



Get Insured, Be COvered. GIBCO, At Your Service!

EMPLOYEE HANDBOOK 2025

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Access List:

List of Users	Access Type	Type of Media	Retention Period	Archival Period
All Employees	Read	Hardcopy	5 years	5 years
Executives / BOD	Review and approve	Softcopy	4 years	Keep Permanently
HR	Read and write			
Audit	Read and write			

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Welcome to the Guevent Insurance Broker Corp. (GIBCO) Employee Handbook

At GIBCO, we are more than an insurance brokerage firm — we are a company rooted in **trust, service, and a deep responsibility to safeguard what matters most**. Our commitment to **excellence, regulatory compliance, and client-focused service** drives everything we do.

This handbook serves as a central reference for the policies, standards, and procedures that govern our workplace and human resources practices. It is designed not just to inform, but to empower every GIBCONian — from leadership to frontliners — to make decisions that are aligned with our principles of integrity, accountability, and efficiency.

The policies outlined here help us remain consistent, fair, and compliant with applicable laws and best practices. They are here to **protect both the company and our employees**, ensure operational clarity, and reinforce the values that distinguish us in the insurance industry.

By adhering to these procedures, we uphold our promise:

"Get Insured, Be Covered — GIBCO, At Your Service."

Together, we ensure that our clients, partners, and teams are always covered — today and into the future.

Let this handbook be a guide, a resource, and a reminder of the high standards we hold ourselves to as we work together in fulfilling our mission.

Thank you for being a vital part of GIBCO.

Management

Introduction

Purpose

This employee handbook outlines the human resource policies, procedures, and service rules that apply to all categories of employees and consultants at GIBCO. Its purpose is to guide the relationship between GIBCO and its personnel through consistent HR policies and practices. Please note that this handbook does not constitute an employment contract. It should be interpreted as a whole, rather than by isolating individual sections or sentences out of context.

This handbook is intended to guide the staff regarding their rights and obligations.

These guidelines shall be followed by all staff of GIBCO, including the Senior Management Team and part-time staff who may be employed by the company from time to time.

Objectives

GIBCO shall endeavor to achieve the following objectives:

- a) Appropriate remuneration for all staff for services rendered.
- b) Fair hearing for all staff as provided in this handbook
- c) Equal employment opportunities.
- d) Provision of appropriate training and facilitation.

Scope

These policies shall apply to all employees of GIBCO in all categories.

Policy Statement

This handbook is the property of GIBCO and is intended to distribute to all employees. The Human Resources Department is responsible for distributing the handbook and responsible for safeguarding its contents and ensuring it remains up to date. While the manual aims to address a wide range of situations through formalized policies, there may be instances that are not covered or situations that require exceptions to the stated policies.

The Executive and Board of Directors reserve the right to modify, cancel or amend all or any of these policies in whole or part, or subsequent rules issued in connection with these rules from time to time.

All amendments and additions/deletions to these policies shall be notified by means of memorandum by the HRD.

The authorized executives of the COMPANY shall issue necessary orders, instructions, and directives, from time to time with the purpose of conducting the organizational business and maintenance of its efficiency and discipline.

Any difficulty faced due to any conflicting or ambiguous implications during or after implementation of these policies shall be referred to the HR/Admin REPRESENTATIVE for issuing clarification or ruling.

The Executives and Board of Directors are the final authority for the interpretations of the rules contained herein and decisions made by the Board shall be final and binding on all employees of GIBCO.

This handbook was compiled by the Internal Audit, with Human Resources responsible for reviewing and updating its content. It is part of GIBCO's initiative to streamline, clarify, and consolidate existing policies and procedures. Certain sections have been newly developed or revised in coordination with the relevant departments. All content in this manual remains subject to final review and approval by GIBCO Management.

	Document Type: Policy		No. of Pages: 3
	Title: Recruitment, Selection and Appointment		Document Code: GIBCO-2025-TE-001
Supersedes Policy Ref. No.: GIBCO-POL-017-001 Version 2017			
Memo Dated: June 01, 2017		Status: Update	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:	
 Kathleen N. Bernardo Audit & Risk Officer	 Mary Ann Dolores/ Miracell Medina Human Resources Department	 Gianina Marielle So-Linjoco CEO/ President	

PURPOSE

GIBCO is committed to building an effective, capable, and high-performing workforce through a systematic, fair, and merit-based recruitment process. It is the company's policy to select and appoint only the most qualified candidates based on job requirements, competencies, and alignment with company values.

Hiring decisions will be based on a candidate's qualifications—work experience, skills, education, character, and aptitude—and the satisfactory completion of all pre-employment requirements.

SCOPE

This policy applies to all types of manpower requirements for GIBCO, covering permanent, project-based, and contractual positions.

GUIDELINES

1. MANPOWER REQUISITION

- All vacancies, whether due to attrition or creation of a new role, must be supported by an approved **Manpower Requisition Form (MRF)**.
- The MRF should be initiated by the requesting department, endorsed by the Human Resources and Admin Department (HRAD), and approved by the President.
- For newly created or current positions, the MRF must be accompanied by a detailed Job Description.

2. PROCESSING TIMELINE

- HRAD is given the following lead time upon receipt of an approved MRF:
- **30 calendar days** for Associate positions
- **45 calendar days** for Supervisory positions
- **Up to 90 calendar days** for Managerial and Executive roles
- In case of delays, the Department Head may assign an interim employee to take over the responsibilities temporarily.

3. APPLICANT SOURCING CHANNELS

- The following sourcing methods shall be used:
- **Internal Hiring** – Priority is given to qualified existing employees to support career growth and succession planning.
- **Active Applicant Pool** – Applicants in the company's existing database.
- **Walk-in Applicants and Referrals**
- **Academic Institutions or Agencies** – Partner schools and employment agencies.

- **Online Job Portals** – Recruitment through digital platforms.
- **Print Advertisements** – Only used when other methods are insufficient.

4. **RECRUITMENT AND SELECTION PROCESS**

- Screening of resumes and applications by HR Assistant / HR Representative
- **Initial Interview** by the HR Representative.
- **Testing** (personality, IQ, or skill-based) by an HR Assistant / HR Representative
 - **Minimum acceptable score: Average**
- **2nd Interview** by the Hiring Manager
- **3rd Interview** by the HR Manager
 - **For Managerial Roles: COE and and Clearance from previous employment**
- **Final Interview** by: General Manager/ CEO & President (Officer level and higher position)
- **Selection Criteria:** Job-fit, qualifications, experience, and performance in tests/interviews.

5. **JOB OFFER AND DISCUSSION**

Once selected, the candidate will be called in to discuss:

- Scope of responsibilities
- Salary and benefits package
- Company expectations and values
- Hiring / Start date and job classification
- Employment terms and pre-employment requirements

6. **PRE-EMPLOYMENT REQUIREMENTS**

The following documents are required before onboarding:

- Employee Information Sheet
- Resume/Curriculum Vitae
- ID Photos (2 pcs. 1 x 1 and 2 pcs. 2x2)
- Corporate Attire Half-Body Photo
- Government IDs: TIN, UMID/SSS, PhilHealth, Pag-IBIG
- NBI Clearance
- Payroll Account Application (provided by company)
- Medical Exam Clearance (Pre-employment)
- Birth Certificate, Marriage Certificate (if applicable)
- Dependent's Birth Certificate (if applicable)
- Certificate of Employment
- Transcript of Records / Diploma
- BIR Forms: 1902, 2305, 2316 / W2
- HDMF Loan Records / SSS Loan Records (if applicable)

7. **ONBOARDING AND ORIENTATION**

New hires must attend a comprehensive company orientation and training program conducted by HRAD and concerned departments. This covers:

- Company policies, rules, and regulations
- Employee benefits and procedures
- Code of conduct and ethics
- Office etiquette and communication guidelines

- Department introduction and job familiarization
- Workplace safety and security

8. EMPLOYMENT RESTRICTIONS

- The following individuals shall not be eligible for employment:
- Applicants with criminal records
- Former employees terminated for cause
- Relatives of current employees working in the same unit with direct or indirect supervision (up to the 4th degree of affinity or consanguinity)
- Re-applicants disqualified within the past year unless qualifications have significantly improved

9. BACKGROUND INVESTIGATION

Mandatory for Executive, Managerial, and Supervisory positions to ensure integrity, compliance, and protection of company interests, with a required turnaround time for completion within 5 to 7 days from endorsement.

NOTES & ADDITIONAL GUIDANCE

- Re-hiring previously separated employees must be subject to stricter review and approval.
- All recruitment documents must be filed and documented per HRAD protocols.
- Hiring decisions are final upon endorsement from the Department Head and HR, subject to President's approval when applicable.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: New Employee Orientation	Document Code: GIBCO-2025-TE-002
Supersedes Policy Ref. No.:		
Memo Dated:	Status: New	Effectivity Date: July 01, 2025
Compiled and updated by: 	Reviewed by: 	Approved by: 
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President

PURPOSE

This policy aims to establish a standardized procedure for onboarding new employees at GIBCO to ensure that they receive the necessary information, tools, and support to become productive and engaged members of the organization. The orientation process also reinforces GIBCO's values, culture, policies, and expectations.

SCOPE

This policy applies to all new hires, whether regular, project-based, probationary, or contractual, across all departments and business units of GIBCO. It also applies to HR personnel, immediate supervisors, and department heads responsible for onboarding and orienting new employees.

GUIDELINES

1. PRE-ORIENTATION PREPARATIONS

- HR shall prepare a schedule for the orientation and coordinate with concerned departments.
- New employees will be provided with their employment contract, job description, and employee handbook upon or before orientation.
- Access credentials (e.g., email, ID, work tools) must be processed in advance if applicable.

2. ORIENTATION COVERAGE

The New Employee Orientation shall cover the following key areas:

- Company Overview:
 - History, mission, vision, and core values
 - Organizational structure
 - Overview of departments and functions
- HR Policies and Procedures:
 - Attendance and leave policies
 - Code of conduct and disciplinary measures
 - Benefits and compensation overview
 - Health and safety protocols
 - IT and data privacy guidelines
- Job-Specific Briefing:
 - Introduction to the department/team

- Job expectations and performance standards
- Initial work assignments
- Tour and Introductions:
 - Office facilities and amenities
 - Introduction to key personnel
- Attendance and Documentation
 - Attendance during orientation is mandatory.
 - New employees must sign an Orientation Attendance Sheet and Acknowledgment Form indicating receipt and understanding of company policies.
- Evaluation and Feedback
 - HR may conduct a short post-orientation survey or feedback form to assess the effectiveness of the orientation program.
 - Continuous improvement of the orientation process shall be based on feedback received.


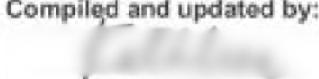


3. ROLES AND RESPONSIBILITIES

Role	Responsibility
HR Department	Prepare and conduct the orientation; distribute materials and collect signed acknowledgments
Department Heads	Participate in job-specific briefings and introduce team roles
IT/Admin	Ensure access credentials and work tools are ready on Day 1
New Employee	Attend the full orientation and comply with onboarding requirements

4. POLICY REVIEW

This policy should be reviewed annually by the HR Department or as needed to ensure relevance and effectiveness.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 3
	Title: Employment Status and Job Classification		Document Code: GIBCO-2025-TE-003
Supersedes Policy Ref. No.: GIBCO-POL-017-002 Version 2017			
Memo Dated: March 16, 1995		Status: Revised	Effectivity Date: July 01, 2025
Compiled and updated by: 	Reviewed by: 	Approved by: 	
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Miracles Medina Human Resources Department	Gianina Marielle So-Linjoco CEO/ President	

PURPOSE

The primary purpose of this policy is to establish a clear employee classification system that allows GIBCO to effectively identify its organizational structure and hierarchy. This classification framework also supports Management in cascading policies, managing human capital efficiently, and aligning employee roles with the company's goals.

SCOPE

This policy applies to all employees of Guevent Insurance Broker Corp. (GIBCO), regardless of employment status, role, or rank.

RESPONSIBILITY

The Human Resources acts as the custodian of all employee's personnel records. To keep the records up to date, the following information should be reported immediately to the Human Resources through a duly accomplished Employee Information Sheet and other forms pertaining to SSS, PhilHealth, Pag-ibig, BIR, etc. whenever necessary:

- Change in name or surname
- Change in Civil Status
- Change in address
- Change in mobile number
- Additional member of the family
- Change in the name of person to be contacted in case of emergency
- Report on any special course or seminar completed, and any degree completed

DEFINITION OF TERMS

A. Employment Classification – The process of categorizing employees based on shared characteristics for easier management of benefits, roles, and responsibilities.

B. Employment Status – Defines the terms, rights, and responsibilities of an employee's relationship with the company.

C. Employee Rank – Refers to the position held by an employee which determines the general nature of their responsibilities and authority.

D. Career Level - Refers to an employee's position or stage within their professional development and organizational hierarchy. It helps categorize roles based on experience, responsibility and seniority.

GUIDELINES

A. GENERAL CLASSIFICATIONS

Employees are classified according to two categories:

- Employment Status
- Job Classification (Position Rank)

B. EMPLOYMENT STATUS

Casual / Project Based Employees

- Hired for occasional, seasonal, or incidental work that is not necessary to the regular business operations of the company.
- May also be engaged to temporarily replace regular employees on leave or to augment the workforce for short-term needs.

Regular Employees

- Hired to perform tasks that are necessary or desirable in the usual business of the company.
- Typically undergo a probationary period and performance assessment before attaining regular status.

Probationary Employees

- Undergo a trial period of six (6) months.
- Performance is evaluated on the 3rd and 5th month to determine regularization eligibility.
- Evaluation criteria will be communicated at the start of employment.

Consultants

- External professionals with specialized expertise engaged on a temporary basis for a fee.
- Consultants work in an advisory capacity and are not directly accountable for the final outcomes of their recommendations.

Interns / Trainees

- Students or recent graduates accepted for on-the-job training or internship.
- Duration of engagement depends on academic requirements and company needs.
- These positions may be paid or unpaid.

