PM form has four (4) parts:
 - a. Key Performance Targets = 75% of overall rating
 - All process and activities necessary to complete their assigned tasks, with specified turnaround-time.
 - b. Critical Behaviours Attributes = 25% of overall rating
 - Behaviours that affects performance and overall relationship with the team
 - c. Development and Training Plans – list of development activity(ies) that would support the staff in achieving her objectives
6. Acknowledgement – the agreement and comments of both rate and immediate supervisor.

PERFORMANCE EVALUATION

1. Each staff will be evaluated based on agreed KRA
2. Staff will do self-evaluation first, prior to discussion with immediate supervisor.
3. There will be 2 evaluation periods:

	<i>Schedule</i>	<i>Weight in the overall rating</i>
a. Mid-year	August	50%
b. Year-end	December	50%

4. Ratings to be used:

4.51 – 5.00 = Outstanding: Significantly exceeds job requirements; shows outstanding performance and attitude of excellence in all areas; significantly contributes to the company's progress; dares to take more responsibilities through clear initiatives and needs almost no coaching.

3.51 – 4.50 = Exceed Expectations: Exceeds job requirements; achieves all expected results, being a strong contributor to the company's progress, with performance clearly above standards; needs only occasional coaching.

2.51 – 3.50 = Meet Expectations: Fully reaches job requirements; achieves expected results on time and according to standard for the position; needs coaching; can still improve in some areas.

1.01 – 2.50 = Needs Improvement: Nearly reaches job requirements; still in learning process for the position or shows gaps in some areas; is conscious of need for improvement and shows efforts in doing so.

0.00 – 1.00 = Unsatisfactory: Does not reach job requirements. Most expected results not achieved, unsatisfying contribution to the company. Needs strong continuous coaching; must improve noticeably in the short term.

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PERFORMANCE EVALUATION, COMPENSATION, BONUS:

Performance Evaluation results will have direct impact on the compensation and bonus of the staff.

1. Salary Increase:

- Only staff with the following rating are eligible to annual salary increase/merit pay:
 - Outstanding (O) = 4.51 to 5.00 numerical rating
 - Exceed Expectations (E.E.) = 3.51 to 4.50 numerical rating
 - Meet Expectations (M.E.) = 2.51 to 3.50 numerical rating
- Increase will be determined by the management, based on individual performance and company performance.

2. Performance Bonus:

- This is a motivational tool to encourage staff to meet and even exceed their performance objectives.
- Given if the company has performed well (surplus)
- It will be based on staff's personal performance (50%) and company surplus (50%)
- Only staff with rating of O, EE, and ME are eligible to receive Performance Bonus.

Performance Bonus table:

1. M.E. Rating

Company: Surplus	50%
Personal Rating: M.E.	50%
Total PB	100% monthly salary


2. E.E. Rating

Company: Surplus	50%
Personal Rating: E.E.	75%
Total PB	125% monthly salary

3. O. Rating

Company: Surplus	50%
Personal Rating: E.E.	100%
Total PB	150% monthly salary

NATCCO MBAI HUMAN RESOURCE MANUAL

 NATCCO Mutual Benefit Association Inc.	
SUBJECT: 13th MONTH POLICY	EFFECTIVITY DATE:

DEFINITION:

13th Month Pay is an additional income given to all employees of the NATCCO Mutual Benefit Association Inc. pursuant to Presidential Decree No. 851.

OBJECTIVES:

1. To establish a policy on the release of 13th month pay in compliance to Presidential Decree 851.
2. To provide guidelines on the release of the 13th month pay.

COVERAGE:

This policy covers **ALL** employees of NATCCO Mutual Benefit Association Inc.

DEFINITION OF TERMS:

13th month pay – is a mandatory additional income given to all employees regardless of employment status based on current basic salary.

Basic Salary – refers to all remunerations or earnings paid to an employee for services rendered excluding allowances, other bonuses and overtime pay.

Pro-rata – refers to proportionate length of time an employee worked during the calendar year.

GENERAL GUIDELINES:

1. The 13th month pay is an additional income equivalent to the one month basic compensation received by an employee, computed pro-rata based on the number of months an employee worked within a calendar year.
2. All employees regardless of their designation or employment status are entitled to this benefit provided that they have worked for at least one month within the calendar year.
3. The computation of the 13th month shall be based on the current basic salary by December of the calendar year. In case of a salary increase after the pay-out of the first tranche of the 13th month pay, the appropriate adjustment will be computed to correspond with the current basic salary.

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To illustrate:

- i. Basic salary as of May is 15,000; Basic salary as of December is 15,000

1 st release - MAY = 15,000 / 12 x 5 months (January to May) = 1,250 x 5 months	= 6,250.00
2 nd release - NOVEMBER = 15,000 / 12 x 7 months (June to December) = 1,250 x 7 months	= 8,750.00
TOTAL 13TH MONTH = 15,000.00	

- ii. Basic salary as of May to November is 15,000; basic salary as of December is 16,000

1 st release – MAY = 15,000 / 12 x 5 months (January to May) = 1,250 x 5 months	= 6,250.00
2 nd release - NOVEMBER = 15,000 / 12 x 7 months (June to December) = 1,250 x 7 months	= 8,750.00
Plus: Adjustment – First Pay-out of December = 1,333.33 x 12 months (January to December) = 16,000.00 – 6,250.00-8,750	= 1,000.00
TOTAL 13TH MONTH = 16,000.00	

4. Employees who are separated from NATCCO MBAI before the time of release of the 13th month pay are still entitled to the benefit, computed pro-rata based on the current basic salary.

SPECIFIC GUIDELINES:

1. **TIME OF RELEASE.** The 13th month pay release will be divided in three parts within the calendar year:
 - a. Last pay-out of May – pro-rata 13th month pay covering January to May.
 - b. Second pay-out of November – pro-rata 13th month pay covering June to December.
 - c. First pay-out of December – covering adjustments as necessary.
2. **ENTITLEMENT.** Employees who have worked for at least one (1) month between January and May for the first releasing schedule; and June and December for the second releasing schedule.
3. **NEW EMPLOYEES.** New employees hired between May 1 and November 30 will be included in the December release.
4. **LESS THAN ONE MONTH STAY.** New employees hired starting December 1 of the current year automatically do not meet the criteria set by PD 851 on the minimum number of month stayed in the organization, which is at least one (1) month.

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5. **MATERNITY LEAVE.** Employees on Maternity Leave are also entitled to 13th month pay and to be released according to schedule, without prejudice to the time the employee is on maternity leave. Hence, such employee is entitled to full computation.
6. **LAST PAY DEDUCTION.** Employees separated from NATCCO MBAI **after** the release date of the benefit will incur deduction from the last pay as advances of the 13th month pay proportionate to the effectivity of the separation.
7. **LAST PAY INCLUSION.** Employees separated from NATCCO MBAI **before** the date of the release of the benefit are also entitled. Such benefit will be included in the computation of the last pay.
8. **TAX IMPLICATION.** 13th month pay, as part of “Other Benefits” category alongside other bonuses becomes taxable if accumulated value exceed Php30,000. The amount in excess of Php30,000 will be subjected to applicable withholding taxes on compensation. Appropriate tax deduction will be implemented on the pay-out when the excess has incurred.


REFERENCES

1. Presidential Decree No. 851
2. Revenue Regulations No. 8-2000

It shall be the responsibility of the HR Unit to implement the policies set forth herein and monitor compliance.

Aforementioned policies are subject to change should the Organization deem necessary.

NATCCO MBAI HUMAN RESOURCE MANUAL

 NATCCO Mutual Benefit Association Inc.	
SUBJECT: POLICY ON ATTENDANCE	EFFECTIVITY DATE:

RATIONALE:

Dependable and prompt attendance is an essential function of every employee in NATCCO MBAI. The efficiency of the entire work group is impaired if every individual is not present when expected.

OBJECTIVES:

1. To establish a policy on Work Schedule, Absences, Tardiness, Extended Hours, Overtime, and Undertime.
2. To provide guidelines on Work Schedule, Absences, Tardiness, Extended Hours, Overtime, and Undertime.

COVERAGE:

This policy covers all employees of NATCCO Mutual Benefits Association, Inc.

GENERAL GUIDELINES:

1. WORK SCHEDULE

- **Working Hours**

NATCCO MBAI is observing the 48-hour work week consisting of six (6) work days with eight (8) hours work per day, Monday to Saturday with Saturday which may be considered as a “privileged day-off” to all employees. However, staffs are required to report on Saturday on the following grounds:

- when there are immediate work to be done or completed;
- when there are institutional-wide activities such as Board Meetings, Execom meetings, Ownership Meetings, Mancom meetings, GA, and other official activities where attendance is mandatory.

- **Work Schedule**

In general, the regular working hours for office-based employees is 8:30am to 5:30pm. The Unit Heads and/or Department Heads may arrange different schedule to cover the staffing needs of their respective departments. They may arrange a schedule earlier or later than 8:30am, provided that the latest end of shift will not go beyond 7:00pm.

Department Heads are generally output-based rather than attendance-based hence they are allowed for flexible work hours and may render not less than 6 hours work per working day.

- **Meal Breaks**

All employees are entitled to the following compensable meal breaks:

- 1..1 15 minutes break after the first 2 hours of work
- 1..2 15 minutes break after the first 6 hours of work

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Relatively, all employees are entitled to one (1) hour non-compensable meal break after the first 4 hours of work. Meal breaks may be staggered upon discretion of the Department Head/President.

2. RECORDS OF WORK ATTENDANCE

All employees, including managers and supervisors are required to log-in and log-out using the biometric device wherever such is available. Employees on field assignment should submit an approved Official Business form (see – Annex A) as proof of work.

3. ABSENCES

3.1 Scheduled absences

Planned absences and other excused absences of 1 to 4 days with or without pay must be requested through filing a Leave Form (see – Annex B) and approved by the department head or the immediate supervisor authorized by the department head at least two (2) days before the requested date of absence or leave. This also covers compensatory leave which is allowed up to a maximum of 2 days per availment.

Note that accumulation of Compensatory Leave credits is highly discouraged. However, if plotted schedule cannot accommodate immediate compensatory leave availment and will result to accumulation of credits, such will fall on the prolonged absence category.

Prolonged absences of more than five (5) working days should be filed by the employee and approved by the department head at least five (5) working days before the requested date.

