

Objective

The management ensures the protection, safety and welfare of night workers and will provide policies that apply to all persons who shall be employed or permitted or suffered to work at night. As used herein, "night worker" means any employed person whose work covers the period from 10 o'clock in the evening to 6 o'clock the following morning provided that the worker performs no less than seven (7) consecutive hours or work.

Policies

1. Workers shall have the right to undergo a health assessment without charge and to receive advice on how to reduce or avoid health problems associated with their work:
 - a) Before taking up an assignment as a night worker;
 - b) At regular intervals during such an assignment;
 - c) If they experience health problems during such an assignment.
2. The company shall provide mandatory facilities, made available for workers performing night work which include the following:
 - a) Suitable first-aid and emergency facilities;
 - b) Separate toilet facilities for men and women;
 - c) Facility for eating with potable drinking water; and

Prepared by:

Lizzie O. Magat
HR Manager

Noted by:

Chabio T. Sison
SVP-Shared Services
CFO/CRO

Approved by:

Efren E. Uy
President & CEO

d) Facilities for transportation and/or properly ventilated temporary sleeping or resting quarters, separate for male and female workers shall be provided.

Implementation and Monitoring

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

Effectivity

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

Distribution

Officers, Team Leaders, Unit Leaders, Team Members, HR Partners

Ownership

The HR Services is responsible in ensuring that this document is necessary and it reflects actual practice.

The Human Resources Department is also responsible revising this policy when appropriate.

Prepared by:

Lizzie O. Magat
HR Manager

Noted by:

Chabio T. Sison
SVP-Shared Services
CFO/CRO

Approved by:

Efren E. Uy
President & CEO