Outsourced Employee

- Individual employee who works for a third-party company.
- Not a direct employee of the company
- Not eligible to company-initiated benefit

C. JOB CLASSIFICATION (POSITION RANK)

CXX / Chiefs / Heads

- Highest-level executives managing the company's strategic direction and decision-making.
- Includes roles such as CEO, COO, CFO, and other Chief-level titles.

Senior Executives

- High-ranking officers who direct divisions or departments and set strategic goals.
- Examples: Director, Vice President, General Manager.

Junior Executives

- Assist and support Senior Executives in managing divisions and implementing strategic initiatives.
- Includes: Assistant Directors, Assistant Vice Presidents, Assistant General Managers.

Managers

- Responsible for overseeing specific departments or units.
- Manage teams and operations and report to senior leadership.

Officer/ Supervisor

- First-line managers who oversee daily operations and frontline staff.
- Typically authorized to recommend or enact decisions related to hiring, promotions, discipline, and performance management.


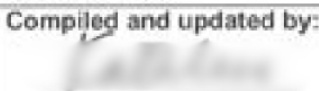


Associates / Rank and File

- Team members with operational or support functions within departments.
- Work collaboratively to fulfill client or internal needs under the direction of supervisors or managers.

Interns

- Individuals undergoing supervised work experience to fulfill academic or career exploration goals.
- May be enrolled students or recent graduates; internships are typically time-bound.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 2
	Title: Promotion and Transfer of Position		Document Code: GIBCO-2025-TE-004
Supersedes Policy Ref. No.: GIBCO-POL-017-006 Version 2017			
Memo Dated: March 16, 1995		Status: Revised	Effectivity Date: July 01, 2025
Compiled and updated by: 	Reviewed by: 	Approved by: 	
Kathyeen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachel Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President	

PURPOSE

Guevent Insurance Broker Corporation (GIBCO) recognizes the importance of acknowledging outstanding performance and supporting career growth within the organization. It is the policy of the Company to **promote from within** whenever feasible and to provide opportunities for advancement to qualified and deserving employees. Likewise, employees may be **transferred** to positions or departments where their skills and qualifications can be better utilized in support of operational efficiency.

SCOPE

This policy applies to all employees of Guevent Insurance Broker Corporation (GIBCO), regardless of employment status or position.

DEFINITION OF TERMS

- **Promotion**

The advancement of an employee to a higher position or rank that entails greater responsibility. A promotion may, at the discretion of management, include enhanced benefits and privileges. It signifies upward movement in the organizational hierarchy, and while it may not always involve an immediate salary increase, it reflects recognition of an employee's capabilities and potential for further growth.

- **Transfer**

The movement of an employee from one position to another—either within the same department or across departments—based on operational needs. Transfers typically involve similar levels of responsibility and skill requirements, and do not entail a change in salary grade or classification.

RESPONSIBILITY

Department Head will determine the employee eligible for promotion. Human Resources will review the 201 file of the employee and endorse the promotion recommendation of the Department Head to the CEO for final approval.

GUIDELINES

1. PROMOTION

- Promotions shall be **merit-based**, considering the employee's qualifications, job performance, work ethic, leadership potential, and knowledge of the role.
- Promotions may be implemented **within the same department or across departments**, depending on organizational needs.
- The **employee's most recent performance evaluation** shall serve as a critical factor in determining eligibility for promotion.

- d. All promotions are subject to the availability of a **position vacancy** and must be aligned with the approved **organizational structure**.
- e. Promotions shall only take effect upon **final approval by the CEO/ President of the Company**.

2. TRANSFERS

- a. Transfers may occur **within the same department or between departments**.
- b. All transfers must be **initiated or approved** by Management and shall be based on the **Company's operational requirements**, including but not limited to:
 - Addressing manpower shortages or surplus
 - Enhancing workforce productivity
 - Providing cross-functional exposure or development opportunities
- c. A transfer **shall not entail a change in salary grade**, unless accompanied by a separate promotion or reclassification.
- d. In cases where an employee expresses interest in transferring, such requests shall be evaluated based on **qualifications, performance, and business need**, and must be endorsed by the immediate supervisor or department head.

DOCUMENTATION & EFFECTIVITY

- All promotions and transfers must be **documented** using the prescribed HR forms and **filed in the employee's 201 file**.
- HR shall coordinate with the concerned departments to ensure a **smooth transition** and proper turnover.
- The effective date of the promotion or transfer shall be clearly stated in the documentation and shall be **reflected in the payroll and HRIS system**.


CONTINUOUS SERVICE DATE AND BENEFITS FOR EMPLOYEE WHO TRANSFER OR ARE PROMOTED

Employee who transfers to another department continues his date of service from the date he was first hired until end of his employment. The department to which the staff member transfers become responsible for accrued and unused vacation time and sick leave that may be due to the employee member.

If the employee is transferring from GIBCO to another affiliate, (or vice versa), he or she should review any potential changes that may occur to benefits packages or to the transitioning of leave accruals. Inquiries concerning any such potential changes should be made with the entity or department Human Resources representative.

If the employee is transferring to a project-based position, he or she should review any potential changes to benefits, reduction-in-force actions, and all other employment related practices with the entity or department Human Resources representative.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 5
	Title: Resignation, Termination and Retirement		Document Code: GIBCO-2025-TE-005
Supersedes Policy Ref. No.: GIBCO-POL-017-010 Version 2017			
Memo Dated: March 16, 1995		Status: Revised	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:	
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachel Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President	

PURPOSE

To establish a clear and consistent policy to be adopted as a Standard Operating Procedure (SOP) in the processing of employee separation from the company, whether through resignation, termination, or retirement, including the proper computation and release of final pay and other benefits due.

RESIGNATION

1. NOTICE PERIOD REQUIREMENT

An employee who intends to resign must submit a written notice at least thirty (30) calendar days prior to the intended effective date of the resignation, in accordance with Book VI, Article 300 (formerly Article 285) of the Labor Code of the Philippines.

2. PURPOSE

This requirement ensures:

- Continuity of operations
- Proper turnover of responsibilities
- Sufficient time for the company to search for a suitable replacement

3. RESIGNATION PROCEDURE

a. **Initial Discussion** – The resigning employee should first discuss their decision with their immediate superior to explore concerns, clarify expectations, or resolve any issues that may have led to the decision.

b. **Formal Letter of Resignation** – The employee must submit a formal resignation letter addressed to their Department Head or Manager, routed through their immediate supervisor if there is any. A copy must also be provided to the Human Resources (HR), with acceptance of resignation and confirmation of effectivity date from the Department Head or Manager.

c. **Acceptance of Resignation** – HR must formally accept the resignation in writing.

d. **Clearance Process** – Employee will initiate and HR will oversee the employee's clearance procedure, which includes:

- Settlement of accountabilities (e.g., equipment, documents, financial obligations)
- Turnover of responsibilities and work files
- Submission of a turnover form duly signed by the receiving personnel or supervisor

e. **Exit Interview** – HR shall conduct an exit interview to understand the reasons behind the resignation and gather feedback for continuous improvement.

f. **Final Pay Computation** – HR will initially compute the final pay and coordinate to Treasury and Accounting for review and endorsement of approval to release.

TERMINATION FOR JUST OR AUTHORIZED CAUSES

Guevent Insurance Broker Corp. (GIBCO) may terminate the employment of any employee for just or authorized causes, following due process as required by the Labor Code.

1. **JUST CAUSES FOR TERMINATION** (per Article 297 of the Labor Code):
 - a. Misconduct or willful disobedience
 - b. Gross and habitual neglect of duties
 - c. Fraud or breach of trust
 - d. Commission of a crime or offense against the employer or representative
 - e. Acts of immorality, intoxication, or moral turpitude
 - f. Repeated inefficiency, absenteeism, or neglect of duty
 - g. Violation of company policies and procedures
 - h. Loss of trust and confidence
2. **AUTHORIZED CAUSES FOR TERMINATION:**
 - a. Installation of labor-saving devices
 - b. Redundancy
 - c. Retrenchment to prevent losses
 - d. Closure or cessation of operations
 - e. Employee suffering from a disease which cannot be cured within six (6) months and whose continued employment is prejudicial to his/her health or that of co-employees

REDUNDANCY / RETRENCHMENT / LAYOFF TO PREVENT LOSSES

If it becomes necessary to terminate an individual's employment or reduce his or her hours or work effort because of reduced funding, changes in the nature and scope of the work, or for other operational reasons, the termination or reduction in hours or effort is considered a layoff. A position from which an employee has been laid off may not be filled for at least one year, except in unusual circumstances and with the prior approval of the Board of Director.

Decision Criteria:

In making a layoff decision, where the choice is not clearly dictated by the work to be eliminated or changed and range of skills of those engaged in it, departments should carefully consider three important factors: individual performance, the length of employee service, and the status and goals of affirmative action in the department. No one of these considerations automatically outweighs the other. They must each be judged and balanced in such a way as to be as fair as possible to the individuals concerned while also serving the company need for an effective employee.

Employees who receive a layoff notice are encouraged to review job postings for other positions at GIBCO or affiliated companies for which they may be qualified. If they apply for such a position, they should contact their Human Resources Representative. Hiring managers in departments are encouraged to consider qualified employees on layoff notice for available positions.

LETTER OF NOTIFICATION

When the layoff decisions have been made, everyone affected must be sent a letter of notice. A copy of the letter of notification should be forwarded to Department of Labor and Employment (DOLE) at the time it is given to the individual. The letter should inform the individual of the reason for the layoff and the length of the notice period. It should be made clear that the individual is

expected to carry out his or her usual responsibilities during the notice period but that a reasonable amount of time will be allowed to seek another position at GIBCO or elsewhere. The letter of notice should also suggest that the individual contact his or her Human Resources Representative for information about benefits and resources available to laid-off employees.

LAYOFF NOTICE PERIOD

The period of notice does not represent severance pay, but rather a period during which the individual continues to be employed at his or her regular salary until a specified layoff date or until the individual is employed elsewhere, whichever comes earlier. The period of notice is calculated using the employee's current employment date; that is, if an employee was reinstated at GIBCO, the work before reinstatement is not considered.

3. DUE PROCESS REQUIREMENT

Termination for just cause must follow the "two-notice rule":

- First notice (Notice to Explain)
- Administrative hearing (For serious and grave offense)
- Second notice (Notice of Termination with findings)

RETIREMENT

1. ELIGIBILITY

All **regular employees** of GIBCO without pending disciplinary action are covered by the company's Retirement Plan.

2. RETIREMENT BENEFITS

a. **Normal Retirement** – Employees who reach **60 years of age** or at the option of the Company after **20 years of service**, regardless of age.

b. **Early Retirement** - Employees may be considered for early retirement if they meet either of the following conditions:

- They are at least 50 years old with 10 years of service in the company without pending disciplinary action.
- They have completed 10 years of service; regardless of age.

Retirement pay will be computed on a pro-rated basis and is still **subject to management approval**. The Guevent Group may also allow early retirement in special cases, such as **medical reasons** or **migration abroad**, based on specific conditions set by the Company.

VALID REASONS ARE THE FOLLOWING:

- 1. Health reasons** – medical conditions or disabilities that hinder the ability to continue working.
- 2. Personal circumstances** – family obligations, caregiving responsibilities, migrating abroad, change of permanent address.
- 3. Company restructuring, downsizing, or reorganization** – organizational changes, mergers or downsizing leading to workforce reduction.
- 4. Industry changes or Technological advancements** – rapid changes in technology that make an employee's skills obsolete.
- 5. Safety concerns** – Occupational hazards or safety concerns

6. **With company top management endorsement** - Top management reserves the right to endorse exemplary employees who consistently demonstrate exceptional dedication, outstanding performance, and commitment to the company.

7. **Death**

INVALID REASONS ARE THE FOLLOWING:

1. **Career changes** – pursuing a different career path, transferring to a competitor, starting a business, or transitioning to a work due to personal interests or ambitions.
2. **Financial stability** – retirement benefit as source of income.

Tax Exemption Note:

*Retirement pay is **tax-exempt** only if the employee meets **all** of the following conditions under the law:*

1. ***"At least 10 years of service with the same employer"***
2. ***"At least 50 years old at the time of retirement"***
3. ***"The retirement benefit is availed of only once"***

*If any of these conditions are **not met**, the retirement pay shall be subject to tax.*

c. **Death Benefit** – In the event of an employee's death, a death benefit may be granted if the employee was **at least 50 years old** and had **served the company for at least 10 years**, regardless of age. The benefit will be released **upon submission of the required documents**. Applicable only if the cause of death is work-related or occurred during working hours. *For full details and required documents, refer to the Benefits Policy (GIBCO-2025-CB-012) in this handbook.*

d. **Disability Benefit** – Employees who are **at least 50 years old** and had **served the company for at least 10 years**, regardless of age, may be granted a disability benefit. This is **subject to eligibility** and the **submission of required documents**. *For complete guidelines and eligibility requirements, see the Benefits Policy (GIBCO-2025-CB-012) in this handbook.*

3. **BENEFITS COVERAGE**

a. **Normal Retirement** - 100% of one month's pay per year of service, based on the last drawn month salary.

b. **Early Retirement** -

Age	Years of Service	Percentage Age of Benefits
59	19	94% of mo. pay/year of service
58	18	88% of mo. pay/year of service
57	17	82% of mo. pay/year of service
56	16	76% of mo. pay/year of service
55	15	70% of mo. pay/year of service
54	14	64% of mo. pay/year of service
53	13	58% of mo. pay/year of service
52	12	52% of mo. pay/year of service
51	11	46% of mo. pay/year of service
50	10	40% of mo. pay/year of service

c. **Death Benefit** - 100% of one month's pay per year of service, based on the last drawn month salary.

d. Disability Benefit - 100% of one month's pay per year of service, based on the last drawn month salary.

4. PORTABILITY

If an employee transfers to a company under the Guevent group, their service credits and eligibility may be transferred to the new employer.

5. DISCRETIONARY GRANT

Granting of retirement benefits to resigning employees who do not meet the retirement criteria is subject to the discretion of Management.