Leave applications will be recorded accordingly.

3.2 Unscheduled Absences

Unplanned absences can be very detrimental to workplace efficiency. In the case of sudden illness or unexpected circumstances, an employee should notify his/her supervisor at least 1 hour before the start of shift through call or text. If it is not possible, a family member should inform the supervisor as soon as possible to explain the situation and indicate the expected date and time of return. Immediate supervisor must reply back to the sender if request is via text message.

Leave applications will be recorded accordingly.

4. TARDINESS

Tardiness is arrival at the work place later than the prescribed time schedule. All staff is entitled to a “grace period” of five (5) minutes per work day. By principle, tardiness is generally unexcused. Tardiness caused by transportation difficulty or distance are not considered excused.

However, the HR Unit may declare amnesty on certain incidents of tardiness for conditions affecting the general population such as:

- a. during heavy rains or typhoons
- b. during strikes or major country/city events

4.1 Sanctions for Repeated Tardiness

Tardiness for 10 times or accumulated tardiness of more than two (2) hours or 120 minutes, whichever comes first, in a month is considered an offense and may be related to willful disobedience of a lawful order of the organization.

5. EXTENDED HOURS AND OVERTIME

In general, all work in excess of the first 8-hour of work in a given work-day is considered overtime.

Rendering of additional hours by the staff should be with the consent and endorsement of the immediate supervisor for approval of the Department Head applied through Request for Overtime form (see – Annex C). Additional hours rendered without approved Request for Overtime form will be considered unofficial and will not qualify for overtime premium. Approval will be based on the following:

- Extra load given to the staff which cannot be handled during normal office hours;
- Urgent and important activities which cannot be deferred until next working day;
- No overtime work shall be authorized if the need for such overtime is caused by the employee's tardiness or under time. In such case, the staff may accomplish his/her work outputs beyond the required working hours without pay.

Payment for overtime shall be based on the existing provisions in the Labor Law.

6. UNDERTIME

Undertime is leaving the workplace before the official end of shift schedule. All staff who failed to meet the 8-hour work requirement in a work day will be deducted proportionate to the lacking hours.

7. SUSPENSION/CANCELLATION OF WORK

On instances where work suspension or cancellation deems necessary such as on official company events and the like, it is the responsibility of the President or the Department Head delegated by the President to make the final decision.

Aforementioned policies are subject to change should NATCCO MBAI deem necessary.

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ANNEX A



AUTHORITY TO TRAVEL/OFFICIAL BUSINESS SLIP

Reference no: _____

Date filed: _____

Name: _____ Department/Group: _____

You are hereby authorized to travel on official business as follows:

Place/Venue : _____
Inclusive Times/Dates: _____
Activity/ies : _____

In this regard, your request for cash advance to cover the following travel & other expenses is hereby approved:

Transportation	:	Airplane	P	_____
		Boat		_____
		Taxi, PUJ & Others		_____
Lodging	:	P _____ x _____ # of days		_____
Perdiem	:	P _____ x _____ # of days		_____
Materials/Supplies:				_____
Miscellaneous	:			_____

Note: Lodging maximum of P800/person/day

Total P _____

Request by:

Name/Signature

Approved by:

Group Head/ Immediate Supervisor

To be accomplished by Accounting:

Unliquidated Cash Advance to Date: P _____

Verified by:

Accountant

Approved for disbursement by:


Accounting Group Head

□

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ANNEX B

LEAVE FORM

 Our future, today	National Confederation of Cooperatives LEAVE APPLICATION FORM	Reference No. <u>0000</u>
	Employee's Name: _____ Section/Dept: _____	
REQUEST FOR LEAVE CREDIT AVAILMENTS Date: _____ Type of Leave: <input type="checkbox"/> vacation <input type="checkbox"/> sick <input type="checkbox"/> emergency <input type="checkbox"/> maternity/paternity <input type="checkbox"/> Inclusive Dates: _____ Pls. Check Appropriate Box/Indicate No. of Days REQUESTED NO. OF DAYS <input type="checkbox"/> WITH PAY: _____ <input type="checkbox"/> W/O PAY: _____	FOR ADMIN SERVICES SECTION ONLY VERIFICATION AS OF: _____ Available leave credits: NO. OF DAYS: _____ VERIFIED BY: _____ SIGNATURE AND PRINTED NAME NOTED BY: _____ SIGNATURE AND PRINTED NAME	
Reason/s for Leave: _____ _____ _____ REQUESTED BY: _____ SIGNATURE AND PRINTED NAME NOTED BY: _____ SIGNATURE AND PRINTED NAME	ACTION TAKEN Date: _____ <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> DEFERRED UNTIL _____ Reason/s for Leave: _____ APPROVE BY: _____ SIGNATURE AND PRINTED NAME	

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ANNEX C




REQUEST FOR OVERTIME

Name:	
Dept / Group:	
Date:	
Time: From _____ To _____	
Reason/s for overtime:	Charging: <input type="radio"/> Compensatory Time-Off <input type="radio"/> Overtime Premium
Requested by: Name of Employee	Approved by: Group Head/Immediate Supervisor

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 NATCCO Mutual Benefit Association Inc.	
SUBJECT: ALCOHOL AND DRUG-FREE WORKPLACE POLICY	EFFECTIVITY DATE:

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TERMINATION AND RETIREMENT POLICY

Termination and Retirement of Employee shall be in accordance with the following:

1. Approved systems and legal procedures for employee termination; and
2. Approved legal systems on retirement.

Procedures on Termination of Employment:

1. In all cases of regular employment, an employee shall not be terminated except for just or authorized causes as provided by law, and subject to the requirements of due process.
2. The foregoing shall also apply in cases of probationary employment; provided, however, that in such cases, termination of employment due to failure of the employee to qualify in accordance with the standard of the employer made known to the former at the time of engagement may also be a ground for termination of employment.
3. In cases of project employment covered with legitimate contracting or subcontracting arrangements, no employee shall be dismissed prior to the completion of the project or phase thereof for which the employee was engaged, or prior to the expiration of the contract between the NATCCO and contractor/project staff, unless the dismissal is for just or authorized cause subject to the requirements of the process or prior notice, or is brought about by the completion of the phase of the project or contract for which the employee was engaged.

Causes for Termination by NATCCO MBAI

NATCCO MBAI may terminate an employee due to the following reasons:

1. For any of the following just causes:
 - a. Serious misconduct or willful disobedience by the employee of the lawful orders of his/her supervisor in connection with his/her duties;
 - b. Gross and habitual neglect by the employee of his/her duties as per NATCCO MBAI Code of Discipline
 - c. Fraud or willful breach by the employee of the trust reposed to him/her by the management or supervisor;
 - d. Commission of a crime or offense by the employee against NATCCO MBAI or its authorized representative; and
 - e. Other causes analogous to the foregoing.
2. Closure of establishment and reduction of personnel
An employee may be terminated due to the installation of labor-saving devices, redundancy, retrenchment to prevent losses or the closing of operation of the establishment or undertaking.
3. Disease suffered by the employee whose continued employment is prohibited by law or is prejudicial to the employee's health as well as the health of his/her co-employees.

Termination by Employee

1. An employee may terminate without just cause the employee-employer relationship by serving a written notice on the employer at least one (1) month in advance.
2. An employee who terminates his/her employment without notice of at least one (1) month in advance may be held liable for damages.
3. An employee may put an end to the relationship without serving any notice to the management for any of the following just causes:
 - a. Serious insult by the supervisor or NATCCO MBAI representative on the honor and person of the employee;
 - b. Inhuman and unbearable treatment accorded the employee by the supervisor or NATCCO MBAI representative;
 - c. Commission of a crime or offense by the employee against NATCCO MBAI or any employee or its representative; and
 - d. Other causes analogous to the foregoing.
4. A newly-hired employee under probationary period may resign from his/her post, provided that an advanced notice of at least five (5) days is submitted before the effectivity date of resignation to his/her supervisor.

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5. A staff who resigns in good faith after serving a minimum of 5 years and who is at least a "Meets Expectations" as per annual performance evaluation results shall be entitled to a "Separation Pay" equivalent to 1-month salary for every year of service. Any fraction of more than 6 months shall be considered 1 full year of service.

Standards of Due Process; Requirements of Notice


In all cases of termination of employment, the following standards of due process shall be substantially observed;

1. For termination of employment based on just causes as defined on Article 282 of Labor Code of the Philippines;
 - a. A written notice served on the employee specifying the ground or grounds for termination, and giving to said employee reasonable opportunity within which to explain his/her side;
 - b. A hearing or conference during which the employee concerned, with the assistance of counsel if the employee so desires, is given opportunity to respond to the charge, present his/ her evidence or rebut the evidence presented against him/her; and
 - c. A written notice of termination served on the employee in his/her latest known address indicating that upon due consideration of all circumstances, grounds have been established to justify his/her termination.
 - d. The requirements of due process shall be deemed complied with upon service of a written notice to employee and the appropriate Regional Office of the DOLE at least 30 days before the effectivity of the termination, specifying the ground or grounds for termination.
 - e. A dismissed employee shall be entitled to receive, on request, a certificate of employment specifying the dates of his/her engagement and termination of his/her employment and the types or types of work on which he/she was employed.
 - f. If the termination is brought about by the completion of the contract or phase thereof, or by failure of an employee to meet the standards of the management in the case of probationary employment, a written notice shall be served to the employee within a reasonable time from the effective date of termination.
 - g. All separated employee who voluntarily resigned or is terminated by NATCCO shall undergo an exit interview by the HR Officer.

Separation/ Termination Pay

1. Pursuant to the existing Labor Laws, NATCCO MBAI shall pay an employee who has been separated or terminated by the organization the following:
 - a. Equivalent to at least one month's salary for every year of service a fraction of at least six months being considered as one whole year, in case of termination of his/her employment due to installation of labor-saving devices or redundancy.
 - b. Equivalent to at least one-half month's salary for every year of service a fraction of at least six months being considered as one whole year, in case of termination of his/her employment due to retrenchment to prevent losses and in case of closure or cessation of operations of undertaking not due to business losses or financial reverses, or where the employee is prohibited by law or is prejudicial to his/her health or to the health of his/her co-employees.
 - c. The termination pay shall be in no case less than the employee's one month pay.
2. NATCCO should prepare the following accounts due to the resigning / terminated employee on time.
 - a. Salary – Unpaid period (*Salary = total number of days/313 days X current monthly salary*)
 - b. Proportionate 13th month pay (*13th month = total number of days/313 days X current monthly salary*)
3. Separation Pay and other accounts payable are as follows:
 - a. Separation Pay = One month or ½ month for every year of service whichever is applicable
 - b. CERP with CLIMBS = 100% of the employee's contribution plus 100% of NATCCO MBAI contribution if he/she has served for at least 5 continuous years.
 - c. Sick Leave = Unused sick leave credits, current year and past two years.
 - d. Retirement Benefit = shall be in accordance with the provisions of the law for staff who is at least 60 years of age or more if he has served for at least five (5) years in the organization.
4. All separated staff's accounts payable to NATCCO shall be fully deducted from their last pay/claims.

