

POLICIES ON HEALTH & SAFETY, TRAINING AND WELFARE

ANGLO PHILIPPINE HOLDINGS CORPORATION (APHC) shall provide and maintain a safe and healthful work environment that complies with generally accepted business practices and regulatory requirements. The improvement of its employees' health and the prevention of accidents shall be the bedrock of its health and safety management system.

Management shall strive to eliminate any foreseeable hazards that may result to personal injuries/illnesses, damage to property and security losses by making loss prevention a direct responsibility of all employees.

Loss prevention shall be an integral part of all processes especially as they apply to the design, operation, and maintenance of facilities and equipment.

All employees shall perform their jobs in accordance with established procedures and operating philosophy.

Health Benefits

The Company shall ensure that the health of its employees is adequately protected and that they are provided with financial assistance when they get sick or injured. It shall establish a medical insurance program wherein all regular employees shall be covered under a medical insurance policy.

All regular employees are also entitled to an annual medical allowance, the amount of which shall be set by the Compensation & Remunerations Committee.

Policy on Seminars & Trainings

The attendance in seminars, conventions, or trainings by directors, officers and employees may be fully or partially subsidised by the Company depending on the nature of the convention, seminar or training.

Full subsidy shall be extended when the nature of the convention, seminar or training is directly related to the function of the attending director, officer or employee in the Company.

Partial subsidy may be extended when the nature of the convention, seminar or training is not directly related to the function of the attending director, officer or employee in the Company, but is geared towards the personal growth and development of the attending director, officer or employee. The percentage of the subsidy shall depend on the President's discretion.

Subject to scheduling arrangements, all regular employees shall be entitled to attend in-house seminar or training organised by the Company.

A holding period, or a minimum period of stay with the Company reckoned from date of arrival from convention, seminar or training, shall be required for officers or employees who attended a convention, seminar or training which was fully subsidised by the Company. In case of separation or termination of employment before the holding period is satisfied, such attending officer or employee shall refund to the Company a proportionate amount of the subsidy given to him.

Membership Dues

The Company shall pay the membership dues to organizations where an officer or employee is a member, including:

- Geological Society of the Philippines
- Integrated Bar of the Philippines
- Philippine Association of Secretaries
- Philippine Institute of Certified Public Accountants
- Institute of Internal Auditors
- Petroleum Association of the Philippines
- Makati Business Club
- Finance Executives Institute of the Philippines

The Company shall also pay the Professional Regulation Commission (PRC) dues and privilege taxes of all regular and professional employees.

Educational Assistance

All regular employees with children enrolled under the Primary, High School or College level, as well as all unmarried regular employees who are still studying, shall be entitled to avail of Educational Assistance from the Company.

The amount of Educational Assistance shall be set and reviewed per calendar year by the Compensation & Remuneration Committee.

Bereavement Assistance

In addition to the benefits granted by law, the immediate legitimate family of a regular employee who dies may be given cash assistance by the Company, the amount of which shall be subject to the discretion of the President but not to exceed the equivalent of the employee's 3 months' salary. This assistance is also extended to a regular employee whose legitimate spouse or child dies.

Rice Subsidy Allowance

Subject to adjustment based on prevailing market prices, all regular employees shall be entitled to one (1) 50 kg. sack of rice per month, or its cash equivalent.

Employees Retirement Plan

The Company shall ensure that regular employees who have served the Company until their retirement shall be given appropriate financial reward and recognition through the establishment of the APHC Retirement Plan.