FINAL PAY & COMPUTATION

Upon resignation, termination, or retirement, an employee is entitled to receive the following (subject to clearance and applicable deductions):

1. **Last fifteen (15) days salary credits;**

2. **Pro-rated 13th month pay**

Formula:

$$\frac{\text{Annual Basic Salary} \times \text{No. of Months in Service}}{12}$$

3. **Cash equivalent of unused VL and SL credits**

Formula:

$$\text{Average Daily Rate} \times \text{Unused VL Credits}$$

4. **Cash bond refund, if any**


5. **Tax refund (for any excess tax withheld)**

6. **Less: any company accountabilities or deductions**

IMPLEMENTATION & ENFORCEMENT

- This policy shall be communicated to all employees and included in the Employee Handbook.
- Any amendments must be reviewed and approved by HR and the Management Committee.
- The HR Department shall ensure that all resignations, terminations, and retirements are processed fairly, lawfully, and promptly.
- Final pay should be released 30 days after completion of employee clearance.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Re-employment/ Re-hiring Policy	Document Code: GIBCO-2025-TE-006
Supersedes Policy Ref. No.:		
Memo Dated:	Status: New	Effectivity Date: July 01, 2025
Compiled and updated by: 	Reviewed by: 	Approved by: 
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Miracell/ Medina Human Resources Department	Gianing/ Marielle So-Limjoco CEO/ President

PURPOSE

This policy outlines the conditions and procedures for the re-employment or re-hiring of former GIBCO employees. It ensures fair, consistent, and compliant practices in evaluating rehire eligibility while safeguarding the integrity and regulatory standing of the company as an insurance broker.

SCOPE

This policy applies to all former GIBCO employees, including those previously employed on a regular, project-based, or probationary status, who seek re-employment in any of GIBCO's business units or departments.

GUIDELINES

1. ELIGIBILITY FOR REHIRE

A former employee may be considered for rehire based on the following factors:

- Reason for separation (e.g., resignation in **good standing**, end of contract, redundancy)
- The employee had **no record of serious misconduct, fraud, breach of trust, or policy violations**.
- All accountabilities were cleared during the exit process.
- A minimum of (1) one year has passed since separation, unless an earlier return is justified and approved by Management.
- **Note:** Employees who were dismissed due to serious misconduct, fraud, breach of trust, or gross negligence are **not eligible** for rehire.

2. REHIRE PROCESS

- Applicants must go through the **standard recruitment process**, including initial screening, interview, and background check.
- HR should review the applicant's **past employment records**, including clearance status and performance.
- Endorsement from the relevant **department head** and approval from HR and Management is required.
- If the position involves a **licensed or IC-regulated role** (e.g., insurance agents or technical personnel), HR must ensure that the applicant's **license is valid and there are no pending disqualifications** with the Insurance Commission.

3. TERMS OF RE-EMPLOYMENT

- Reemployed staff shall be issued a **new employment contract**, unless rehired under special reinstatement terms.
- Previous tenure may be **credited for benefits computation** (e.g., retirement or leave) only upon **Management approval** and based on applicable labor laws.
- Salary and job title will be based on **current business needs** and internal compensation guidelines, not necessarily matching previous employment terms.

4. DOCUMENTATION REQUIREMENTS

The following documents must be submitted for re-hire processing:

- Updated resume or application form
- Clearance from previous employment (if not yet filed, must be secured before onboarding)
- Valid IDs and mandatory government documents (e.g., SSS, PhilHealth, PAG-IBIG, TIN)
- Certification of no derogatory record (if required for IC-licensed roles)

5. COMPLIANCE WITH REGULATORY STANDARDS

As an insurance broker, GIBCO abides by all applicable regulations of the Insurance Commission (IC). Re-hired individuals for brokerage, sales, or agent-related roles must meet IC's licensing requirements and must not be under any suspension, revocation, or disqualification at the time of rehire.

6. POLICY REVIEW

This policy shall be reviewed annually or as necessary to align with company needs, labor laws, and regulatory updates from the Insurance Commission.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 2
	Title: Equal Opportunity & Anti-Discrimination		Document Code: GIBCO-2025-TE-007
Supersedes Policy Ref. No.:			
Memo Dated:		Status: New	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:	
 Kathleen N. Bernardo Audit & Risk Officer	 Mary Ann Dolores/ Mirasol Medina Human Resources Department	 Gianina Marielle So-Linjoco CEO/ President	

PURPOSE

This policy establishes GIBCO's commitment to providing equal employment opportunities and creating a workplace that is free from discrimination and bias. It aims to promote a professional environment that values diversity, fairness, and inclusion, in accordance with Philippine labor laws and ethical business practices.

SCOPE

This policy applies to all GIBCO employees—regardless of rank or status—and covers all aspects of employment, including recruitment, hiring, training, promotion, compensation, benefits, discipline, and termination. It also extends to contractors, applicants, interns, and agency personnel assigned to the company.

POLICY STATEMENT

GIBCO shall:

- **Provide equal employment opportunities** to all individuals based solely on merit, qualifications, experience, and performance.
- **Prohibit all forms of discrimination**, whether direct or indirect, based on the following characteristics:
 - Age
 - Gender or gender identity
 - Sexual orientation
 - Marital status
 - Religion
 - Ethnic or national origin
 - Disability or medical condition
 - Political affiliation
 - Socioeconomic background
 - Any other status protected by law
- **Ensure fair treatment** in all HR-related decisions and interactions.
- **Promote an inclusive culture** that respects the dignity of every individual.

GUIDELINES AND RESPONSIBILITIES

1. RECRUITMENT AND HIRING

- All job postings and interviews must be free from bias and focus on qualifications, skills, and potential.

- Questions that involve an applicant's personal life, beliefs, or unrelated traits are strictly prohibited.
- HR and hiring managers must ensure compliance with this policy at every stage of the hiring process.

2. TRAINING AND PROMOTION

- Training and development opportunities shall be provided equitably to all employees.
- Promotions shall be based on merit, performance, and readiness, not personal characteristics or affiliations.

3. COMPENSATION AND BENEFITS

- Employees with similar roles and qualifications must receive fair and equal compensation regardless of background.
- Any discrepancies in pay or benefits must be justifiable based on objective criteria (e.g., experience, tenure, performance).

4. CONDUCT AND CULTURE

- All employees are expected to foster a respectful and inclusive work environment.
- Any form of harassment, bullying, or discriminatory remarks—whether verbal, visual, or written—will not be tolerated.
- Discrimination under the guise of "personal preference" is prohibited in team assignments, client handling, or office dynamics.

REPORTING AND HANDLING VIOLATIONS

- Employees who experience or witness discrimination are encouraged to report the incident to HR or any designated officer.
- Reports will be treated with confidentiality and investigated promptly.
- Retaliation against any employee who reports or assists in an investigation is strictly prohibited.
- Appropriate disciplinary action shall be taken based on the findings of the investigation, which may include counseling, suspension, or termination.

LEGAL COMPLIANCE AND ALIGNMENT





This policy is guided by and aligned with applicable Philippine laws and regulations, including:

- Labor Code of the Philippines
- RA 7277 – Magna Carta for Disabled Persons
- RA 11313 – Safe Spaces Act
- RA 10911 – Anti-Age Discrimination in Employment Act
- DOLE Department Orders on Gender Sensitivity and Equal Opportunity Employment

REVIEW AND REVISION

This policy should be reviewed at least once every two years or as necessary to reflect legal updates or company practices. Updates must be approved by Management and communicated to all employees.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 3
	Title: Confidentiality and Data Privacy		Document Code: GIBCO-2025-TE-008
Supersedes Policy Ref. No.:			
Memo Dated:		Status: New	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:	
 Kathleen N. Bernardo Audit & Risk Officer	 Mary Ann Ddiores/ Mirachell Medina Human Resources Department	 Gianina Marielle So-Limjoco CEO/ President	

PURPOSE

This Data Management Policy outlines how Guevent Insurance Broker Corp, as an insurance broker, will manage, protect, and control data throughout its lifecycle. The policy is intended to ensure data accuracy, confidentiality, security, and compliance with industry regulations (e.g., NPC, DICT), while promoting a culture of responsible data usage across all departments.

SCOPE

This policy applies to all employees, clients, affiliates, and third-party partners who have access to Guevent Insurance Broker Corp's data, whether stored on-premises, in the cloud, or in transit. It covers all types of data, including customer information, business records, and any other sensitive or proprietary information relevant to our insurance brokerage operations.

DATA CLASSIFICATION

To secure data appropriately, all data must be classified as follows:

- Confidential: Data that, if disclosed, could severely impact business operations or client trust (e.g., Personal Information, financial data, policy details).
- Internal Use Only: Data that is proprietary or sensitive, meant for internal use (e.g., company operational records, internal memos).
- Public: Data meant for public viewing (e.g., marketing materials, public reports).

Each piece of data should be labeled according to these categories to guide handling, storage, and sharing practices.

DATA COLLECTION AND MINIMIZATION

- Purpose Limitation: Data should be collected only for specific, legitimate business purposes related to the brokerage services we provide.
- Data Minimization: Collect only the data that is necessary to fulfill the intended purpose. For example, avoid collecting excessive personal information not essential to service.
- Consent and Notification: When collecting personal data, inform individuals about how their data will be used, stored, and protected. Obtain their consent when required by law.

DATA STORAGE AND RETENTION

- Data Storage: All data must be stored on secure, approved systems. Sensitive data should be encrypted at rest and in transit.
- Data Retention: Retain data only for as long as required by law, business needs, or contractual agreements. Once data is no longer needed, it must be securely deleted following approved processes.

- Backup and Disaster Recovery: Regular backups must be conducted for all essential data to ensure business continuity. Backups should also adhere to the same security standards as primary data storage.

DATA ACCESS CONTROL

- Role-Based Access: Access to data must be limited to individuals who need it for their role. Access permissions should be reviewed and updated regularly.
- Authentication and Authorization: Implement strong authentication methods for accessing sensitive data. Use Access management tools to enforce these policies.
- Data Masking: Mask or anonymize sensitive data wherever possible, particularly in non-production environments such as testing or development.

DATA SECURITY AND PROTECTION

- Encryption: Encrypt confidential data both at rest and in transit. Use industry-standard encryption protocols and secure key management practices.
- Endpoint Protection: All devices accessing company data must have endpoint protection, including antivirus, firewalls, and vulnerability management.
- Network Security: Secure the network infrastructure with firewalls, intrusion detection systems (IDS), VPNs for remote access, and regular network segmentation to control data access.
- Data Loss Prevention (DLP): Implement DLP solutions to monitor and prevent unauthorized sharing or transfer of sensitive data, particularly when using email or removable media.

DATA SHARING AND DISCLOSURE

- Internal Data Sharing: Data shared internally should be limited to authorized individuals with a legitimate business need.
- Third-Party Data Sharing: When sharing data with third parties (e.g., affiliates, Insurers), ensure that the third party complies with security and privacy requirements. Formal contracts and data processing agreements must be in place to govern data handling.
- Regulatory and Legal Disclosure: Any disclosures required by law (e.g., regulatory bodies, law enforcement) must be approved by the Legal Department and adhere to applicable regulations.

DATA PRIVACY AND COMPLIANCE

- Privacy Policies: Ensure compliance with privacy laws and regulations such as NPC & GIDC. Follow strict procedures for handling and processing customer data.
- Customer/Client Rights: Respect individuals' rights to access, correct, delete, or restrict processing of their data. All requests related to data privacy rights must be handled promptly and in accordance with legal requirements.
- Privacy by Design: Incorporate privacy principles into the design of new processes, applications, and services. Perform privacy impact assessments for new data-related projects.

DATA QUALITY AND ACCURACY

- Data Validation: Regularly validate and update data to ensure accuracy and reliability. Avoid duplications and errors by implementing data quality checks in data collection and processing workflows.
- Data Correction: Provide processes for employees or clients to correct inaccurate or outdated information promptly.

1. TRAINING AND AWARENESS

- Employee Training: All employees should receive regular training on data protection, privacy laws, and internal data management procedures.

- Phishing and Security Awareness: Conduct periodic phishing tests and security awareness campaigns to help employees recognize and report threats.

2. DATA BREACH RESPONSE AND INCIDENT MANAGEMENT

- Incident Response Plan: Establish an incident response plan to detect, respond to, and recover from data breaches or other security incidents.
- Breach Notification: If a data breach occurs, notify affected parties in compliance with relevant regulations and contractual requirements. The Legal and Compliance team will coordinate notifications, as required by law.
- Breach Analysis: Conduct a thorough analysis of the breach to determine its cause, scope, and impact, and prevent recurrence. This analysis should be documented for compliance and continuous improvement.

3. DATA GOVERNANCE AND ACCOUNTABILITY

- Data Stewards: Appoint data stewards in each department to ensure data is handled according to this policy and assist in data quality control.
- Policy Enforcement: Regular audits and reviews of data management practices should be conducted to verify compliance with this policy.
- Roles and Responsibilities: Define clear roles and responsibilities for data handling and ensure that every employee understands their obligations.

4. POLICY REVIEW AND UPDATES


- This policy will be reviewed annually, or whenever necessary, to ensure alignment with business needs, technological advancements, and regulatory changes. Updates will be communicated to all relevant parties.

POLICY ACKNOWLEDGMENT

All employees, contractors, and relevant stakeholders must acknowledge and adhere to this policy as a condition of employment or partnership with Guevent Insurance Broker Corp.

By implementing this Data Management Policy, Guevent Insurance Broker Corp seeks to safeguard sensitive information, uphold client trust, and ensure compliance with industry regulations, thereby protecting the integrity of our business and clients.

Prepared by:


FRANKLIN JOYCE ROQUE
IT & Systems Manager

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Conflict of Interest and Ethical Standards	
Supersedes Policy Ref. No.:		Document Code: GIBCO-2025-WE-001
Memo Dated:	Status: New	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Gianina/Marielle So-Limjoco CEO/ President

PURPOSE

This policy aims to uphold integrity and professionalism by defining what constitutes a conflict of interest, setting ethical standards for behavior, and ensuring decisions are made in the best interest of the company, clients, and stakeholders. It supports GIBCO's mission as a trusted insurance broker.