NATCCO MBAI HUMAN RESOURCE MANUAL

 NATCCO Mutual Benefit Association Inc.	
SUBJECT: ALCOHOL AND DRUG-FREE WORKPLACE POLICY	EFFECTIVITY DATE:

RATIONALE:

NATCCO Mutual Benefits Association Inc. is committed to maintain a healthy work environment by protecting the physical, emotional health, and well-being of all employees in the organization. NATCCO MBAI is concerned about the use of alcohol, illegal drugs or controlled substances that can adversely affect an employee's work performance, efficiency, safety, and health and seriously impair the person's value. The use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes NATCCO MBAI to the risks of property loss or damage or injury to employees. This policy aims to enforce the Republic Act No. 9165 known as the Comprehensive Dangerous Drugs Act of 2002.

OBJECTIVES:

1. To establish a policy aligned with the provisions stipulated in the implementing rules and regulations of RA 9165.
2. To provide guidelines on the prevention, treatment, and control of dangerous and illegal drugs in the workplace.
3. To ensure that NATCCO MBAI remains a drug-free workplace.

COVERAGE:

This policy covers all employees of the NATCCO Mutual Benefits Association, Inc.

DEFINITION OF TERMS:

Annual Physical Exam (APE) - a routine exam conducted annually by the company-authorized medical facility with tests consist of Physical Exam, Blood Chemistry, Chest X-ray, Urine, and Stool Examination.

Drug Testing - A rapid test performed to establish potential/presumptive positive result.¹

Confirmatory Test - An analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test.²

¹RA 9165 p.4

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.³

GENERAL GUIDELINES:

1. EDUCATION AND INFORMATION

- Appropriate awareness and education activities will be conducted to inform employees about the adverse effects of abuse and misuse of alcohol and dangerous drugs on a person, workplace, family, and the community.

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- To increase the awareness of the employees on how to prevent abuse of alcohol and dangerous drugs and the behavior susceptible to use of illegal drugs.
- Alcohol and Drug-Free Workplace policy will be part of the new-hire orientation.

2. SCREENING, CONFIRMATORY TESTING, AND COUNSELING.

- Drug Testing will be part of pre-employment requirements for new hires.
- A drug screening will be scheduled annually and will be included as part of the Annual Physical Exam. Although APE schedule is announced, drug testing as part of the APE will be unannounced to prohibit employee drug users from doing acts that may result to inaccuracy of the testing.
- ALL employees of NATCCO MBAI will be required to undergo drug testing.
- Employee/s involved in on-the-job accident or injury under circumstances that suggest possible involvement or influence of alcohol or drugs in the accident or injury event may be required to undergo drug testing.
- Drug Testing shall comply to the procedures prescribed by the DOH and will be done in testing centers authorized by the DOH.
- Employees shall sign a “Drug Test Authorization Form” prior proceeding to the actual testing (see Annex A).
- Employees tested positive on the screening will be subject to Confirmatory Testing undertaken by an accredited and authorized testing centers of DOH.
- Employees tested positive on the Confirmatory testing will be summoned for a face to face meeting with the HR Officer, the employee’s immediate supervisor/manager, and the Safety Officer, if available where result of the testing will be disclosed and discussed.

² RA 9165 p.2

2 RA 9165 p.2

3. SANCTIONS

- Employee/s who failed to undergo drug testing on the schedule provided by NATCCO MBAI without valid and justifiable reason may be considered as willful disobedience of a lawful order.
- Employees tested positive on the Confirmatory testing will be given 24 hours to explain in writing why no disciplinary action should be enforced to him/her. The committee composed of the HR Officer, the employee’s immediate supervisor/manager, and the Safety Officer (if available), will investigate and deliberate if reasons provided by the employee are valid or otherwise.
- Employee found to possess or sell illegal and dangerous drugs is violating the RA9165 or the Comprehensive Dangerous Drugs Act of 2002.
- Employees who report for work under the influence of alcohol are prohibited. Employees who found to have violated the policy may be charged of willful disobedience of a lawful order.
- Employees found to have consumed alcoholic drinks within office premises and/or during working hours outside any authorized occasions; and if there is an authorized occasion but erring employee is not part of such department/section with authorized occasion also be sanctioned.

4. EHS COMMITTEE

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- NATCCO MBAI joins the NATCCO Environment, Health, and Safety Committee in tackling the alcohol and illegal drugs as one of the critical concerns in the workplace.

5. COMMONLY-USED ILLEGAL DRUGS⁴

- **Cannabis or commonly known as "Marijuana" or "Indian Hemp"** or by its any other name. – Embraces every kind, class, genus, or specie of the plant *Cannabis sativa L.* including, but not limited to, *Cannabis Americana*, *hashish*, *bhong*, *guaza*, *churrus* and *ganjab*, and embraces every kind, class and character of marijuana, whether dried or fresh and flowering, flowering or fruiting tops, or any part or portion of the plant and seeds thereof, and all its geographic varieties, whether as a reefer, resin, extract, tincture or in any form whatsoever.
- **Methylenedioxymethamphetamine (MDMA) or commonly known as "Ecstasy"**, or by its any other name. – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.
- **Methamphetamine Hydrochloride or commonly known as "Shabu", "Ice", "Meth"**, or by its any other name. – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.
- **Opium** – Refers to the coagulated juice of the opium poppy (*Papaver somniferum L.*) and embraces every kind, class and character of opium, whether crude or prepared; the ashes or refuse of the same; narcotic preparations thereof or there from; morphine or any alkaloid of opium; preparations in which opium, morphine or any alkaloid of opium enters as an ingredient; opium poppy; opium poppy straw; and leaves or wrappings of opium leaves, whether prepared for use or not.

⁴ RA 9165 p.3-4

- **Opium Poppy** – Refers to any part of the plant of the species *Papaver somniferum L.*, *Papaver setigerum DC*, *Papaver orientale*, *Papaver bracteatum* and *Papaver rhoeas*, which includes the seeds, straws, branches, leaves or any part thereof, or substances derived therefrom, even for floral, decorative and culinary purposes.
- **Any other drugs that may be prohibited/regulated by Law.**

REFERENCES:

Republic Act No. 9165

Aforementioned policies are subject to change should NATCCO MBAI deem necessary.

ANNEX A

NATCCO MBAI HUMAN RESOURCE MANUAL

NATCCO Mutual Benefits Association Inc.
Drug Test Authorization Form

I, _____, hereby agree upon a request made under the Alcohol and Drug-Free Workplace Policy of NATCCO MBAI, to submit to a drug screen test and to furnish a sample of my urine, breath, and/or blood for analysis. I further understand and agree that if I at any time refuse to submit to a drug or alcohol test under company policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination.

I further authorize and give my full permission to have NATCCO MBAI and/or its authorized representative send the specimen or specimens so collected to a laboratory for a confirmatory testing should the drug screening test gives positive results. A confirmed positive test is a violation of NATCCO MBAI's Alcohol and Drug-Free Workplace Policy.

I understand that the drug test will be conducted by a DOH-authorized medical facility with all data to be held in confidence except as otherwise necessary to carry out the terms and objectives of the policy.

I understand that it is my responsibility prior to the drug testing to inform the laboratory and NATCCO MBAI of any medication, prescribed or non-prescribed, that I may be taking and/or have taken within the last 60 days prior to the testing.


I consent to the release of the results of any drug test to authorized representatives of NATCCO MBAI for appropriate review. I release the NATCCO MBAI, its affiliates, Officers, employees, and any person affiliated with the testing from any claims, losses, damages, or other liabilities due to any acts, omissions, or negligence arising from or related to such testing.

I acknowledge that the Alcohol and Drug-Free Workplace Policy is to have an alcohol and drug free environment. I consent freely and voluntarily to a drug test under the circumstances described above along with all the terms and conditions of the Alcohol and Drug-Free Workplace Policy.

Signature over Printed Name of Employee

Date

NATCCO MBAI HUMAN RESOURCE MANUAL

 NATCCO Mutual Benefit Association Inc.	
SUBJECT: ANTI-SEXUAL HARASSMENT POLICY	EFFECTIVITY DATE:

RATIONALE:

NATCCO Mutual Benefits Association Inc. undertakes necessary steps to ensure that the work environment in the office remains congenial for all employees. This policy aims to enforce the Republic Act No. 7877 known as the Anti-Sexual Harassment Act of 1995.

OBJECTIVES:

1. To establish a policy compliant to RA 7877.
2. To provide guidelines on the prevention of the commission of acts of sexual harassment.
3. To provide procedures on the resolution, settlement, and prosecution of acts of sexual harassment.

COVERAGE:

This policy covers all employees of the NATCCO Mutual Benefits Association Inc.

DEFINITION OF TERMS:

- Sexual harassment - includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature.
- Preventive Suspension - preventive measure undertaken pending an investigation of an offense or a possible commission thereof, when the person or employee's continued employment or presence would pose a serious or imminent threat to the life or property of NATCCO and/or his/her co-worker/s, or when his or her continued presence would affect, impede or prevent an effective investigation of an incident or offense.
- Grave Offense - offenses penalized of dismissal or termination from service.
- Serious Offense - offenses penalized of suspension up to dismissal or termination from service.
- Less Serious Offense - offenses penalized of suspension.

GENERAL GUIDELINES:

1. In a work-related or employment environment, sexual harassment is committed when:
 - a. The sexual favor is made as a condition in the hiring or in the employment, reemployment or continued employment of said individual, or in granting said individual favorable compensation, terms, 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;
 - b. The above acts would impair the employee's rights or privileges under existing labor laws; or
 - c. The above acts would result in an intimidating, hostile, or offensive environment for the employee.