SCOPE

This policy applies to all employees, officers, directors, consultants, and representatives of GIBCO, whether regular, probationary, or contractual.

ETHICAL STANDARDS

All GIBCO personnel are expected to:

- Demonstrate honesty, fairness, and accountability in all actions;
- Comply with company policies, laws, and insurance brokerage regulations;
- Avoid engaging in activities that compromise professional independence or client trust;
- Always act in the best interest of the company and its clients.

Examples of expected ethical behavior:

- Providing fair and accurate insurance advice;
- Treating client information with confidentiality;
- Avoiding manipulation or misrepresentation in client dealings.

CONFLICT OF INTEREST GUIDELINES

A **conflict of interest** occurs when personal interests interfere—or appear to interfere—with the employee's responsibilities to the company or its clients.

Examples of potential conflicts:

- Holding financial interest or shares in a competitor, insurer, or client;
- Engaging in outside employment or consultancy that overlaps with GIBCO's operations;
- Recommending insurance products based on commission incentives instead of client suitability;
- Accepting gifts, commissions, or benefits from suppliers, clients, or insurers beyond allowable limits;
- Having a close personal relationship (e.g., spouse, family) with someone who can influence business decisions without disclosure.

DISCLOSURE REQUIREMENTS

All employees must **promptly disclose** any potential or actual conflict of interest to HR or their department head in writing.

- Disclosures shall be reviewed and documented for appropriate action (e.g., recusal from decision-making, reassignment).

PROHIBITED CONDUCT

The following actions are **strictly prohibited** and may lead to disciplinary action:

- Concealing a conflict of interest;
- Using company position for personal gain;
- Favoring one client/insurer over another without valid business reason;
- Diverting business opportunities away from GIBCO for personal benefit.

RELATIONSHIP TO THE CODE OF CONDUCT

Any breach of this policy is also considered a violation of GIBCO's **Code of Conduct** and may be subject to:

- Internal investigation;
- Disciplinary action, including termination;
- Legal action where applicable.

INDUSTRY AND REGULATORY COMPLIANCE

As an insurance broker, GIBCO is committed to:

- Maintaining transparency and ethical practice in accordance with **Insurance Commission regulations**;
- Avoiding unethical selling practices and ensuring compliance with **data privacy, anti-bribery, and fair trade laws**;
- Upholding fiduciary responsibilities in the handling of client accounts and insurer partnerships.

REPORTING VIOLATIONS

Violations or suspected breaches may be reported through:

- The **Whistleblower channels** (see Anti-Fraud and Whistleblower Policy);
- Direct reporting to HR or Audit and Risk Officer;
- Anonymous reporting tools, if available.

All reports will be treated confidentially and investigated promptly.

REVIEW AND AMENDMENTS

This policy will be reviewed every **two (2) years** or as needed to reflect updates in legal and regulatory requirements.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 3
	Title: Anti-Fraud and Whistleblower Policy	Document Code: GIBCO-2025-WE-002
Supersedes Policy Ref. No.:		
Memo Dated:	Status: New	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:
Kathleen N. Bernardo Audit & Risk Officer	Mary Arn Dolores/ Mitchell Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President

PURPOSE

The purpose of this policy is to:

- Promote a culture of honesty and ethical behavior.
- Provide a clear framework for preventing, detecting, and addressing fraud.
- Encourage employees and stakeholders to report unethical, illegal, or suspicious behavior.
- Protect whistleblowers from retaliation.
- Ensure all violations are addressed in line with the company's **Code of Conduct** and applicable laws and regulations.

SCOPE

This policy applies to:

- All officers, employees, consultants, independent contractors, agents, and partners of GIBCO.
- All business activities conducted by or on behalf of GIBCO, including dealings with clients, insurers, third-party providers, and regulatory bodies.

DEFINITIONS

- **Fraud** – Any intentional act or omission designed to deceive others, resulting in the victim suffering a loss and/or the perpetrator achieving a gain.
- **Whistleblower** – Any person who discloses information regarding suspected misconduct, fraud, or violations of company policy.
- **Misconduct** – Includes but is not limited to corruption, bribery, forgery, falsification of documents, misappropriation of company resources, and any breach of the GIBCO Code of Conduct.

POLICY GUIDELINES

1. ANTI-FRAUD PROVISIONS

GIBCO maintains a **zero-tolerance policy** for fraud in any form.

All employees must:

- Act in accordance with ethical standards and company policies.
- Avoid any behavior that could result in financial or reputational harm.
- Report known or suspected fraudulent activities.

Examples of fraudulent behavior include (but are not limited to):

- Falsifying records (client data, receipts, reports, etc.).
- Unauthorized use or misappropriation of company or client funds.
- Submitting false claims or reimbursements.
- Manipulation of financial statements.

- Insider trading or misuse of confidential information.

2. WHISTLEBLOWER GUIDELINES

GIBCO encourages employees and external parties to report:

- Suspected fraud.
- Violations of company policy or Code of Conduct.
- Misuse of company resources.
- Ethical violations or regulatory breaches.

Reporting Channels:

- Direct to the HR Department.
- Via anonymous suggestion/reporting box.
- Email to whistleblower@gibco.com.ph

3. PROTECTIONS OF WHISTLEBLOWERS

- Whistleblowers acting in **good faith** shall be protected from retaliation, harassment, or any adverse employment action.
- Retaliation against whistleblowers is a **serious violation** and may result in disciplinary action, including termination.
- All reports will be fully kept confidential possible and handled with discretion.

4. INVESTIGATION PROCESS

1. **Initial Review** – All reports shall be reviewed by HR and/or Audit & Risk Officer within 3–5 working days.
2. **Formal Investigation** – If warranted, a formal investigation will be launched involving appropriate departments (e.g., Audit, Legal).
3. **Resolution** – Corrective action or disciplinary measures (up to and including dismissal or legal action) will be taken based on findings.
4. **Documentation** – All reports and resolutions shall be properly documented for compliance, audit, and legal purposes.

SANCTIONS AND DISCIPLINARY MEASURES

Any employee found guilty of fraud or misconduct may face:

- Dismissal from service.
- Legal action (civil and/or criminal).
- Forfeiture of benefits (as applicable under law and company policy).

ALIGNMENT WITH CODE OF CONDUCT

This policy is part of and must be read in conjunction with GIBCO's **Code of Conduct** and **Employee Handbook**. Any non-compliance with the provisions of this policy is also considered a **violation of the Code of Conduct**.

REGULATORY AND INDUSTRY ALIGNMENT

As an insurance broker, GIBCO commits to upholding:

- The **ethical standards set by the Insurance Commission of the Philippines**.
- Good governance practices in accordance with relevant laws (e.g., AMLA, Data Privacy Act, Labor Code).
- Fiduciary responsibilities to clients and partner insurers.

POLICY REVIEW

This policy shall be reviewed every two (2) years, or as needed based on legal, regulatory, or operational updates.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 2
	Title: Workplace Attire		Document Code: GIBCO-2025-WE-003
Supersedes Policy Ref. No.: GIBCO-POL-017-012 Version 2017			
Memo Dated: June 01, 2017		Status: Revised	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:	
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Miracell Medina Human Resources Department	Glanina Marielle So-Limjoco CEO/ President	

PURPOSE

This policy aims to promote a professional, presentable, and consistent image in the workplace while ensuring employee comfort and adherence to safety and company standards.

SCOPE

This policy applies to all employees, whether regular, probationary, or contractual, who report to the office or are on official company business.

GUIDELINES

- All employees are required to wear the prescribed company uniform from Monday to Thursday.
- On Fridays, business casual attire is allowed unless otherwise instructed.
- In cases where a regular holiday falls on the following workday, employees are allowed to wear Friday-appropriate casual attire on the workday before the holiday.
- Uniforms must be clean, properly ironed, and worn appropriately (e.g., shirt tucked in, ID worn visibly).
- Employees must always wear closed shoes. Wearing slippers or sandals is not allowed unless with medical exemption.

EXCEPTIONS

- Employees with medical conditions requiring special attire must provide a medical certificate and secure approval from HR.
- On announced wash days or field assignments where uniforms may not be practical, proper casual or site-appropriate attire is allowed with prior approval.

PROHIBITED ATTIRE

Below is a consolidated list of attire that is not allowed in the workplace for both male and female employees:

Prohibited Attire	Remarks
Ripped or distressed jeans	Applies to any form of torn or frayed denim
Sleeveless tops, tank tops, or crop tops	Includes undershirts worn as tops
Mini skirts or very short shorts	Hemlines must be at an appropriate professional length (should not be more than two inches above the knee)
Flip-flops or open-toe footwear; rubber shoes	Except with approved medical exemption, rubber shoes allowed only every Friday

Clothing with offensive/inappropriate prints	Includes violent, vulgar, or discriminatory content
See-through or overly tight clothing	Attire should not be revealing or provocative
Sportswear (e.g., jogging pants, gym shorts)	Unless on designated fitness events or activities
Caps or hats inside the office	Except for medical or religious reasons

COMPLIANCE

All employees are expected to follow this policy in accordance with the standards of professional conduct. Any concerns or violations related to workplace attire will be addressed in line with the company's Code of Conduct.

IMPLEMENTATION

HR is responsible for monitoring compliance and handling requests for exception. Department heads are expected to enforce the policy within their teams.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Workplace Conduct and Safety	Document Code: GIBCO-2025-WE-004
Supersedes Policy Ref. No.: GIBCO-POL-017-027 Version 2017	Status: Revised	Effectivity Date: July 01, 2025
Memo Dated: June 01, 2017		
Compiled and updated by: 	Reviewed by: 	Approved by: 
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Gianina Marielle So-Linjoco CEO/President

PURPOSE

To promote a safe, respectful, and professional workplace by setting clear behavioral expectations related to loitering, smoking, telephone etiquette and pantry appliance usage. This policy reinforces discipline, supports employee productivity, and reflects GIBCO's commitment to a well-managed working environment.

SCOPE

This policy applies to all employees, contractors, and visitors at all Guevent Insurance Broker Corporation (GIBCO) offices and facilities. All individuals are expected to comply with these standards during working hours and while on company premises.

A. LOITERING

DEFINITION

Staying in non-work areas (e.g., hallways, pantry, lobby, or other departments) without valid reason, official purpose, or authorization during work hours.

GUIDELINES

- Employees must remain in their designated work areas unless:
 - Performing official duties
 - On scheduled break
 - Attending authorized company activities
- Visiting other teams/departments without coordination is discouraged.
- Loitering beyond break time is prohibited.

Violations: Subject to disciplinary actions as outlined in the Code of Conduct.

B. NO SMOKING/ NO VAPING

DEFINITION

Unauthorized smoking/ vaping inside company premises or outside designated areas.

GUIDELINES

- Smoking/ Vaping is **strictly prohibited** within buildings, restrooms, hallways, stairwells, offices, and company vehicles.
- If available, employees may only smoke/ vape in **clearly marked designated areas** outside the building.

- Smoking/ vaping must only occur during authorized breaks.

Violations: Will be handled per the company's Code of Conduct.

A. PHONE ETIQUETTE

PURPOSE

To uphold professionalism and excellent client service through courteous and consistent communication when handling calls.

GUIDELINES

- All incoming calls must be answered promptly (preferably within 3 rings).
- Use the standard company greeting:
 "Guevent Insurance, good morning!"
- Always speak clearly and politely.
- Place callers on hold only when necessary—and always **ask for permission first**.
- If transferring a call, **inform the caller** where and to whom the call is being transferred.
- For missed calls or voicemails, ensure follow-up within the same business day, if possible.

Violations: Repeated failure to follow phone protocols may lead to corrective actions in line with the Code of Conduct.

D. PANTRY APPLIANCE USAGE

PURPOSE

To promote shared responsibility, safety, and hygiene when using pantry appliances such as refrigerators, microwave ovens, oven toasters, water dispensers, and other similar equipment.

GUIDELINES

- Appliances must be used **responsibly** and only for their **intended purpose**.
- **Unattended heating or toasting** of food is strictly prohibited to avoid fire risks or appliance damage.
- Items placed in the **refrigerator** must be **properly labeled** with the employee's name and date of storage.
- **Perishable or strong-smelling food** should not be kept beyond the suggested storage period.
- The **refrigerator is intended for short-term (1 week) use only**, as pantry appliances are **turned off during weekends**.
- All **unclaimed, expired, or spoiled items** that remain for more than **one (1) week** may be **discarded** by HR/Admin during the scheduled cleaning.
- Pantry appliances will undergo **regular cleaning once a week**, every Friday or as scheduled by the HR/Admin.
- Users are expected to **clean the appliance immediately after use**.
- Any appliance issues or damage must be reported to the Admin or HR Department promptly.

Violations: Improper or irresponsible use of pantry appliances may lead to restricted access or disciplinary action in accordance with the company's Code of Conduct.

E. PROPER USE OF OFFICE PREMISES

PURPOSE

This policy outlines the proper and authorized use of office premises to ensure compliance with the building's leasing terms and maintain a professional working environment.

POLICY STATEMENT

The office premises are to be used strictly for business and professional purposes only. Activities not aligned with official company operations are prohibited unless prior written approval is secured from GIBCO Management and the building administration.

In accordance with the building's lease agreement, **the leased office shall be used exclusively for office purposes**. Any deviation or use beyond this purpose may result in the following:

- Termination of the lease agreement by the building administration.
- Increased rental rates; or
- A directive to cease any unauthorized activities immediately.

PROHIBITED USES

Without prior notice to and written approval from HRAD, Management, and the Office of the President, the following uses are strictly prohibited within GIBCO office premises:

- Staying within office premises beyond designated working hours.
- Hosting private or personal events.
- Using the space for residential or storage purposes.
- Operating any non-company-related business.
- Religious gatherings, political events, or any unrelated assemblies.
- Any activities that may disrupt building operations or violate the lease contract.