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2. Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to:
 - a. Verbal – repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, sexual-oriented kidding, teasing, or flirting; propositions, threats or suggestive or insulting sounds;
 - b. Visual/Non-Verbal - derogatory posters, cartoons, or drawings, suggestive objects or pictures, graphic commentaries, leering, or obscene gestures;
 - c. Physical - unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
 - d. Other - making or threatening reprisals as a result of a negative response to harassment.
3. Also liable are any person who directs or induces another to commit any act of sexual harassment or who cooperates in the commission of the act by another person without which the act would not have been committed.
4. Sexual harassment offense shall be classified as grave, serious, and less serious.
5. In response to sexual harassment complaint, a Committee on Investigation will be set up to conduct prompt investigatory actions, and corrective and preventive actions where necessary. Committee on Investigation will be composed of the following:
 - a. One (1) representative from the Management;
 - b. One (1) representative from the employees of Supervisory post;
 - c. One (1) representative from the employees of Rank-and-File.
6. If the one involved comes from the Management, then a representative from the Board of Trustees shall form part of the Committee on Investigation.
7. No corrective action shall be applied upon the erring employee except for cause and after due process shall have been observed.
8. Any offender of the acts of sexual harassment offense classified as serious and grave may be put on preventive suspension for 30 days.
9. Judgment in the case will be made immediately after deliberation and the parties will be informed within two (2) days.

REFERENCE:

Republic Act No. 7877

Aforementioned policies are subject to change should the Organization deem necessary.

NATCCO MBAI HUMAN RESOURCE MANUAL

SUBJECT: BRINGING OF CHILDREN AT WORK POLICY	EFFECTIVITY DATE:
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RATIONALE:

NATCCO Mutual Benefits Association Inc. is committed to maintain a work environment conducive to generating productive outputs. The presence of children in the workplace with the employee parent on workdays is inappropriate and is to be avoided except in emergency situations. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain NATCCO MBAI's professional work environment.

OBJECTIVES:

1. To establish a policy to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the organization's professional work environment.
2. To provide guidelines on bringing of child in the workplace.

COVERAGE:

This policy covers all employees of the NATCCO Mutual Benefits Association Inc.

DEFINITION OF TERM/S:

Child – a person between birth and before legal age (0 to 17 years old); a minor

GENERAL GUIDELINES:

NATCCO Mutual Benefits Association Inc. does not permit the presence of children in the workplace. NATCCO MBAI recognizes that many employees have childcare responsibilities and acknowledges that there can be rare occasions when bringing of children into the workplace is unavoidable. In this instance, the following should be observed:

1. NOTIFICATION

- Employees should obtain approval from their Department Head and their Immediate Supervisor each time that they will bring their child/children into the workplace.
- The Department Head has the sole responsibility to allow or disallow the presence of children in their respective work area.
- Once allowed, parent-employee shall fill-out the Consent to Bring Child in the Workplace form (see – Annex A) and obtain Department Head's signature. Signed form should be submitted to the HR Unit on the same day where parent-employee shall bring his/her child into the workplace.

2. SUPERVISION

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- At all times, children remain the sole responsibility of the parent-employee. Parent-employee is responsible for the behavior and actions of their children while in NATCCO MBAI premises.
- Parent-employee should accompany their children at all times.
- Parent-employee should never allow a co-employee to take care of their children while in the workplace.
- Parent-employee shall be accountable for any accidents or potential accidents and damage in NATCCO MBAI property incurred by the child/children while in NATCCO MBAI premises.
- NATCCO MBAI shall not be liable and accountable for any injuries or untoward incidents that may happen to the minor while inside the NATCCO MBAI premises once brought without prior approval.
- Any injury towards NATCCO Employees, damages or loss incurred found to be caused by the minor shall be the liability of the parent-employee.
- Department Head of parent-employee has the authority to order the removal of child/children who are disruptive in any way to the work of other staff, visitors, and hostel guests.
- Children who are ill are not allowed to be brought into the workplace.

3. ACCESS

- Child/children shall be allowed to stay within the parent-employee's work area only.
- Parent-employee should accompany their child/children at all times. Child/children shall not be allowed to wander around without the parent-employee.
- Child/children are prohibited at all times in the following areas:
 - i. NATCCO Data Center
 - ii. Kitchen/Canteen
 - iii. NATCCO ATM Test Unit
 - iv. Stock Room
 - v. Any areas where chemicals, dyes, cleaning fluids or any other substance are stored.
 - vi. Any areas where tools or machinery are stored or in used.

4. FACILITIES AND EQUIPMENT

- Children are not permitted to use any NATCCO MBAI equipment including computer/laptop.

5. EXCEPTIONS TO POLICY

- Bringing of child/children into the workplace is encouraged during organized events (i.e. Trick or Treat). However, liability and accountability remains with the parent-employee.

6. SANCTIONS

- Any employee that fails to cooperate shall be subject to appropriate disciplinary action duly endorsed by the Department Head.

Aforementioned policies are subject to change should NATCCO MBAI deem necessary.

ANNEX A

NATCCO MBAI HUMAN RESOURCE MANUAL

NATCCO Mutual Benefit Association Inc.
Consent to Bring Child in the Workplace

I, _____, hereby authorizes _____ to bring his/her child/children namely: _____ into the workplace for the following reason/s:

This consent is valid on _____.

Authorized by:


Acknowledged by HR:

Signature over Printed Name of Department Head

Signature and Date

- NATCCO MBAI shall not be liable and accountable for any injuries or untoward incidents that may happen to the minor while inside the NATCCO MBAI premises once brought without prior approval.
- Any injury towards NATCCO Employees, damages or loss incurred found to be caused by the minor shall be the liability of the parent-employee.

NATCCO MBAI HUMAN RESOURCE MANUAL

 NATCCO Mutual Benefit Association Inc.	
SUBJECT: POLICY ON HIV AND AIDS MANAGEMENT	EFFECTIVITY DATE:

RATIONALE:

NATCCO MBAI is committed to maintain a healthy work environment by protecting the physical, emotional health, and well-being of all employees in the organization. This policy aims to enforce the Republic Act No. 8504 known as the Philippine Aids Prevention and Control Act of 1998.

OBJECTIVES:

1. To establish a policy aligned with the provisions stipulated in the implementing rules and regulations of RA 8504.
2. To provide guidelines on the prevention and control of HIV/AIDS in the workplace.
3. To protect the legal right to work of employees diagnosed with HIV/AIDS.
4. To encourage sensitivity and understanding on the HIV/AIDS condition and the people who may be affected of the disease.

COVERAGE:

This policy covers all employees of NATCCO Mutual Benefits Association, Inc.

MEDICAL OVERVIEW (from Remedios Aids Foundation, FAQ on HIV/AIDS)

What is HIV?

- It is Human Immunodeficiency Virus, which causes AIDS.
- It thrives on living human cell.
- It attacks one's immune system by making her / his body susceptible to infections such as pneumonia, tuberculosis and cancer. A person susceptible to infections is said to have AIDS.
- It does not have any specific sign or symptom. An HIV-positive individual may feel and look healthy, but could learn her / his status only through HIV testing.
- It could infect any one from all walks of life - male or female; men who have sex with men or heterosexuals; Filipinos, Chinese, or Americans; Protestants or Catholics; rich or poor.

What is AIDS?

- It is Acquired Immune Deficiency Syndrome.
- It is the last stage of HIV infection.
- It is when opportunistic infections are common, eventually leading to the carrier's death.
- It is a syndrome. It carries a constellation of non-specific signs and symptoms as a result of overwhelming infection.

How does HIV affect one's body?

- A person is affected by HIV if she / he has exposure with an HIV-positive patient (through sex, blood transfusion).
- In the early stages of HIV, the body shows no symptoms until later part of infection.
- These symptoms will be resolved until the immune system becomes too weak to fight overwhelming infection, as in the case of AIDS.
- Not all signs and symptoms may occur to HIV positive individuals. These are called opportunistic infections, since they happen when the immune system could no longer fight the disease.
- Opportunistic infections usually occur to persons with AIDS; they succumb to death due to complications from AIDS.

Seeing the Codes: non-specific signs and symptoms of HIV

- Intermittent or persistent fever
- Fatigue
- Weakness
- Diarrhea
- Malaise
- Loss of weight
- Generalized swelling of lymph nodes in neck, arm pits, or groin
- Skin infections, such as whitish patches in the mouth and tongue
- Sores in the genital area, buttocks, or mouth; athlete's foot, etc

How is HIV detected?

- In the Philippines, HIV screening is done through blood test. Blood tests determine presence of HIV antibodies in one's blood.
- The body usually produces HIV antibodies six (6) months after the time one has been exposed to an HIV-infected person.
- Blood test involves two (2) steps. One is the ELIZA Test, or enzyme-linked immunosorbent assay or the PA Test, or the Particle Agglutination test. The confirmatory test, meanwhile, uses Western Blot or immunofluorescence test.
- HIV antigen test is an indirect test. It is usually used for research purposes only, such as the Polymerase chain reaction or PCR.

What is the window period?

- At the time when a person's body develops antibodies against the virus, usually 3 to 6 months from the time of exposure to HIV.

Transmission Notes: How HIV could be transmitted or not

- HIV could be transmitted:

- When body fluids with high concentration of virus successfully enters the bloodstream of an individual.
- Transmission through blood and blood products is 95 percent high-risk to an uninfected partner. This includes blood transfusion, organ transplant, and sharing of contaminated needles and syringes during drug use.
- Prenatal transmission (mother to child) has only 20 to 40 percent chance of transfer of virus from mother to child. Using anti-retrovirals during pregnancy further lowers risk by 8 percent. This transmission happens during last trimester of pregnancy, labor and delivery, or during breastfeeding. Absence of anti retroviral therapy during breastfeeding increases risk of HIV infection to the child by 25 percent.
- During unprotected penetrative sexual intercourse.
- Body fluids known to have high concentrations of the virus include: blood, seminal fluid or semen, vaginal or cervical secretions, and breast milk.