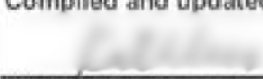

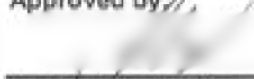
RESPONSIBILITIES

- **Employees** must report any misuse of office space to HR or Administration.
- **Managers and Supervisors** must ensure their teams are aware and compliant.
- **HR and Facilities** will coordinate with building management when necessary.

DISCIPLINARY ACTION

Violation of this policy may result in disciplinary action in accordance with the company's Code of Conduct and may also involve legal or financial liability should it affect the lease.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Personnel File Access	Document Code: GIBCO-2025-WE-005
Supersedes Policy Ref. No.: GIBCO-POL-017-003 Version 2017		
Memo Dated: June 01, 2017	Status: Revised	Effectivity Date: August 01, 2025
Compiled and updated by: 	Reviewed by: 	Approved by: 
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachel Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President

PURPOSE

This policy aims to establish comprehensive guidelines for maintaining accurate, complete, and confidential personnel records for each employee of GIBCO. These records serve as a historical reference for employment status, movements, and benefits, and are necessary for decision-making, compliance, and audit purposes. This policy will serve as a Standard Operating Procedure (SOP) for the proper handling, updating, and safekeeping of all employee-related documents.

SCOPE

This policy applies to all employees of Guevent Insurance Broker Corp. (GIBCO), regardless of employment status—regular, probationary, contractual, casual, trainee, or consultant—and covers the full employment lifecycle, from hiring to separation.

GUIDELINES

A. 201 FILE DOCUMENTATION

The HR Department shall maintain a 201 File for each employee, which shall include but not be limited to the following documents:

1. **Personnel Movement Form (PMF)** – formerly known as the Notice of Personnel Action; used to document promotions, transfers, salary adjustments, and other employment changes.
2. **Signed Employment Contract and Job Offer** – outlines the terms and conditions of employment.
3. **Employment Information Sheet** – includes complete personal and professional information of the employee, with two (2) 2x2 ID photos.
4. **Pre-employment Requirements** – as outlined under Policy No. 1, Section 8 (e.g., resume, government clearances, medical exam, NBI, SSS, PhilHealth, Pag-IBIG, TIN, diploma, transcript of records, etc.).
5. **Job Description (JD)** – signed copy indicating the duties, responsibilities, and scope of the employee's position.
6. **Employee Information Update Form** – submitted whenever there are changes in personal details such as address, contact number, dependents, etc.
7. **Performance Evaluations** – regular appraisals and performance-related feedback.
8. **Attendance and Disciplinary Records** – official memos, notices, and written warnings, if applicable.
9. **Training Records and Certificates** – documentation of employee participation in trainings, workshops, or seminars.
10. **Commendation or Award Letters** – recognition of outstanding contributions or performance.
11. **Resignation Letter, Exit Interview Form, and Clearance** – in cases of separation.

12. **Other HR-related Memos** – all formal communications issued to or by the employee.

B. ACCOUNTABILITY FOR COMPANY ASSETS

1. The **Audit Department** shall maintain an individual **Asset and Equipment Accountability Record** for each employee, documenting company-issued items such as laptops, phones, IDs, uniforms, tools, and other equipment.
2. These records shall be updated upon issuance and return of such items and shall be part of the clearance requirement upon employee separation.

C. FINANCIAL ACCOUNTABILITIES

1. The Accounting Department shall maintain an updated Employee Financial Record or Employee Account Tickler, which includes:
 - Salary loans or advances
 - Cash advances and other receivables
 - Payroll deductions (e.g., tardiness, absences, benefits loan deductions, etc.)
 - Reimbursements and settlements
2. These records will be used for payroll processing, financial monitoring, and computation of final pay upon termination or resignation.

D. CONFIDENTIALITY AND ACCESS

1. All 201 Files and related employee records shall be treated as strictly confidential and shall be accessed only by authorized HR personnel, and by Management on a need-to-know basis.
2. Employees may request access to their own files through HR, subject to approval.
3. Any updates to the file must be supported by proper documentation and signature of the concerned parties.

E. RETENTION AND ARCHIVING

1. Personnel records shall be retained for at least five (5) years after an employee's separation from the company, in accordance with labor laws and company policy.
2. After the retention period, files may be securely archived or disposed of following proper data disposal procedures.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 2
	Title: Document Control		Document Code: GIBCO-2025-WE-006
Supersedes Policy Ref. No.: GIBCO-POL-017-028 & 029 Version 2017		Status: Revised	Effectivity Date: August 01, 2025
Memo Dated: June 01, 2017 & December 19, 1991			
Compiled and updated by:	Reviewed by:	Approved by:	
 Kathleen N. Bernardo Audit & Risk Officer	 Mary Anh Dolores/ Mirachel Medina Human Resources Department	 Glanina Marielle So-Limjoco CEO/ President	

PURPOSE

This policy establishes standardized procedures for the creation, numbering, revision, distribution, and storage of official company documents and forms, particularly those submitted to regulatory bodies such as the Bureau of Internal Revenue (BIR). The goal is to ensure integrity, traceability, compliance, and consistency across all official company forms.

SCOPE

This policy applies to all departments within GIBCO that generate, issue, or manage controlled documents, including but not limited to:

- BIR forms (e.g., 2307, 2316, 1601C, etc.)
- Internal forms (e.g., HR, Finance, Claims, Sales, etc.)
- Client-facing documents (e.g., invoices, premium receipts, policies, endorsements)

DEFINITION OF CONTROLLED DOCUMENTS

- Controlled documents refer to company-issued forms and templates that require consistent formatting, versioning, and sequential numbering for audit and regulatory purposes. These include:
 - Pre-printed or system-generated forms
 - Forms with serial numbers or control numbers
 - Documents subject to BIR validation or audit trail

GUIDELINES

- Sequential numbers must reset monthly or annually, depending on the form.
- No gaps or reuse of control numbers.
- Cancelled forms must be logged and marked "CANCELLED" with justification.
- Refer to Annex E for the official list of controlled forms in use across departments. All forms listed therein must comply with the procedures outlined in this policy.

RESPONSIBILITIES

- Document Custodian / Department Head
- Maintain logs and monitor issuance and use of forms.
- Secure unused and pre-numbered documents.
- Submit monthly summaries to Audit CC HR Admin through e-mail.

USERS / REQUESTORS

- Use only approved and valid versions of forms.
- Avoid altering or tampering with control numbers.
- Return unused forms if applicable.

HR / ADMIN / AUDIT

- Conduct audits to verify document usage and compliance.
- Ensure latest templates are accessible and published.
- Archive obsolete forms as per records retention policy.

DOCUMENT REVISIONS AND VERSION CONTROL

- All form updates must include a version number and revision date.
- Old versions must be archived and marked "Superseded."
- Revisions must be communicated via formal memo or internal email.

BIR AND REGULATORY COMPLIANCE

- For BIR-regulated forms, GIBCO must:
- Follow BIR-prescribed serial formats (e.g., for invoices, receipts)
- Maintain duplicate copies for audit trail
- Submit BIR-validated serials or certificates when required
- Follow eFPS or manual filing rules

DOCUMENT RETENTION

- Controlled forms must be retained according to regulatory requirements (e.g., 10 years for BIR forms) and internal recordkeeping policies. Secure digital and/or physical storage must be maintained.

NON-COMPLIANCE

- Improper use, duplication, or disposal of controlled forms will be subject to investigation and may lead to disciplinary action under the Code of Conduct.

REVIEW AND UPDATES

This policy will be reviewed every two (2) years or earlier as necessary to comply with new BIR regulations or operational changes.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Other Employment Policy	Document Code: GIBCO-2025-WE-007
Supersedes Policy Ref. No.: GIBCO-POL-017-004 Version 2017		
Memo Dated: August 24, 2017	Status: Revised	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachel Medina Human Resources Department	Gianina Marielle So-Linjoco CEO/President

PURPOSE

In accordance with the terms of acceptance between the Company and its employees, this policy aims to set clear guidelines regarding secondary employment or sideline activities. The Company discourages employees from engaging in moonlighting or any sideline activities that may:

- Be detrimental to the performance of their duties,
- Conflict with the Company's interests, or
- Result in a conflict of interest.

The intent is to protect both the employee's productivity and the Company's operational integrity, and to promote a focused and trustworthy work environment.

DEFINITION OF TERMS

1. Moonlighting - Holding a second job or employment in addition to one's regular employment with the Company.
2. Sideline - Operating a personal business, offering freelance services, or engaging in any other income-generating activity separate from employment with the Company.
3. Conflict of interest - A situation where an employee's personal or financial interests may interfere or appear to interfere with their loyalty or obligations to the Company.

Example: Recommending or hiring a relative under one's direct supervision.

4. Relatives - For this policy, includes individuals within the fourth degree of consanguinity or affinity (by blood, marriage, or adoption). This includes stepparents, stepsiblings, and stepchildren.

SCOPE

This policy applies to all employees, regardless of employment status (probationary, regular, project-based, contractual, or part-time).

RATIONALE

1. **Full-time Commitment** – Employees receiving compensation under the Company's payroll are expected to render full-time service and fulfill all job responsibilities efficiently and without conflict.
2. **Health and Productivity** – Engaging in secondary jobs or prolonged work hours may lead to fatigue, health issues, absenteeism, and reduced performance, all of which impact the quality of work and the safety of the workplace.
3. **Maintaining Integrity and Trust** – Preventing conflict of interest supports a culture of integrity and transparency, fostering a healthy and professional work environment.

OUTSIDE EMPLOYMENT

When a GIBCO employee serves as a director of an unaffiliated, publicly traded for – profit company, there is a risk of liability for the individual as a director, as well as the risk that he or she will be required to spend large amounts of time attending to the affairs of the public company, thereby interfering with the employee's responsibilities at GIBCO. For these and other reasons, employees should declare to GIBCO any outside employment engaged and GIBCO shall give consent should such employment be allowed, provided, such outside employment is not without conflict of interest with any GIBCO's business lines.

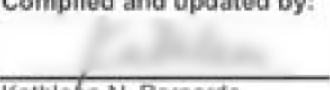
All employees must disclose and receive the necessary approvals prior to participating in the following activities:

- Directorships and Committee Memberships of publicly traded for-profit companies
- Directorships and Committee Memberships of privately held; for-profit companies;
- Directorships and Committee Memberships of not-for-profit entities which either pose a perceived conflict of interest or involve service on an Audit; Finance or Investment Committee;
- Running for public office, accepting an appointment with a governmental entity or any other affiliation.
- Any other outside business activity, including not-for-profit activities, where a real or perceived conflict of interest exists or could exist.

GUIDELINES AND RESTRICTIONS

1. Employees must **seek written approval** from their Department Head and HR prior to engaging in any sideline or moonlighting activity.
2. Any outside work must be conducted **outside of company working hours** and must not use company resources (e.g., equipment, data, networks).
3. Activities that directly **compete with the Company's business** are strictly prohibited.
4. Employees must **disclose relationships** that may lead to real or perceived conflict of interest.
5. Violation of this policy may result in **disciplinary action**, up to and including termination of employment.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Use of Telephone Facilities for NDD Calls	Document Code: GIBCO-2025-WE-008
Supersedes Policy Ref. No.: GIBCO-POL-017-032 Version 2017		
Memo Dated: August 24, 2017	Status: Update	Effectivity Date: July 01, 2025
Compiled and updated by: 	Reviewed by: 	Approved by: 
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores Mirachel Medina Human Resources Department	Gianina Marielle So-Limjoco CEO-President

PURPOSE

GIBCO recognizes that effective communication is essential to its operations. To ensure that telephone resources remain available for business use and that expenses are kept reasonable, the company discourages the use of telephone facilities for personal purposes, particularly National Direct Dialing (NDD) calls. This policy aims to regulate such use and ensure that official calls are prioritized and conducted efficiently.

SCOPE

This policy applies to all employees of Guevent Insurance Broker Corporation (GIBCO).

GUIDELINES

1. Efficient Use of NDD Calls

To maximize official NDD calls, employees are encouraged to:

- Plan calls ahead of time by listing names, numbers, and addresses.
- Prepare a concise list of topics to discuss.
- Focus on important and urgent matters only.
- Ensure that necessary information is ready and that all parties to the conversation are available during office hours.

2. Authorization of NDD Calls

- NDD calls must be for **official business only** and require prior approval from the Department Head or Manager.

3. Password Control and Access

- All NDD-enabled telephones must be secured with passwords.
- These passwords will be maintained solely by the IT Department and relevant Department Heads/Managers to prevent unauthorized usage.

4. Personal NDD Calls – Request and Approval

- For personal NDD calls, employees must send a **formal request via email or ticketing system** to obtain the password temporarily.
- A log must be submitted afterward, indicating:
 - The name and contact number of the person called.
 - The purpose of the call.
- This log must be emailed to **Accounts Payable** for tracking.

5. Billing and Deduction Procedures

- Upon receipt of the monthly phone bill, the Accounts Payable staff shall:
 - Validate any personal NDD calls using the submitted logs.

- Prepare an **Authority to Deduct** form (see attached template), to be signed by the concerned employee.
 - Deductions shall be applied in full to the employee's next salary.
6. **Unauthorized Use**
- Any **unreported or unauthorized personal NDD calls** discovered in the billing statement will be charged to the responsible employee.
 - Such violations will be subject to disciplinary action.

VIOLATIONS AND PENALTY

Any employee who violates this policy shall be subject to disciplinary actions in accordance with the provisions of the **GIBCO Code of Conduct**.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 5
	Title: Company Laptop Usage		Document Code: GIBCO-2025-WE-009
Supersedes Policy Ref. No.:			
Memo Dated:		Status: New	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:	
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President	

PURPOSE

This policy aims to set guidelines for the proper and secure use of company-issued laptops to protect company data, ensure compliance with relevant security standards, and prevent unauthorized access or misuse that could lead to security breaches or legal issues.

SCOPE

This policy applies to all employees, contractors, interns, and any other users who have access to company laptops, whether they are working remotely, on-site, or traveling for business purposes.

OWNERSHIP AND RESPONSIBILITY

- **Ownership:** All laptops issued by GIBCO remain company property. The company retains the right to reclaim the laptop at any time or conduct inspections of the device to ensure compliance.
- **User Responsibility:** Users are responsible for safeguarding the device, keeping it free from unauthorized access, and following the security protocols outlined here. Misuse of the device, intentional or accidental, may result in disciplinary action.

ACCEPTABLE USE

- **Primary Use:** Laptops are provided primarily for performing work-related tasks, such as accessing company applications, email, collaboration tools, and any other business-related activities that contribute to job responsibilities.
- **Monitoring and Privacy Expectations:** Users should have no expectation of privacy when using company laptops. All activity on company devices is subject to monitoring, logging, and auditing as deemed necessary by the company to maintain security and compliance.

PROHIBITED ACTIVITIES

The following activities are strictly prohibited on company laptops to maintain the security, productivity, and reputation of GIBCO. Users found engaging in any of these actions may face disciplinary measures, including possible termination or legal action.

1 Unauthorized Software and Application Use

- **Unapproved Software Installation:** Users are prohibited from installing any software, including free or trial versions, without explicit approval from the IT Department.
- **Application Modification or Deletion:** Users must not uninstall, disable, or modify any pre-installed or company-approved applications.
- **Use of Unauthorized Web Applications:** Avoid using non-approved cloud applications or software for work-related activities, including personal storage accounts, unapproved file-sharing services, or any non-secure web applications.

2 Unauthorized Access and Data Handling

- **Accessing Unauthorized Data:** Attempting to access data, files, or accounts without proper authorization is strictly prohibited.
- **Personal Data Storage:** Storing work-related files on personal devices or non-company-approved storage solutions without proper authorization is prohibited.

3 Use of External and Personal Devices

- **Connecting Unapproved Devices:** Connecting personal devices such as USB drives, external hard drives, or smartphones to the company laptop without IT approval is strictly prohibited.
- **Using Personal Storage for Company Data:** Transferring or backing up company data to personal devices or accounts is forbidden.
- **Peripheral Modifications:** Adding hardware components or accessories without prior IT approval, such as external monitors or printers, is prohibited to avoid unauthorized network access.

4 Network and Bandwidth Misuse

- **Streaming Non-Business-Related Media:** Streaming video, audio, or other high-bandwidth activities for personal use is prohibited during work hours, especially on the company network.
- **Use of Unauthorized Network Connections:** Avoid connecting to open or unsecured Wi-Fi networks, which can expose the laptop and company data to risks.

5 Inappropriate or Unethical Content

- **Accessing Inappropriate Websites:** Visiting websites containing pornographic, obscene, or otherwise inappropriate content is strictly prohibited.
- **Engaging in Offensive Activities:** Using company devices for activities that promote hate, discrimination, harassment, or violence is prohibited.
- **Illegal Downloading and Sharing:** Downloading or sharing pirated software, media, or other copyrighted materials is strictly forbidden and may result in legal action.

6 Security Evasion and Circumvention

- **Circumventing Security Controls:** Users must not attempt to disable or bypass security controls, such as firewalls, antivirus, or encryption software.
- **Use of Proxy Servers or VPNs:** Installing and using unauthorized proxy servers or VPNs to circumvent network restrictions or security protocols is prohibited.
- **Altering Security Settings:** Modifying security settings on the laptop, including password, firewall and antivirus configurations, is strictly forbidden.

7 Misuse of Company Communication Tools

- **Personal Use of Corporate Email:** Users should not use company email accounts for non-business-related communications.
- **Use of Messaging for Personal Gain:** The use of corporate messaging tools for unauthorized business, freelancing, or personal gain is strictly prohibited.

8 Fraudulent Activities

- **Misrepresentation:** Users must not use their company email, credentials, or position for misrepresentation or unauthorized dealings.
- **Unauthorized Financial Transactions:** Conducting personal financial transactions (e.g., trading stocks, cryptocurrency, etc.) on company laptops is prohibited.
- **Solicitation and Advertising:** Using company laptops or communication channels for personal solicitation, advertising, or promoting outside businesses is forbidden.

9 Misuse of Company Resources

- **Gaming and Recreational Software:** Installing and playing games or recreational software on company laptops is prohibited.
- **Excessive Personal Browsing:** Engaging in non-work-related browsing that detracts from productivity or increases security risks is discouraged and may be monitored by IT.
- **Non-Work-Related Downloads:** Downloading non-essential files, media, or software, which may consume storage or bandwidth, is strictly prohibited.

10 Intellectual Property Violations

- **Unauthorized Use of Company Branding:** Users are not permitted to use the company name, logo, or branding in any unauthorized communications or documents.
- **Misuse of Licensed Software:** Using company-licensed software for purposes other than those intended or on unauthorized devices is prohibited.

11 Physical Security Negligence

- **Leaving Laptop Unattended in Public Spaces:** Laptops should not be left unattended in vehicles, public spaces, or unsecured areas where they may be stolen or compromised.
- **Neglecting Physical Security in Travel:** Users must take care to secure the device when traveling, avoiding placing the laptop in checked luggage and securing it with physical locks in hotels or other temporary locations.
- **Failure to Report Loss or Theft:** In the event of theft or loss of a company laptop, immediate reporting to IT and relevant authorities is mandatory.

SECURITY REQUIREMENTS

1 Access Controls and Authentication

- Users must use strong, complex passwords that meet company standards. Sharing passwords or login information is strictly forbidden.
- All devices must be locked when not in use. Users should activate screen lock features and set automatic lock timers when idle for security purposes.

2 Device and Software Updates

- System updates, including operating system patches, antivirus, and firewall updates. Users must not disable or circumvent these updates.

- Antivirus scans are scheduled and must be allowed to run as directed by the IT Department.
- Manual intervention to delay, pause, or disable system or software updates is not allowed unless explicitly authorized by the IT Department. Regular updates are critical to ensuring device security and performance.

3 Secure Remote Access and VPN

- Users must connect to the company network through secure channels, including VPNs, when accessing company resources remotely.
- Avoid connecting to public Wi-Fi unless a secure VPN connection is used. Users are responsible for protecting sensitive company information when working remotely.
- The use of personal or third-party VPN applications is strictly prohibited. Only VPN clients provided, configured, and maintained by the IT Department are permitted to access company systems.

4 Data Encryption

- Sensitive or confidential data must be stored only in designated, encrypted locations. Users are required to store work-related data on approved cloud storage or company servers rather than local storage unless explicitly authorized.
- Portable drives or media must use IT-approved when handling sensitive data.

5 Reporting Security Incidents

- Any suspected security incidents, including phishing attempts, malware, unauthorized access, or data breaches, must be reported immediately to IT. Laptops that have been compromised or lost will be remotely disabled to prevent data access.

DATA MANAGEMENT AND PROTECTION

1 Data Backup and Storage

- IT will store work-related data on approved, secured company servers or cloud solutions to ensure regular backup and recovery.
- IT will conduct regular backups of authorized storage locations. Users are responsible for ensuring data critical to company operations is not stored on unauthorized devices or locations.

2 Data Confidentiality

- Users must take necessary precautions to prevent accidental exposure of sensitive data, including not sharing login credentials, keeping sensitive documents secure, and ensuring that confidential information is not visible or audible to unauthorized persons.

USE OF COMPANY-OWNED SOFTWARE

1 Licensed Software and Compliance

- Only licensed software approved by the IT Department may be used. Installing pirated or unauthorized software or using software for which the company does not have a valid license, is a violation of this policy.
- Users are responsible for requesting new software or additional licenses through proper IT channels.

2 Configuration and System Integrity

- Users must not alter configurations, operating system settings, or disable IT controls. Requests for configuration changes, such as installing new software or hardware adjustments, must be submitted to IT for review and approval.

COMPLIANCE, AUDITS, AND DISCIPLINARY ACTIONS

1 Policy Violations

- Violations of this policy may lead to consequences, including but not limited to restricted access to company resources, reassignment of tasks, disciplinary action, or termination of employment, depending on the severity of the violation.
- Severe violations, such as unauthorized data transfers or significant security breaches, may lead to legal action.


2 Reporting Violations and Security Risks

- Users are encouraged to report observed violations of this policy or potential security threats immediately to IT or the designated compliance officer.

ACKNOWLEDGMENT AND AGREEMENT

All employees must acknowledge their understanding of this policy by signing below. By signing, employees agree to adhere to the Acceptable Use Policy and understand the potential disciplinary actions for violations.

Prepared by:



FRANKLIN JOYCE ROQUE
IT & Systems Manager

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 3
	Title: Working Schedule and Attendance	Document Code: GIBCO-2025-CB-001
Supersedes Policy Ref. No.: GIBCO-POL-017-007 & 008 Version 2017	Status: Revised	Effectivity Date: July 01, 2025
Memo Dated: June 01, 2017		
Compiled and updated by:	Reviewed by:	Approved by:
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President

PURPOSE

To establish a clear and standardized policy on work schedules to support operational efficiency, promote employee discipline, and ensure work-life balance. This policy forms part of the company's Standard Operating Procedures (SOP) and serves as a guide for proper time management and compliance with working hours.

SCOPE

This policy applies to all employees of Guevent Insurance Broker Corp. (GIBCO), regardless of rank, employment status (probationary, regular, or contractual), or department assignment.

GUIDELINES

1. OFFICIAL WORK SCHEDULE AND TIME LOGGING

Daily Schedule	Lunch Break
8:00am – 6:30pm	12:00nn – 1:00pm

- Fixed Shift Schedule:
 - The standard working hours are from 8:00 AM to 6:30 PM, Monday to Friday, inclusive of one hour lunch break.
 - Employees are expected to clock in on or before 8:00 AM and clock out no earlier than 6:30 PM, unless otherwise authorized by the immediate supervisor or Human Resources.
 - A grace period of up to 15 minutes per day may be observed for Associates only. Management Committee (ManCom) are not entitled to a 15-minute grace period due to their flexible work schedule. The latest allowable time-in is 10:00 AM. Any time-in beyond 10:00 AM shall be considered tardy.
 - Job classifications determine general work hours:

Job classification	Working hours
CXX, Senior Executive, Junior Executive, Senior Manager, and Junior Manager	8 work hours + 1 hour lunch break
Officer/ Supervisor and Associate	9.5 work hours + 1 hour lunch break (compressed work week)

- Any changes to the work schedule must be approved by the Department Head and communicated to HR before implementation.
- Time-In and Time-Out Logging
 - All employees, except CXX, must log their attendance through Daily Time Record.
 - Time-in and time-out policies:
 - **CXX:** No time-in or time-out required, but absences and leaves must be filed for compensation adjustments.
 - **Senior Executives and Junior Executives:** Time-in required, but not time-out.

- **Managers, Supervisors, and Associates:** Must time-in and time-out as per their work schedule.
- Failure to time-in or time-out without a valid reason will result in being marked absent, affecting compensation. Valid reasons for failure must be filed through a **Certificate of Attendance with proof of attachment** and approved by the Manager.

2. ALTERNATIVE WORKING ARRANGEMENTS

- Any change in the employee's work schedule must be:
 - Recommended by the immediate superior;
 - Subject to the approval of Human Resources and/or Management.
 - Alternative schedules may be allowed only under:
 - Special project arrangements;
 - Business continuity situations (e.g., remote work, split shifts, work from home);
 - Health or family emergencies, on a case-by-case basis.
 - As deemed necessary by Management.

3. WORK SUSPENSIONS

- Regular working hours may be suspended due to force majeure or emergency situations, such as:
 - Heavy rains and flooding;
 - Earthquakes;
 - Power outages (brownouts);
 - Government-declared calamities.
- In such cases:
 - Employees who report for work and are subsequently sent home will be considered present for the full day.
 - Employees who do not report must file the appropriate leave (Sick Leave, Vacation Leave, etc.) or will be tagged Absent – No Leave, No Pay, unless an official work suspension is declared.

4. REST DAYS AND OVERTIME

- Saturday and Sunday are the designated weekly rest day for all employees unless assigned differently due to business needs.
- Work rendered during rest days, special holidays, or beyond regular working hours shall be compensated as provided by law or in accordance with company policy, subject to prior approval.
- Overtime work must be pre-approved by the Department Head and HR Department. Unauthorized overtime will not be paid.

5. OFFICIAL BUSINESS (OB) OUTSIDE THE OFFICE

- Employees who need to leave the office premises for official business purposes must file an **Official Business (OB)** in advance through the official HR system.
- The OB file must be approved by the immediate supervisor and/or department head prior to leaving the office.
- The OB file is a mandatory requirement for:
 - Validating **time spent outside** as part of official work,
 - Processing **transportation and/or meal reimbursements** related to the business trip or engagement.
- Employees using a **personal vehicle** for official business must also file a **Trip Ticket** beforehand for reimbursement purposes.
 - If a Trip Ticket was not filed, the employee must **attach supporting documents** such as official receipts (e.g., toll fees, fuel, parking), bus or jeepney tickets, or any proof of actual transportation expenses.
- **No OB file, no reimbursement** shall be processed for any related meal or transportation claims.
- OB hours must also be recorded in the **timekeeping system** to ensure proper attendance tracking.

6. RECORDING OF TIME

- Employees are required to log their time-in and time-out using the official timekeeping system.
- Failure to log attendance may result in disciplinary action, including the same sanctions applied to tardiness and salary deductions, unless justified with a valid explanation and supporting documents.
- Any attempt to falsify time records is a serious offense and will be dealt with accordingly.

RESPONSIBILITIES

- **Employees** are responsible for following their assigned work schedule and requesting approval in advance for any changes.
- **Supervisors/Managers** are responsible for ensuring their teams comply with work schedules and reporting any irregularities to HR.
- **HR Department** is responsible for keeping records of work schedules and validating compliance across all departments.