HIV is not transmitted through:

- Air
- Saliva, urine, feces
- Mosquito bites
- Talking with persons with HIV/AIDS
- Borrowing clothes from an HIV person
- Sharing of utensils, drinking from the same glass with the person with HIV/AIDS
- Shaking of hands, embracing, kissing
- Coughing or sneezing
- Sharing swimming pools or toilets with PHAs
- Sharing instruments used in barber shops or parlors, such as shaver, razor, nipper, and nail cutter.
- Factors for "successful" HIV transmission:
 - High concentration of HIV at the time of exposure
 - Medium
 - Route of transmission
 - Virus has successfully entered the bloodstream through portals of entry such as the vein and mucous membranes.

How is HIV prevented?

For blood:

- Screen blood for donations and transfusions.
- Avoid sharing of contaminated needles and syringes during intravenous drug use.
- Observe standard precautions in handling body fluids. Health care workers should use protective materials such as gloves, goggles, lab gowns and masks when exposed to body fluids. Protective materials should be properly disposed of after use.

For seminal fluid, semen and cervical/vaginal secretions:

- Abstain from any sexual activity; or
 - Be faithful to one partner: or
 - Use condoms correctly and consistently during sexual intercourse.
 - Observe safer sex practices.
- For Breastmilk:
- Deciding whether to breastfeed or not a child is crucial. Mother has to weigh risks and benefits.
 - HIV positive mothers should be informed that breastfeeding may transmit virus to her baby. In situations, however, where milk supplements are not available, breast feeding should still be maintained.

Breaking myths about HIV/AIDS

- Body fluids such as saliva, urine, tears, and sweat have low concentration of HIV and are said not to transmit the virus effectively.
- One needs eight (8) gallons or 35 liters of saliva to infect an individual with HIV. If this involves a kissing act, it has to be done in one session to transmit the virus!
- HIV is not easily transmitted. The virus does not live outside the body of a human being, since it needs human cell to live and multiply.
- Casual contact (holding hands) is not enough to transmit HIV.

Is there a cure for AIDS?

- There is still no cure for AIDS until today.
- Current anti-viral medications could just slow down HIV progression. Known as reverse transcriptase inhibitors and protease inhibitors, these medications slow down replication of virus in the body.
- Known as "cocktail therapy," medications are combined to produce synergistic effects against HIV as well as lower side effects from antiviral medications.
- Research still goes on regarding long term effects of these medications to man.

What are other vital issues in treating AIDS?

- Cost of drugs. Taking anti-retroviral drugs is very expensive because it has to be maintained once taken.
- Quality of life. Standard of living of quality of life may be affected since most resources go to purchase of expensive medications. Other needs may be sacrificed.
- Compliance with the intake of anti retroviral medications. This refers to client's regular checkups and consistent intake of prescribed medicines.
- Drug resistance. This may be due to failure to follow proper dosage. Persons with HIV need to be monitored during anti retroviral intake to determine responses of the body.
- Treatment failure. Sometimes, the body no longer responds to cocktail therapies.

GENERAL GUIDELINES:

1. EDUCATION AND INFORMATION

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- Appropriate awareness and education activities will be conducted to inform employees about HIV and AIDS which will enable them to protect themselves and others against HIV infection.
- HIV/AIDS policy will be part of the new-hire orientation.

2. RIGHT TO WORK OF PEOPLE WITH HIV/AIDS

- HIV is not a cause for termination of employment. Person with HIV-related illnesses should be able to work for as long as medically fit.
- NATCCO MBAI will provide reasonable accommodation in the workplace as a response to the changing health status of persons with HIV.

3. CARE AND SUPPORT

- NATCCO MBAI will provide reasonable assistance to employee/s infected and affected with HIV/AIDS which may include counseling, compensatory time off, sick leave, emergency leave, as well as information about the virus and its effect.
- NATCCO MBAI will help employees living with HIV to find alternative medical facilities in the community, including counseling services, professional support, self-help groups if necessary.

4. TESTING, SCREENING, AND COUNSELING.

- Any employee of NATCCO MBAI will not be required to undergo HIV testing, unless with the written consent of the employee.
- Employees who voluntarily express an intention to undergo HIV testing will be properly assisted to a private clinic accredited by NATCCO MBAI's HMO provider or to an HIV/AIDS facility (where possible) for pre-test counseling as well as post-test counseling.
- HIV/AIDS test will be at the employee's expense.
- HIV testing will not form part of the recruitment and selection process.

5. CONFIDENTIALITY.

- Employee/s infected and affected with HIV or AIDS have the legal right to confidentiality and privacy concerning their health and their HIV status. They will not be obliged to disclose their HIV status to anyone in the workplace.
- Where an employee voluntarily discloses his/her HIV status to the employer, this information should not be disclosed to a third party without the employee's written consent.
- All medical records and information of employee/s with HIV/AIDS will be kept strictly confidential, except where required by law to be disclosed to a specified people or with the written consent of the employee.
- Should any person within the organization disclose such confidential medical information, without legal authority or relevant written consent from the employee, such matter will be endorsed to the HR Unit for proper disciplinary management.

6. NON-DISCRIMINATION

- Employees who develop, choose to disclose, or are diagnosed as HIV/AIDS positive will not be prejudiced or discriminated on account of their condition.

7. EHS COMMITTEE

NATCCO MBAI HUMAN RESOURCE MANUAL

- The NATCCO MBAI along with the NATCCO's Environment, Health, and Safety Committee will tackle the HIV/AIDS as one of the critical concerns in the workplace.
- The EHS Committee member/s from NATCCO MBAI will undergo training on HIV/AIDS once in a calendar year provided by an external resource person.

8. MONITORING AND REPORTING SCHEME

- The EHS Committee will conduct annual survey to all employees to assess the employees' awareness on HIV/AIDS and to determine the effectivity of the program.

Currently, NATCCO MBAI does not have the facilities and expertise to mount an intensive campaign on HIV/AIDS for its staff, their relatives and families, herewith provided are the partial list of AIDS organization we can tap for assistance and support (derived from REMEDIOS AIDS FOUNDATION INC.):

- **ACTION FOR HEALTH INITIATIVES, (ACHIEVE) INC.**
Address: 162- A Sct. Fuentabella Ext. Barangay Sacred Heart, Kamuning, Quezon City
Telephone Number: (63)(2) 414-6130 Fax Number: (63)(2) 426-6147
- **AIDS SOCIETY OF THE PHILIPPINES, INC. (ASP)**
Address: OTM Bldg. No. 71 Scout Tuazon St., South Triangle, Quezon City 1103
Telephone Number: (63)(2) 376-2541 / 376-2542 / 376-2545 / 410-0204
Fax Number: (63)(2) 376-2546 E-mail Address: aidphil@pacific.net.ph / sbw@pacific.net.ph Website: <http://www.aidsphil.org>
Contact Person/s: Dr. Carlos C. Calica – President
- **CONTROL OF HIV/AIDS/STD PARTNERSHIP PROJECT IN ASIA REGION (CHASPPAR)**
Address: U.P. Manila, College of Public Health Rm. 210M, 625 P. Gil St. Ermita, Manila
Telephone Number: (63)(2) 521-1390 telefax
E-mail Address: chaspar_philippines@yahoo.com
Contact Person/s: Dr. Sandra Tempongko - Project Coordinator
- **FAMILY PLANNING ORGANIZATION OF THE PHILIPPINES, INC. (FPOP)**
Address: 50 Doña M. Hemady St., New Manila, Quezon City 1112
Telephone Number: (63)(2) 721-7101 / 722-6466 / 721-7302 Fax Number: (63)(2) 721-4067 E-mail Address: FPOP@ippf.org / fpop1969@yahoo.com
Contact Person/s: Atty. Rhodora M. Roy-Raterta - Executive Director
- **HIV/AIDS NETWORK PHILS., INC.**
Address: 1066 Remedios cor. Singalong Sts., Malate, Manila 1004
Telephone Number: (63)(2) 524-4831/ 524-0924 Fax Number: (63)(2) 522-3431

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E-mail Address: nenetgem@pacific.net.ph / nenetgem@yahoo.com

Contact Person/s: Ms. Ced Apilado & Ms. Nenet L. Ortega -
Secretariat/Coordinating Council

- **IN TOUCH FOUNDATION, INC.**

Address: 48 Mckinley St., Forbes Park, Makati City 1219

Telephone Number: (63)(2)893-1893 / 893-7606

Fax Number:

(63)(2)893-1892

E-mail Address: intouch@mnl.cyberspace.com.ph

Contact Person/s: Ms. Mala Lever - Executive Director

- **PHILIPPINE HIV/AIDS NGO SUPPORT PROGRAM (PHANSuP)**

Address: 4/F VDNS Bldg. 59 B. Panay Ave. Quezon City

Telephone Number: (63)(2) 376-2623 / 376-2624

Fax Number: (63)(2)

376-2622

E-mail Address: phansup@phansup.org

Website:

www.phansup.org

Contact Person/s: Mr. Roberto A.O. Nebrida - Executive Director

- **REACHOUT FOUNDATION INTERNATIONAL**

Address: 3/F Unit B Mirriam House 151 Legaspi Vill., Makati City

Telephone Number: (63)(2) 817-0835

Fax Number: (63)(2) 894-5394

E-mail Address: info@reachout-foundation.org

Website: <http://www.reachout-foundation.org>

Contact Person/s: Mr. Jomar Fleras - President /CEO

- **REMEDIOS AIDS FOUNDATION, INC. (RAF)**

Address: 1066 Remedios cor. Singalong Sts., Malate, Manila 1004

Telephone Number: (63)(2) 524-0924 / 524-4831

Fax Number: (63)(2)

522-3431

E-mail Address: reme1066@pldtsl.net

Website/s:

<http://www.remedios.com.ph>

Contact Person/s: Jose Narciso Melchor C. Sescon, MD, FPOGS - Executive Director

Remedios Hotline 524-0551

Women's AIDS Hotline 524-4427

REFERENCES:

Republic Act No. 8504


Employers' Confederation of the Philippines' Managing HIV/AIDS in the Workplace

International Labour Organization (ILO)

The website of Remedios Aids Foundation Inc.

Aforementioned policies are subject to change should the Organization deem necessary.

NATCCO MBAI HUMAN RESOURCE MANUAL

 NATCCO Mutual Benefit Association Inc.	
SUBJECT: POLICY ON TUBERCULOSIS PREVENTION AND CONTROL IN THE WORKPLACE	EFFECTIVITY DATE:

RATIONALE:

The NATCCO MBAI is committed to maintain a healthy work environment by protecting the physical, emotional health, and well-being of all employees in the organization. This policy aims to enforce the DOLE Department Order No. 73-05 known as the Guidelines for the Implementation of Policy and Program on TB Prevention and Control in the Workplace and the Executive Order No. 187 or the Comprehensive and Unified Policy for the Tuberculosis Control in the Philippines.

OBJECTIVES:

1. To establish a policy aligned with the provisions stipulated in the implementing rules and regulations of DO 73-05.
2. To provide guidelines on the prevention and control of Tuberculosis in the workplace.
3. To present the available treatment and disease management stipulated in the Comprehensive and Unified Policy on Tuberculosis Control in the Workplace.

COVERAGE:

This policy covers all employees of the NATCCO Mutual Benefits Association, Inc.

DEFINITION OF TERMS AND ACRONYMS:

DOLE -	Department of Labor and Employment
CUP -	Comprehensive and Unified Policy on Tuberculosis Control in the Workplace
SSS -	Social Security System
PhilHealth-	Philippine Health Insurance System
TB -	Tuberculosis
DOTS -	Directly-Observed Treatment or supervised treatment short course
DOTS Center-	a health facility providing the five key elements of DOTS strategy
EC -	Employees' Compensation Program

MEDICAL OVERVIEW

Tuberculosis is a chronic infectious disease caused by Mycobacterium Tuberculosis, a bacteria transmitted through airborne droplets from the sputum of persons with pulmonary tuberculosis while coughing or sneezing. It is a curable disease. However, if left untreated, it can lead to a disabling condition and even death. Also, partial treatment of cases may cause multi-drug resistance that can lead to non-cure.¹

NATCCO MBAI HUMAN RESOURCE MANUAL

GENERAL GUIDELINES:

1. PREVENTION

- Appropriate awareness and education activities will be conducted to inform employees about Tuberculosis which will enable them to protect themselves and others against the infection. Employees will be taught on ways to strengthen the immune system.
 - i. Information on good nutrition.
 - ii. Information on the importance of adequate rest.
 - iii. Information on the deadly effect of tobacco and alcohol.
 - iv. Information on good personal hygiene practices.
- Tuberculosis policy will be part of the new-hire orientation.
- ALL employees must undergo Annual Physical Exam with Chest X-ray as a preliminary step to ensure that employees are in good physical health.

2. CARE AND SUPPORT

- Employee confirmed of suffering from tuberculosis will be endorsed to accredited medical facility of the prevailing HMO for DOTS treatment.
- Employee/s who has or have had TB shall not be discriminated against.
- Employee/s who has or have had TB shall be given due accommodation through flexible leave arrangements and shifting schedule if necessary.

3. RIGHT TO WORK OF PEOPLE WITH TUBERCULOSIS

- Tuberculosis is not a cause for termination of employment.
- Employee/s who has suffered of tuberculosis is assured of continuous employment as long as medically fit to work by the DOTS physician.

4. RESPONSIBILITY OF EMPLOYEE DIAGNOSED WITH TB

- Employees who have symptoms of TB shall seek immediate medical assistance to an HMO-accredited medical facility.
- Once diagnosed, they shall avail of the DOTS and adhere to the prescribed course of treatment.

¹Comprehensive and Unified Policy for TB Control in the Philippines p.3

5. EHS COMMITTEE

- NATCCO MBAI joins the NATCCO Environment, Health, and Safety Committee in tackling TB as one of the critical concerns in the workplace.
- The NATCCO MBAI EHS Committee representative will undergo training on TB once in a calendar year provided by an external resource person.

6. MONITORING AND REPORTING

- The HR Officer shall report all diagnosed cases of TB to the DOLE through submission of an Annual Medical Report.

7. BENEFITS PROVIDED BY SSS²

a) Policy:

1) The SSS shall provide Initial Temporary Total TB Disability (TB Sickness) Benefit of thirty (30) days to qualified members diagnosed with TB disease. The member may apply

NATCCO MBAI HUMAN RESOURCE MANUAL

for extension of this benefit to a maximum of ninety (90) days if he/she meets the acceptable criteria.

2) The SSS shall provide Permanent TB Disability Benefit to members with tuberculosis whose sputum acid-fast stain remains positive at the end of 120 days and/or with impairment classification of class 2 or higher. Those with impairment classification of Class 1 and with at least mildly impaired respiratory function shall also be entitled to Permanent Disability Benefit. Qualified members with extra-pulmonary TB may apply for Permanent TB Disability Benefit based on the severity of functional impairment of the organ system involved.

3) SSS shall report members who applied for Temporary Total Disability (TB Sickness) Benefit to the body designated to manage the National TB Data Base.

b) Benefits: The SSS administers two programs: the Social Security Protection and the Employees Compensation (EC) Program of the Employees' Compensation Commission to workers in the private sector. Basically, the SSS provides for the replacement of income lost in times of sickness, disability, and death under RA 8282, the Social Security Act of 1997.

1) TB Sickness Benefit:

It is a daily cash allowance paid to an eligible SSS member for the number of days he is unable to work due to TB sickness. Such allowance shall begin only after all company sick leaves of absence with full pay to the credit of the employee for the current year have been exhausted. The member is also entitled to EC TB sickness under the EC Program if he suffers a work-related TB and the period of compensability shall be counted from the first day of such sickness.

The member may enjoy simultaneously both SS and EC sickness benefit provided he meets all the qualifying conditions in the availment of such benefit as required by both Agencies.

²Comprehensive and Unified Policy for TB Control in the Philippines p.63-69

Packages:

i. SSS - The sickness benefit is given in the form of a daily cash allowance.

The amount of benefit is computed as: the daily sickness allowance times the approved number of days (the daily sickness allowance is 90 per cent of the average daily salary credit).

ii. EC - The sickness benefit is an income cash benefit equivalent to 90 percent of the employee's average daily salary credit with a minimum of P90.00 and a maximum of P200.00. The TB sickness can be paid for a continuous period of 120 days and may go beyond up to 240 days if sickness requires more treatment. If it persists after this period, the sickness can be considered a disability.

System Requirements for Eligibility:

i. SSS -- A member is qualified to avail of sickness benefit if he/she:

- Is unable to work for more than 3 days due to TB sickness;
- Has paid at least three monthly contributions within the 12-month period immediately preceding the semester of sickness;
- Has used up all current company sick leaves with pay for the current year; and,

- Has notified the employer or SSS if separated, voluntary or self-employed member of his confinement within 5 calendar days after the start of such confinement unless such confinement is in a hospital.

- ii. **EC** -- A member is qualified to avail of sickness benefit if he/she:
- Has been duly reported to the SSS;
 - Has work-connected tuberculosis; and,
 - SSS has been duly notified of his TB disease. His/her employer shall be liable for the benefit if such TB illness occurred before the employee is duly reported for coverage to the system.

Medical Requirements:

i. Initial TB Sickness Benefit Package:

- Pulmonary TB:
 - Attending physician's report.
 - Results of three separate sputum examinations for AFB or culture.
 - Chest x-ray film and result with findings consistent with pulmonary TB.

TB.

- Verification of TB diagnosis by SSS physicians.
- Extrapulmonary TB:
 - Referral from attending physician with history and physical examination report.
 - Positive TB culture result of fluid or tissue from involved site or histological evidence from the site involved.
 - Certification from the attending physician attesting to the diagnosis of TB of the extra-pulmonary site concerned.
 - Verification of TB diagnosis by SSS physician.

ii. Extension of TB Sickness Benefit Package:

An extension of 30 days or more (until maximum of 120 days) beyond the initial benefit maybe given to a member with TB disease who fulfills the following requirements:

²Comprehensive and Unified Policy for TB Control in the Philippines p.63-69

- Pulmonary TB:
 - Still sputum (+) or becomes sputum (+) on the basis of three sputum follow-up examinations at least 3 weeks from the previous examination or impairment classification of class 1 or higher.
 - Certification from the Attending Physician attesting the presence of the above-mentioned signs and symptoms. The certification shall be written in the Sickness Notification Form.
- Extra-pulmonary TB:
 - Certification from the attending physician that the patient has extra-pulmonary tuberculosis and still needs time off from work while continuing treatment.
 - Verification of TB diagnosis by SSS physician.

Procedure for Claim

i. Initial TB Sickness Benefit Package:

- Members diagnosed with TB disease are required to submit the following:

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- TB Sickness Notification Form for employed members
- Sickness Benefit Reimbursement Application Form (for the employer)
- Completed TB Benefit Form with the following as attachments:
 - (a) Pulmonary TB:

Official result of three (3) AFB sputum examinations, x-ray films and official result showing PTB, mycobacterial or TB culture examination if available.
 - (b) Certification from attending physician attesting to the diagnosis of pulmonary TB.
 - (c) Extrapulmonary TB:

History and physical examination of attending physician, histopathology examination result of involved tissue or results of culture of fluid or tissue from involved site and certification from the attending attesting to the diagnosis of TB of the extrapulmonary site concerned.

- The application shall be evaluated by the SSS physician who shall return the basic TB Sickness Notification form with the appropriate recommendation to the employer.

- The TB Sickness Benefit Form shall be collected by SSS and submitted to the Philippine Coalition Against Tuberculosis or other body designated to manage the National TB Data Base on a monthly basis.
- The employer shall advance the approved benefits and have this reimbursed by SSS.

ii. Extension of TB Sickness Benefit Package:

- Members diagnosed with TB disease who shall remain sputum positive after thirty (30) days are required to submit the following:

- TB Sickness Notification Form for employed.
- Sickness Reimbursement Application Form (for the employer).

²Comprehensive and Unified Policy for TB Control in the Philippines p.63-69

• Completed TB Benefit (Extension Portion) Form with the following as attachments:

(a) Pulmonary TB

(1) Results of sputum examination or culture or evidence of at least mild respiratory impairment by spirometry or peak flow and certification by a physician that he/she has at least Class 1 respiratory impairment.

(2) Certification by the attending physician attesting to the diagnosis of Pulmonary Tuberculosis.

(3) Verification by SSS physician of member's health condition to warrant granting of extension.

(b) Extrapulmonary TB

(1) History and physical examination of attending physician, histopathology examination result of involved tissue or results of culture of fluid or tissue from involved site.

(2) Certification from the attending physician attesting to the diagnosis of TB of the extrapulmonary site concerned.