ENFORCEMENT AND VIOLATIONS

Any violation of this policy shall be subject to disciplinary measures under the Company's Code of Conduct, ranging from verbal warning to dismissal, depending on the gravity and frequency of the offense.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 2
	Title: Hybrid Work Schedule		Document Code: GIBCO-2025-CB-002
Supersedes Policy Ref. No.: GIBCO-2022-050011		Status: New	Effectivity Date: July 01, 2025
Memo Dated: May 16, 2022			
Compiled and updated by:	Reviewed by:	Approved by:	
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Giarina Marielle So-Limjoco CEO/ President	

PURPOSE

This policy outlines the guidelines for employees under a hybrid work arrangement at GIBCO. The intent is to promote productivity, flexibility, and operational efficiency while ensuring that company standards and regulatory requirements are maintained.

SCOPE

This policy applies only to **regular employees** of GIBCO. Probationary employees, project-based staff, and consultants are not eligible unless otherwise approved in writing by Management.

WORK ARRANGEMENT OVERVIEW

Eligible employees may adopt a **hybrid work schedule** as follows:

- **Three (3) days** on-site work at the designated office
- **Two (2) days** remote/work-from-home (WFH)

Each department shall ensure that operations remain fully supported regardless of the chosen schedule.

***Note:** hybrid work schedule is **subject to change** based on business needs and **management discretion**. It is **not considered permanent entitlement or company benefit**.*

SUBMISSION OF WORK SCHEDULE

All employees under this policy are required to submit a **Quarterly Hybrid Work Schedule** to the HR Department, subject to approval by their immediate head and/or department manager.

- Any changes or deviations must be communicated in advance and approved.
- Failure to submit may result in default on-site scheduling.

ATTENDANCE REQUIREMENTS

For Regular Rank-and-File Employees:

- Must comply with the 3-2 on-site/WFH arrangement.
- May be eligible for monthly data reimbursement, **subject to submission of official receipts and approval. Refer to Annex C – Summary of Monetary Provisions.**

FOR MANAGEMENT COMMITTEE (MANCOM) MEMBERS:

Must report on-site on the following key dates and events:

- **Every first working day of the month**
- **Production cutoff periods**
- **Pre-board and board review sessions**
- **Board meetings**

- Executive Committee (ExCom) meetings
- ManCom meetings
- Any other date requiring physical presence as advised by top management

AVAILABILITY AND COMMUNICATION

Employees under hybrid work must remain **available and responsive during core hours (9:00 AM – 5:00 PM)** whether working on-site or remotely.

All official meetings, whether in-person or virtual, are mandatory unless otherwise excused.

PERFORMANCE AND DELIVERABLES

Work output, deliverables, and deadlines must be met consistently. Department heads may require:

- Status reports
- Daily or weekly check-ins
- Attendance logs or activity summaries

TOOLS AND SUPPORT

Employees may be issued or allowed to use company-approved tools or platforms for remote work (e.g., laptops, access to internal systems, secured communication tools). All equipment and systems must be used in accordance with GIBCO's IT and data security policies.

DATA PRIVACY AND SECURITY

All remote work activities must adhere to GIBCO's **Data Privacy Policy**, including:

- Use of secure Wi-Fi connections
- No storing of client or company data on personal devices
- Avoidance of unauthorized access to company files

COMPLIANCE AND REVOCATION OF PRIVILEGES


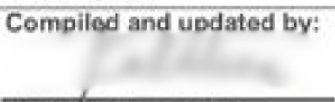

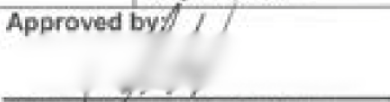
Failure to comply with the terms of this policy, or any misconduct observed during remote workdays, may lead to:

- Suspension or cancellation of hybrid work privileges
- Disciplinary actions based on the company's Code of Conduct

POLICY REVIEW

This policy will be reviewed **annually** or as needed based on changes in operational demands, technology, or regulatory guidelines.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Attendance and Punctuality	Document Code: GIBCO-2025-CB-003
Supersedes Policy Ref. No.: GIBCO-POL-013-008 Version 2017	Status: Revised	Effectivity Date: July 01, 2025
Memo Dated: June 01, 2017		
Compiled and updated by: 	Reviewed by: 	Approved by: 
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President

PURPOSE

To maintain employee discipline and work efficiency through adherence to punctuality, proper filing of leaves, and full accountability for attendance behavior.

SCOPE

Applies to all employees of GIBCO across all departments and employment types.

GUIDELINES

1. PUNCTUALITY AND ATTENDANCE

- Tardiness and habitual absences are monitored and form part of performance and conduct evaluations.
- Three (3) instances of unexcused tardiness in a month may be subject to verbal or written warning.
- Habitual tardiness and absences without prior notice or approval may lead to progressive disciplinary action.
- Any tardiness beyond fifteen (15) minutes within a payroll cutoff period shall be subject to salary deduction.

2. LEAVES OF ABSENCE

- Employees who intend to go on leave (Sick Leave, Vacation Leave, Emergency Leave, etc.) must **file the appropriate leave form** through the official HR system or using the prescribed company form.
- For emergency or sick leaves, employees must inform their supervisor at least one (1) hour prior to the scheduled start of work.
- A Medical Certificate must be submitted if an employee applies for three (3) sick leaves within a month— even if not taken consecutively —or if the leave falls before or after a weekend or holiday.
- For **planned leaves**, employees must secure **approval at least one (1) day in advance**, and the **filing of leave requests must be done at least two (2) days** before the intended leave date
- Failure to file leave properly will result in the employee being tagged as **"Absent – No Leave, No Pay."**
- Frequent unfilled leaves or absences may be subject to disciplinary action.
- **Anyone from the department** must update the group chat on the company's official messaging platform to indicate **which employee is on leave or OB for the day**. HR shall monitor and verify attendance daily to ensure alignment with filed leaves or OB forms.
- **For complete guidelines on attendance, leave classifications, documentation, please refer to the Attendance Monitoring and Leave Management.**

3. UNDERTIME

- Logging out before completing the required working hours is considered undertime and subject to salary deduction.
- Undertime cannot be offset by overtime on other days.

- All undertime must be approved by the Department Head.
- Unauthorized or unfilled undertime will be subject to disciplinary measures.


RESPONSIBILITIES

- **Employees** are responsible for logging their attendance accurately, filing leaves properly, and notifying supervisors of any absences.
- **Supervisors/Managers** are responsible for monitoring attendance, approving leave and undertime, and submitting accurate reports to HR.
- **HR Department** is responsible for tracking attendance, issuing reminders, and implementing disciplinary measures for violations.

ENFORCEMENT AND VIOLATIONS

Any violation of this policy shall be subject to disciplinary measures under the Company's Code of Conduct, ranging from verbal warning to dismissal, depending on the gravity and frequency of the offense.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 5
	Title: Attendance Monitoring and Leave Management	Document Code: GIBCO-2025-CB-004
Supersedes Policy Ref. No.: GIBCO-POL-019-0014 Version 2018	Status: Revised	Effectivity Date: July 01, 2025
Memo Dated: May 11, 2018		
Compiled and updated by:	Reviewed by:	Approved by:
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President

PURPOSE

The purpose of this policy is to set clear guidelines and standard procedures for the administration of employee leave and attendance within Guevent Insurance Broker Corp. (GIBCO). It aims to ensure that employees receive fair and reasonable leave benefits while maintaining efficient business operations and meeting client expectations.

SCOPE

This policy covers all the regular employees of Guevent Insurance Broker Corp. (GIBCO).

DEFINITION OF TERMS

1. **Vacation Leave (VL)** – Paid leave given to employees for rest, leisure, or personal matters.
2. **Sick Leave (SL)** – Paid leave granted when an employee is ill or physically unable to report to work.
3. **Service Incentive Leave (SIL)** – A 5-day leave benefit for project-based and fixed-term employees with at least one year of service, as per Article 95 of the Labor Code of the Philippines.
4. **Chronic Illness Leave (CIL)** – A special paid leave granted to employees diagnosed with a long-term illness or who undergo major surgery, requiring them to be away from work for at least 30 days.
5. **Bereavement Leave** – A paid leave granted in the event of the death of a family member up to the 2nd degree of consanguinity or affinity.
6. **Emergency Leave (EL)** – Paid leave provided when an employee is directly affected by unforeseen events such as natural disasters, accidents, or family medical emergencies.
7. **Half-Day Leave** – A form of leave where an employee takes a portion of the day off (AM or PM only). Minimum deduction applies (4.25 hours for AM, 5.25 hours for PM) and requires approval.

GUIDELINES:

• VACATION LEAVE

A. GENERAL PROVISION

- Employees earn 15 days of VL after completing one year of service, based on their anniversary date.
- After the first year, regular employees accumulate 1.25 days per month for use the following year.
- Unused VL over 30 days must be used by the end of January the following year or it will be forfeited.

- VL is not convertible to cash unless the employee resigns. A maximum of 30 days (240 hours) may be converted.
- Minimum usage is half a day. (4 hours 45 minutes)
- Leave approval depends on business needs.

Example 1: Employee Hired in January

- **Date Hired:** January 15, 2024
- **VL Entitlement:** 15 days (or 120 hours) **after 1 full year of service** → Effective January 15, 2025
- **Monthly Accrual Starts:** February 2025 (1.25 days or 10 hours per month)
- **Check Point:** October 2025

Computation:

- From **February to October 2025**, that's **9 months** of accrual.
- $9 \text{ months} \times 1.25 \text{ days} = \mathbf{11.25 \text{ VL days (or 90 hours)}}$

Accumulated VL as of October 2025:

11.25 days or 90 hours

Example 2: Employee Hired in June

- **Date Hired:** June 10, 2024
- **VL Entitlement:** 15 days (120 hours) **after 1 full year of service** → Effective June 10, 2025
- **Monthly Accrual Starts:** July 2025
- **Check Point:** October 2025

Computation:

- From **July to October 2025**, that's **4 months** of accrual.
- $4 \text{ months} \times 1.25 \text{ days} = \mathbf{5 \text{ VL days (or 40 hours)}}$

Accumulated VL as of October 2025:

5 days or 40 hours

B. APPLICATION AND USE

- **Must be filed at least 2 days in advance** and approved at least 1 day before use.
- VL cannot be used in advance if not yet earned.
- No limit on consecutive days, but prior approval from the supervisor is needed.
- Teams must ensure VLs don't overlap in ways that disrupt operations.
- Employees on leave must be present the workday before and after a holiday to qualify for holiday pay.
- Absences before or after a holiday without approval or due to disciplinary action may forfeit holiday pay.

C. FORFEITURE AND RENEWAL

- Unused VL over 30 days will be forfeited if not used by the end of January of the following year.

D. COMMUTATION

- Upon resignation, up to 30 days of unused VL will be paid based on the employee's daily wage.

- **SICK LEAVE**

- A. GENERAL PROVISION

- After one year of service, employees are given 15 days of SL.
 - Regular employees earn 1.25 days of SL per month thereafter.
 - Unused SL up to 15 days is convertible to cash at year-end.
 - Managers, Supervisors, and Executives may avail of up to 30 SL days in a year.
 - Minimum usage is half a day. (4 hours 45 minutes)
 - A medical certificate is required for advanced sick leave filings or for three consecutive or non-consecutive sick days within the same month.
 - SL cannot be used during SSS compensation or maternity leave.

- B. APPLICATION AND USE

- Should be filed within 3 days after use.
 - Immediate supervisor must be informed, ideally 1 hour before shift.
 - SL cannot be used in advance or for maternity-related procedures.

- C. RETURN TO WORK

- Employees out for 3 days must present a fit-to-work certificate.
 - HR must receive the medical clearance before the employee returns.
 - A medical check-up from the accredited HMO Clinic may be required.

- D. RENEWAL

- 1.25 days SL is credited monthly to regular employees.

- E. COMMUTATION

- Up to 15 days of unused SL will be paid upon resignation or at year-end.

- **SERVICE INCENTIVE LEAVE (SIL)**

- A. GENERAL PROVISIONS

- Applicable only to project-based and fixed-term employees.
 - Granted 5 SIL days after 1 year of continuous service.
 - Can be used as either VL or SL, following the corresponding rules.
 - Unused SIL is converted to cash at year-end.

- B. APPLICATION AND USE

- Must be filed 2 days in advance if used as VL, or within 3 days after if used as SL.
 - SIL cannot be used in advance.

- C. COMMUTATION

- Any unused SIL is converted to cash upon resignation or year-end.

- **CHRONIC ILLNESS LEAVE**

- A. GENERAL PROVISIONS

- Granted to all employees with at least 6 months of service.
 - 15 days are given each year, non-cumulative and not convertible to cash.
 - Unused credits are forfeited at year-end.

B. APPLICATION AND USE

- Only for serious illnesses, major surgeries, or conditions needing 30+ days of recovery.
- CIL cannot be used for childbirth surgeries (e.g., C-section).
- Valid medical documents are required.
- Must use SL or SIL first before using CIL.
- Filing must be within 3 days after the last day of use.

C. RENEWAL

- CIL credits are replenished every January.

• **BEREAVEMENT LEAVE**

A. General Provisions

- Regular employees are entitled to 3 paid days per year.
- Not cumulative and not convertible to cash.

B. APPLICATION AND USE

- Applicable to deaths within the 2nd degree of family relation (e.g., parent, sibling, grandparent, spouse, in-laws).
- Can be filed up to 3 days after the last day of use.

C. RENEWAL

- 3 days are credited at the start of every year.

• **EMERGENCY LEAVE**

A. GENERAL PROVISIONS

- Regular employees get 3 paid EL days per year.
- EL is separate from VL and SL.
- Not cumulative and not convertible to cash.

B. APPLICATION AND USE

- Can be used for emergencies like typhoons, flooding, fires, or family health issues.
- HR will determine if the reason qualifies.
- Can be filed up to 3 days after actual use.

C. RENEWAL

- 3 days are credited every year at the start of the calendar year.