- The application shall be evaluated by the SSS physician who shall return the basic TB Sickness Benefit form with the appropriate recommendation back to the employer.

- The employer shall advance payment of the approved benefits to employees and have advances reimbursed by SSS.

2) TB Disability Benefit

SSS pays cash benefit in monthly pension or lump sum to eligible members with permanent partial or total disability due to TB disease. In addition to the monthly pension, a supplemental allowance of P500.00 is paid to provide additional financial assistance to meet his/her extra needs arising from the disability.

For permanent total disability, each dependent child of the pensioner, (not exceeding five and without substitution starting from the youngest), will receive a dependents' pension equivalent to 10 per cent of the member's monthly pension or Pesos 250 whichever is higher. The dependent pension stops when the child reaches 21 years old, gets married, gets employed or dies. For work-connected TB disability, the ECC pays cash benefit in monthly pension to eligible members. Also, it provides a supplemental allowance of P575.00 (15% higher than SSS) and a dependent's allowance equivalent to 10 percent of the member's monthly pension. In addition, the eligible member is also entitled to medical and related services and rehabilitation services and dependent pension for each of his dependent child (not exceeding five and without substitution starting from the youngest).

²Comprehensive and Unified Policy for TB Control in the Philippines p.63-69

The EC disability benefit may be enjoyed simultaneously with SS disability benefit.

· Packages:

i. SSS -- It is a cash benefit paid to a member who becomes permanently disabled due to TB, either partially or totally. The disability benefit may either be in lump sum or monthly pension and the amount and duration of benefit is based on the current policy of the System, which are subject to change.

ii. EC -- It is a monthly cash income benefit paid to a member who becomes permanently disabled due to a work-connected TB disease, either partially or totally. The amount and duration of the benefit is based on the policy of the System.

· System Requirement for Eligibility:

i. SSS -- A member who suffers partial or total permanent disability, with at least one monthly contribution paid to the SSS prior to the semester of contingency, is qualified.

ii. EC -- A member is qualified to disability benefit if he satisfies the following conditions:

- He has been duly reported to the System; and,

- He has sustained the permanent partial or total disability as a result of work-connected TB disease.

· Medical Requirements:

i. Pulmonary TB

- He/she met the criteria for PTB and has proof of at least 100 days of documented treatment.
- He/she is still sputum positive at the end of the Temporary Total Disability.
- He/she has an impairment classification of Class 1 to 3 and Functional Independence Measure (FIM) classification for permanent partial disability.

ii. Extrapulmonary

- He/she met the criteria for extra pulmonary TB and has proof of at least 100 days of documented treatment.
- He/she satisfies functional impairment classification for Permanent Partial Disability of organ system involved and Functional Independence Measure (FIM).

· Procedure for Claim:

i. SSS members with TB disease should submit the following:

- Claim for Disability Benefit Form
- Medical certificate form
- Other documents that might be required to support the disability claim:

*** Pulmonary TB**

Chest x-ray result indicating PTB and results of sputum examination or culture taken at the end of the temporary total disability, respiratory impairment result by spirometry or peak flow and proof of at least 100 days of documented treatment.

²Comprehensive and Unified Policy for TB Control in the Philippines p.63-69

*** Extrapulmonary TB**

History and physical examination of attending physician, histopathological examination result of involved tissue or results of culture of fluid or tissue from involved site, certification from the attending physician attesting to the diagnosis of TB of the extrapulmonary site concerned and proof of at least 100 days of documented treatment.

The application shall be evaluated by the SSS physician who shall give the appropriate recommendation.

8. BENEFITS PROVIDED BY PHILHEALTH³

a) All PhilHealth members and their qualified dependents may avail of the outpatient TB DOTS benefit package if they satisfy the “Criteria for Eligibility” and are not excluded by the “Criteria for Exclusion.”

Criteria for Eligibility:

- New cases of smear positive or smear negative pulmonary tuberculosis.
- New cases of extra pulmonary tuberculosis
- TB disease in children

Criteria for Exclusion:

The PhilHealth outpatient TB DOTS benefit package shall not cover the following types of TB cases:

- Failure cases (On previous treatment)
- Relapse cases

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· Return After Default cases (RAD)

All members and dependents who are qualified to avail of the outpatient TB DOTS benefit package may avail of services in the DOTS center where he/she is registered. Transfer to another accredited DOTS center during the course of treatment shall be referred to a PhilHealth Committee for appropriate action.

b) In accordance with Section 46 of the Implementing Rules and Regulations of R.A. 7875, qualified PhilHealth members and their dependents shall be entitled to the outpatient TB DOTS benefit package if:

- The member has paid at least three monthly premium contributions within the immediate six months prior to enrollment at the DOTS Center for employed and individually paying members.

- The member is covered within the date of effectivity of membership as stated in the ID Card/Eligibility Certificate in the case of sponsored (indigents), Pensioners and overseas Filipino workers.

c) Qualified dependents of a PhilHealth member may be one of the following:

- Spouse who is not a PhilHealth member;
- Children under 21 years old, not married and unemployed;
- Parents > 60 years of age, who is not a member, and wholly dependent on the member

³Comprehensive and Unified Policy for TB Control in the Philippines p.74-75

The DOTS Provider shall render services to a qualified PhilHealth member and its dependents based on the Manual of Procedures of the National Tuberculosis Control Program 2004.


d) PhilHealth shall provide a comprehensive package that will cover follow-up diagnostic work-up, follow-up consultations and anti-TB drugs for all members diagnosed with TB as defined above.

REFERENCES:

DOLE Department Order 73-05

Comprehensive and Unified Policy for TB Control in the Philippines

Aforementioned policies are subject to change should the Organization deem necessary.

 NATCCO Mutual Benefit Association Inc.	
SUBJECT: POLICY ON OPERATIONAL CONSIDERATIONS	EFFECTIVITY DATE:

PURPOSE:

NATCCO MBAI HUMAN RESOURCE MANUAL

The National Confederation of Cooperatives Mutual Benefit Association, Inc. (NATCCO MBAI) shall maintain at all times the peace and order at work and within its employees.

It is the responsibility of the Human Resources Unit or its equivalent functional unit to ensure that operational considerations policy is complied with.

OBJECTIVES:

1. To establish a policy on operational considerations.
2. To install guidelines that will ensure harmonious working relationship between the employees and management of NATCCO MBAI.

SCOPE:

This policy applies to permanent, contractual, or casual employees of NATCCO MBAI.

GENERAL GUIDELINES:

A. RELATIONSHIPS WITH SUPERIOR AND CO-EMPLOYEES

1. An employee is expected to give due respect to his or her superiors by recognizing their authority and must get along with their co-employees by following basic rules on courtesy and proper office decorum.
2. In order to maintain harmonious working relationships, he or she must refrain from quarreling with co-employees.
3. Any misunderstanding or differences should be settled in a peaceful and civilized manner, and if necessary, with the intervention of his or her supervisor or department head.

B. USE OF COMPANY PROPERTY

1. Use of company property for personal and other reasons than for which it was intended is prohibited.
2. Company properties must be kept clean and are to be used only for work-related purposes. NATCCO MBAI reserves the right to inspect all company property without notice to the employee and/or in the employee's absence.
3. Destruction or loss of company property will not be tolerated by NATCCO MBAI. In the event of loss or destruction, the employee concerned shall be liable to pay/replace the property lost or destroyed. The amount/replacement shall be determined on a case to case basis.
4. No property shall be removed from the office premises without securing approval from the President or Department Head.
5. Employees who are not assigned nor authorized to operate machines are prohibited to operate machines or tamper with such machines.
6. Employees are required to put out lights, air-conditioners and other electrical equipment and machines before leaving their work area during departure time.

C. EMPLOYEE PROPERTY

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An employee's personal property, including but not limited to, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of company property.

D. OBSERVANCE OF SECURITY MEASURES

The following security considerations are offered to help maintain a secure workplace:

- Compulsory wearing of employee ID cards within office premises;
- Screening of guests and visitors, whether official or personal and not allowing them to enter the work areas, including separated employees and those employees under preventive suspension, unless with clearance from the HR Unit;
- Strict screening and recording of property brought in and out of the office;
- For security of records and documents, all employees are directed to leave their work area at the end of each working day clean of any paper or document.
- All documents/records must be kept properly in locked cabinets. Keys to cabinets/pedestals must be in custody of authorized personnel only of each respective department and taking documents from the cabinets must be authorized and monitored by each respective department.
- Scratch papers with confidential information should be shredded to ensure confidentiality at all times.

E. EMPLOYEE HEALTH AND SAFETY

1. All employees must observe safety precautions not only for the protection of the company property but also for their own personal protection.
2. Accidents, injuries, or illness inside the office premises, no matter how minor, should be reported immediately to the Immediate Supervisor or Department Head.
3. Employees are expected to be on guard against fires. As such, any sign of fire, no matter how small, must be reported immediately to proper building/office authorities.
4. Do not run on office premises. Walk.
5. Do not obstruct exits, aisles, or passageways.
6. Do not obstruct access to fire extinguishers.
7. Do not create or contribute to unsanitary conditions. Maintain good housekeeping conditions in the work areas.
8. Do not engage in verbal threats or physical actions that create security hazard to other employees or supervisors in the workplace.
9. Participate in the conduct of fire and emergency drills.

F. PROPER USE OF TELEPHONE

1. Telephone etiquette and courtesy must be observed at all times.

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2. Phones should be picked up promptly, on the first ring if possible and not to exceed the third ring.
3. An employee should answer the phone with the appropriate greeting and by identifying his or her name and department/unit.
4. Personal calls during office hours are prohibited unless the matter is urgent in nature.


G. ATTENDANCE AND PUNCTUALITY

Attendance and punctuality mean maximizing work hours in the performance of one's duty. The employees comes to and leaves the office on time, takes a break strictly within the break period, ensures that the office is never left unattended, and participates in institutional activities.

H. PERSONAL GROOMING

Good personal grooming means presenting oneself decently at the office or in the work place in proper attire.

Aforementioned policies are subject to change should NATCCO MBAI deem necessary.

 NATCCO Mutual Benefit Association Inc.	
SUBJECT: OFFICE UNIFORM POLICY	EFFECTIVITY DATE:

PURPOSE:

NATCCO MBAI HUMAN RESOURCE MANUAL

The National Confederation of Cooperatives Mutual Benefit Association, Inc. (NATCCO MBAI) shall maintain at all levels the professionalism and branding image of the institution.

It is the responsibility of the Human Resources Unit or its equivalent functional unit to ensure that uniform policy is complied with.

OBJECTIVES:

1. To establish a policy on proper office attire.
2. To install standard operating procedures on wearing of uniform and applicable office attire.

SCOPE:

This policy applies to permanent, contractual, or casual employees of NATCCO MBAI.

GENERAL GUIDELINES:

A. WEARING OF PRESCRIBED UNIFORM

1. All regular employees are given a number of uniforms at the start of the fiscal year, or any time within the year which is considered as the commencement of uniform term.
2. Once a probationary employee becomes regular, entitlement of uniform subsidy will start on the date of regularization. However, if the regularization date falls near the expiration of the uniform term, the entitlement may be postponed to the succeeding uniform term.
3. The uniform shall be worn from Mondays through Thursdays within the NATCCO MBAI office premises, following the color/style schedule agreed upon by the office.
4. NATCCO MBAI ID is an official part of the office uniform and shall be worn at all times within the office premises.
5. If the employee is on official function outside the office, he or she may not wear the prescribed uniform but should make sure that proper dress code is followed.

B. REPAIRS & REPLACEMENT

1. Initial repairs required shall be undertaken by the supplier if uniform has not been officially handed over to the employee.
2. Should there be additional repairs required within the uniform issuance period; employee may request the supplier to undertake additional repairs. If otherwise, supplier may charge applicable repair cost to the employee.
3. Maintenance of the uniform shall be the responsibility of the employee. Hence the employee shall shoulder any repair or replacement due to stains, burn, or tear.

C. DRESS CODE ON NO UNIFORM DAYS

1. Probationary employees who are not entitled to office uniform are required to wear smart business casual attire.
 - i. Smart business casual means dressing professionally, looking relaxed yet neat and pulled together. This means NO wearing of:
 - o T-shirts

NATCCO MBAI HUMAN RESOURCE MANUAL

- Sando/sleeveless blouses
 - See-through, backless/midriff baring blouses
 - Low Necklines
 - Jeans
 - Micro Mini Skirts
 - Shorts, pedal pusher
 - Jump Suits
 - Athletic Shoes
 - Slippers, Beach Sandals, Flip-flops
 - Sandals (for men)
2. Dress Down Days – are usually on Fridays and on occasions where wearing of uniform is not applied. Employees are expected to wear Casual attire which is informal, relaxed attire. This means no wearing of:
- Sando/sleeveless blouses
 - See-through, backless/midriff baring blouses
 - Micro Mini Skirts
 - Shorts, pedal pusher
 - Slippers, Beach Sandals, Flip-flops
3. In general, employees may not wear anything with profanity, discriminating or suggestive words, slogans, or statements.


D. COMPLIANCE MONITORING

1. The Immediate Supervisor or Department Heads shall monitor the proper wearing of the prescribed uniform and may report to the HR Unit the staff who does not comply with the guidelines.

E. EXEMPTION FROM WEARING OF UNIFORM

In general, no employee is exempted from wearing of the prescribed office uniform. However, in cases where wearing of uniform is not possible, any request for exemption shall require approval from the President.

This supersedes all policies previously issued not in accordance with the above. Aforementioned policies are subject to change should NATCCO MBAI deem necessary.

 NATCCO Mutual Benefit Association Inc.	
SUBJECT: TERMINATION POLICY	EFFECTIVITY DATE:

PURPOSE:

The National Confederation of Cooperatives Mutual Benefit Association, Inc. (NATCCO MBAI) ensures that terminations of employment are done rightfully and in accordance with the Philippine labor law.

NATCCO MBAI HUMAN RESOURCE MANUAL

It is the responsibility of the Human Resources Unit or its equivalent functional unit to ensure that termination protocols are complied with.

OBJECTIVES:

1. To establish a policy on termination of employment.
2. To install standard operating procedures on voluntary and involuntary termination of employment.

SCOPE:

This policy applies to permanent, contractual, or casual employees of NATCCO MBAI.

GENERAL GUIDELINES:

A. SECURITY OF TENURE

1. In cases of regular employment, the employer may terminate the services of an employee for a just or authorized cause. An employee who is justly dismissed is not entitled to any remuneration/benefit except his actual compensation for worked days and other benefits due him/her under the law without prejudice on the part of the organization to charge against his salary any accountability.
2. The services of an employee who has been charged on a probationary basis may be terminated for a just cause or when he or she fails to qualify as a regular employee in accordance with reasonable standards made known by the organization to the employee at the time of his or her engagement.

B. TERMINATION OF EMPLOYMENT BY THE ORGANIZATION

1. The company may terminate an employment for any of the following causes:
 - Serious misconduct or willful disobedience by the employee of the lawful orders of the organization or its representative in connection with his or her work.
 - Gross and habitual neglect by the employee of his or her duties.
 - Fraud or willful breach by the employee of the trust reposed in him or her by the organization or its duly authorized representatives.
 - Commission of a crime or offense by the employee against the person of his or her employer or any immediate member of his or her family or his or her duly authorized representative.
 - Other causes analogous to the NATCCO MBAI Code of Conduct.

C. CLOSURE OF ESTABLISHMENT AND REDUCTION OF PERSONNEL

1. The organization may also terminate the employment of any employee due to installation of labor saving devices, redundancy, retrenchment, to prevent losses or the closing or cessation of operation of the establishment or undertaking unless the closing is for the purpose of circumventing the provisions of the labor code, by serving a written notice on the employees and the Department of Labor and Employment at least one month before the intended date thereof.
2. In case of termination due to the installation of labor saving devices or redundancy, the employee affected thereby shall be entitled to a separation pay equivalent to at least one month pay for every year of service, whichever is higher.

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3. In case of retrenchment to prevent losses and in cases of closures or cessation of operations of establishment or undertaking not due to serious business losses or financial reverses, the separation pay shall be equivalent to one month pay or at least half month pay for every year of service, whichever is higher. A fraction of at least six (6) months shall be considered one whole year.

D. DISEASE AS GROUND FOR TERMINATION

1. The organization may terminate the services of an employee who has been found to be suffering from any disease and whose continued employment is prohibited by law or is prejudicial to his or her health as well as to the health of his or her co-employees, provided that he is paid a separation pay equivalent to at least one month salary or to half month salary for every year of service, whichever is greater, a fraction of at least six (6) months being considered as one whole year.

E. VOLUNTARY RESIGNATION

1. An employee who wishes to resign shall submit to the Immediate Superior a resignation letter at least 30 days prior to the effective date of resignation. Normally, a resignation is deemed not acceptable if the 30-day notice has not been complied with.
2. The resignation letter should be duly accepted by the Immediate Superior and/or Head of the Department. Once accepted, such copy must be forwarded to HR for documentation.
3. HR will process necessary exit documents towards the end of the effective date. Such documents are Exit Interview Form (see – Annex A) and Exit Clearance (see – Annex B).
4. Exit Clearance may be routed by the outgoing employee; by his or her authorized representative if the latter is not available; and by HR as deemed applicable.
5. Once Exit Clearance has been fully signed, HR shall then compute for necessary last pay which includes last unpaid salary, separation pay (if applicable), retirement pay (if applicable) and other monetary obligations due to separated employee.

F. RETIREMENT FROM SERVICE

1. Any employee may voluntarily retire from NATCCO MBAI upon rendering five (5) cumulative years of service or upon reaching the age of sixty (60).
2. Any employee shall mandatorily retire upon reaching the age of sixty-five (65).
3. The retiring employee shall be entitled to receive retirement benefits as he or she may have earned under existing law provided that he/she has continuously served for the last 5 years.

Aforementioned policies are subject to change should NATCCOMBIAI deem necessary.

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ANNEX A EXIT INTERVIEW FORM

NATCCO MUTUAL BENEFIT ASSOCIATION INC.

Exit Interview

Employee Name: _____	Date of Hire: _____
Role/Department: _____	
Exit Interview Conducted by: _____	Date Today: _____
Last Day of Work: _____	Effective Date: _____

1. Why are you leaving NATCCO MBAI?

2. Overall, I was satisfied with NATCCO MBAI as a place to work.
Fully _____ Moderately _____ Not Really _____
3. Would you be interested in working for NATCCO MBAI on a Part-Time basis? Comments:

(Rev)

4. How did you first become interested in NATCCO MBAI?

Newspaper Advertisement _____	Friend employed by NATCCO MBAI _____
Internet Advertisement _____	Self Initiative _____
Recruitment Agency _____	Other _____ Radio – Job Fair _____
5. What was the main reason you decided to join NATCCO MBAI?

Looked like a good opportunity _____	Friend employed by NATCCO MBAI _____
Career growth _____	Wanted to join this industry _____
Good pay/benefits _____	Broader company _____

12. How did you feel about your physical working environment? (e.g.: surroundings, furniture, etc)

Excellent _____ Good _____ Fair _____ Poor _____

Did you feel this is a safe place to work?

13. Did the technology support/hinder your ability to do your job?

Very supportive _____ Supportive _____ Hindrance _____

What changes would you suggest?

14. How do you feel about your co-workers?

Excellent _____ Good _____ Fair _____ Poor _____

15. Company benefits:

Excellent _____ Good _____ Fair _____ Poor _____

Comments:

16. How did your senior management treat you during your time at NATCCO MBAI? (e.g.: director, mgrs, etc)

**ANNEX B
EXIT CLEARANCE FORM**

NATCCO MBAI HUMAN RESOURCE MANUAL

NATCCO MUTUAL BENEFIT ASSOCIATION INC. EXIT CLEARANCE FORM

This is to certify that _____ has ceased to be connected from NATCCO Mutual Benefit Association Inc. (NATCCO MBAI) effective _____ . The following departments have checked the above employee's accountabilities and below are the details:

DEPARTMENT/ UNIT	COMPANY PROPERTY ISSUED <small>(If applicable)</small>	STATUS & SIGNATURE <small>(Indicated if the accountability has been received from resigning employee)</small>	DATE SIGNED
Immediate Superior			
Accounting/Finance			
Property Custodian	1. _____ 2. _____ 3. _____ 4. _____ 5. _____		
Human Resources	1. Employee Handbook 2. Company ID 3. Health Card 4. _____ 5. _____		

President