• **HALF-DAY LEAVE**

The company's official working hours are **8:00 AM to 6:30 PM**, Monday to Friday. The following rules apply to employees availing of half-day leave:

A. Rank-and-File Employees

- **Morning Half-Day Leave:** Reporting to work must be no later than **01:45 PM**.
- **Afternoon Half-Day Leave:** Must log out and leave the office no later than **12:45 PM**.

B. Officer / Supervisor Level

- **Morning Half-Day Leave:** Time-in must complete at least **four hours and forty five minutes or (4.75) hours** of work.
- **Afternoon Half-Day Leave:** Required to complete a **minimum of four hours and forty five minutes or (4.75) hours** of work before leaving.

C. Department Head / Managerial Level


- **Morning Half-Day Leave:** Time-in must complete at least **four (4) hours** of work.
- **Afternoon Half-Day Leave:** Required to complete a **minimum of four (4) hours** of work before leaving.

D. Salary Deduction Clause

- Any **deviation** from the above-stated working hours will be **subject to salary deductions**, based on the applicable computation in the company's payroll system.

An employee who fails to observe the proper filing and using of leaves shall be dealt with the penalties under the Company Code of Discipline

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 1
	Title: Salary Administration		Document Code: GIBCO-2025-CB-005
Supersedes Policy Ref. No.: Memo		Status: Revised	Effectivity Date: July 01, 2025
Memo Dated: April 12, 2024			
Compiled and updated by:	Reviewed by:	Approved by:	
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President	

PURPOSE

This policy provides clear and consistent guidelines for the schedule of employee salary release and the standard payroll periods observed by the company.

SCOPE

This policy applies to all regular and probationary employees of the company, regardless of department or employment status.

GUIDELINES

Employees receive their salaries twice a month, based on the following cutoff periods:

Cutoff Period	Expected Release Date
1st to 15th	On or before the 30th of the same month
16th to end of month	On or before the 15th of the following month

Note: If the 15th or 30th falls on a **weekend or holiday**, payroll will be uploaded and post-dated to reflect **prior working day, within banking hours** as the release date.

Examples:



- If July 15 is a Saturday, salary must be uploaded in advance and credited on **July 14 (Friday) within banking hours**.
- If September 30 is a Sunday, upload must be done on the prior working day with release dated **September 28 (Friday) within banking hours**.

To ensure employees receive their salaries on time—even when the regular payout date falls on a weekend or holiday—salaries are processed in advance and released on the last working day before the scheduled date. This is due to banking limitations on weekend and holiday crediting.

PENALTY FOR NON-COMPLIANCE

Any delay or error caused by failure to comply with internal payroll schedules and procedures may be subject to disciplinary action, following the company's Code of Conduct, or penalties in accordance with service-level agreement (SLA), whichever is applicable.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 3
	Title: Overtime Pay		Document Code: GIBCO-2025-CB-006
Supersedes Policy Ref. No.: GIBCO-POL-017-021 Version 2017			
Memo Dated: June 01, 2017		Status: Revised	Effectivity Date: July 01, 2025
Compiled and updated by: 	Reviewed by: 	Approved by: 	
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President	

PURPOSE

To establish clear and consistent guidelines to be adopted as a Standard Operating Procedure (SOP) in the application, approval, computation, and payment of overtime pay for all employees of Guevent Insurance Broker Corp. (GIBCO).

SCOPE

This policy applies to all GIBCO employees—regular, probationary, and contractual—who may be required to work beyond their regular schedule, as approved by management.

DEFINITION

Overtime (OT) refers to work rendered beyond the regular eight (8) working hours per day, including work performed on rest days, holidays, or no-work-required days.

Night Differential (ND) refers to additional compensation granted to employees for work performed between **10:00 PM and 6:00 AM**, in accordance with labor regulations. This applies whether or not the hours are under regular or overtime work.

APPLICATION OF OVERTIME

- When overtime work is required, the concerned employee(s) must file an **Overtime Application in HR System**, indicating the date when, OT classification and the reason or task to be performed.
- The form must be:
 - Noted and approved by the **Department Head or Manager**;
 - Further approved by the **VP/General Manager**;
 - Submitted to the **HR Department** on or before **4:00 PM of the day the overtime is to be rendered**, or **at least a day** before in case of rest days or holidays.
- The **HR Department** will:
 - Maintain a file of all OT forms for monitoring and reporting;
 - Forward the list of the form to GIBCO Accounting for salary processing.
- No overtime shall be paid unless a properly accomplished and approved OT form has been submitted.**

*Note: If OT hours fall within 10:00 PM to 6:00 AM, these shall also be compensated with **Night Differential (ND)** in accordance with labor regulations.*

OVERTIME WORK LIMITS & REPORTING

1. On a workday, work performed beyond 6:30 PM for a **minimum of one (1) hour** and up to a **maximum of four (4) hours per day** shall be considered overtime (OT) work.
2. Overtime exceeding four (4) hours requires **additional approval** from the Department Head and HR Department.
3. Employees rendering more than four (4) hours of OT must submit an **accomplishment report** to justify the extended time.

GENERAL GUIDELINES

A. Overtime on Regular Workdays

- Employees must time-out at the end of their regular schedule.
- No need to time-in again for OT work as it will be recorded continuously by the HR system.
- OT hours will be counted from the time-out extending beyond the regular schedule, based on the approved OT form.
- If OT work covers any hour between 10:00 PM and 6:00 AM, the corresponding night differential shall apply.

B. Overtime on Weekends, Holidays, or Rest Days

- The approved OT form must be submitted at least one day before the intended OT schedule.
- Employees must time-in and time-out during OT days as usual.
- HR must be informed prior to the OT date to allow manual adjustments in HR System, ensuring the system captures the OT hours.
- Failure to inform HR may result in non-capture of hours and disqualification from OT pay.
- Work rendered between 10:00 PM and 6:00 AM on these days will be subject to Night Differential pay in addition to the applicable OT or holiday premium.

C. Logging

- OT on holidays or Sundays must be logged under the OT column of the time record and monitored by the guard on duty, if manual log is used.

OVERTIME FOR OFFICIAL WEEKEND ACTIVITIES

- **Rank-and-file employees** shall be paid OT based on actual hours rendered.
- **Executives, Managers, and Supervisors** shall file for an **offset schedule** instead of OT pay.
Offset must:
 - a. Be filed as a **Schedule Adjustment Application Form**;
 - b. Be approved by the **Department Head and HRAD**.
- **Offset Rules:**
 - a. 4 hours of work = Half-day offset
 - b. 6 hours or more = One full day offset
 - c. Offsetting must be used within one month from the date it was earned; otherwise, it will be forfeited.

Note:

- *Undertime work on any given day shall not be offset against any overtime rendered.*
- *Night Differential pay still applies to qualifying hours between 10:00 PM and 6:00 AM, even if the employee is entitled to offset instead of OT pay.*

COMPUTATION OF OVERTIME PAY

A. Monthly Paid Employees:

- Average Daily Rate (ADR) = (Monthly Basic Pay x 12) / 313 days
- Average Hourly Rate (AHR) = ADR / 8 hours

B. Daily Paid Employees:

- Average Hourly Rate (AHR) = Daily Rate / 9.5 working hours

C. Applicable OT Rates:

1. Work beyond 9.5 hours (regular day)
 - 125% of hourly rate
2. Saturday work (for daily paid employees)
 - 125% of hourly rate
3. Sunday or Special Non-Working Holiday:
 - Daily paid: 130% of hourly rate
 - Monthly paid: Additional 30% of hourly rate
4. Legal Holiday:
 - Daily paid: 200% of hourly rate
 - Monthly paid: Additional 100% of hourly rate

D. Night Differential:

1. Work rendered between **10:00 PM to 6:00 AM**, whether on a regular workday or during overtime, shall be compensated with an additional **10% of the hourly rate**.
2. If the work during this period also qualifies as overtime, both **OT pay**, and **night differential pay** will apply.
3. Night Differential applies only to actual hours worked within the 10:00 PM to 6:00 AM window.


NOTES FOR EMPLOYEES

- Always ensure OT forms are **completed, approved, and submitted** timely to avoid disqualification for payment.
- Ensure **accuracy in logging time-in and time-out records**.
- In case of official activities falling on weekends, coordinate with your supervisor/manager for appropriate **offset or compensation**.
- All OT claims are **subject to validation** and may be disapproved if supporting documents (e.g., accomplishment reports, time logs) are missing.

AMENDMENTS & EFFECTIVITY

Any changes or amendments to this policy shall be communicated through **official HR memos** and shall take effect upon approval by the President/CEO.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 3
	Title: Per Diem and Travel Allowance	Document Code: GIBCO-2025-CB-007
Supersedes Policy Ref. No.: GIBCO-POL-017-022 Version 2017	Status: Revised	Effectivity Date: July 01, 2025
Memo Dated: June 01, 2017	Compiled and updated by:	Reviewed by:
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Approved by: Gianina Marielle So-Limjoco CEO/ President

PURPOSE

To establish clear and standardized guidelines for the application and use, entitlement, computation, and reimbursement of per diem and official travel expenses.

SCOPE

This policy applies to all employees, regardless of rank or department, who are authorized to conduct official business travel outside their base station.

GUIDELINES

1. ENTITLEMENT

- Official travel or fieldwork outside the base station **for more than one (1) day** must have a duly approved **Official Business (OB) Form**.
- **Approval Authorities:**
 - Rank-and-file to Supervisory level: Department Head/Manager and VP/General Manager
 - Managers and Department Heads: VP/General Manager

2. QUALIFICATIONS OF PER DIEM

For qualifying per diem, a full 24-hour day is divided into four **(4) parts**:

Breakfast – If departure is **before 6:00 AM** or arrival at the base station is **after 8:00 AM**.

Lunch – If departure is **before 11:00 AM** or arrival is **after 1:00 PM**.

Dinner – If departure is **before 5:00 PM** or arrival is **after 8:00 PM**.

Lodging – Actual cost of **three-star hotel accommodations** (with official receipt) if overnight stay is required.

***Note:** Time-specific qualifications aim to avoid misinterpretation and ensure fair claims.*

Per diem is **paid in advance** prior to departure based on approved itinerary and duration of travel.

3. PRE AND POST DEPARTURE PROCEDURES

Before the Trip:

- OB form must clearly state the business purpose or objective.
- A proposed budget with general expense headings must be submitted.
- Employees must finalize appointments, check schedules, and confirm key meetings in advance.
- Prepare a detailed travel itinerary to be used for both per diem computation and evaluation.

After the Trip:

- Submit a **Field Work Itinerary and Expense Report** within **48 hours** after return.
- Expense reports must include **receipts/invoices** and be submitted to the Supervisor/Department Head for initial approval, then to Accounting Department.
- Supervisors/Managers have full discretion to **approve or disapprove any claimed expenses**.
- **Unauthorized extensions** or deviations from approved travel schedules will be charged to the employee's **personal account** unless pre-approved.

4. TRANSPORTATION

- Tickets may be purchased in advance by the Home Office based on approved itineraries.
- If paid through cash advance, **all transportation tickets must be preserved and submitted** with the expense report.

5. PER DIEM RATES

- **Group I – Executives, VP/ General Manager & Senior Manager:** Actual expenses with receipts
- **Group II – Managers, Department Heads:** *Refer to Annex C – Summary of Monetary Provisions (with receipts)*
- **Group III – Supervisors and Rank-and-File:**
 - **Breakfast:** *Refer to Annex C*
 - **Lunch:** *Refer to Annex C*
 - **Dinner:** *Refer to Annex C*
 - **Lodging:** *Actual cost (3-star accommodation, with receipts)*

Amendments to per diem rates may be implemented every three (3) years or as needed, subject to Management approval.

6. LIQUIDATION OF EXPENSES

- Must be **submitted within forty-eight (48) hours** from return.
- Expense summary report must be **fully supported by receipts**.
- Outstanding balances must be **settled immediately** before new travel advances are processed.

7. NON-COMPLIANCE

- Delays in liquidation or submission of incomplete documentation may result in **suspension of future travel requests** or reimbursement.
- Falsified, duplicated, or excessive claims may be subject to **disciplinary action**.

8. DEPARTMENTAL BUDGET ALLOCATION AND TRACKING

- Each department (e.g., Operations) is allocated an **approved annual travel budget**.
- This **Per Diem Travel Policy** will still govern how the budget is **distributed per employee and rank**.



ADDITIONAL GUIDELINES:

- All travel requests and liquidation reports must **attach a summary of the employee's outstanding balance** (if any) to ensure transparency and accountability.
- This measure allows reviewers to:
 - Monitor each employee's financial accountability
 - Prevent **double reimbursements** or **untracked advances**

- Ensure alignment with the department's annual budget
- Lodging: Actual cost of 3-star accommodation, provided official receipts are submitted

Only requests compliant with these guidelines will be processed by the Accounting Department.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Meal and Transportation Allowance	Document Code: GIBCO-2025-CB-008
Supersedes Policy Ref. No.: GIBCO-POL-017-023 Version 2017		
Memo Dated: June 01, 2017	Status: Revised	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:
 Kathleen N. Bernardo Audit & Risk Officer	 Mary Ann Dolores Mirachell Medina Human Resources Department	 Gianing Marielle So-Limjoco CEO/ President

PURPOSE

To provide clear guidelines to be adopted as the Standard Operating Procedure (SOP) for the computation, application, and payment of meal and transportation allowances.

SCOPE

This policy applies to all Managers, Department Heads, Officers, and Supervisors of Guevent Insurance Broker Corp. (GIBCO) who are eligible to receive meal and transportation allowances under the specified conditions.

RESPONSIBILITY

- Managers and Department Heads must ensure accurate recording of their work hours to qualify for the allowances.
- Officers and Supervisors are responsible for submitting appropriate documentation to HR for allowance processing.
- The HR Department will monitor and validate allowance claims in accordance with this policy.

GUIDELINES

1. A Manager or Department Head is eligible to receive a meal allowance when:
 - a. He/she works a full day on a rest day; or
 - b. He/she works a full day on a holiday.

Refer to Annex C – Summary of Monetary Provisions.
2. A Manager or Department Head may receive a meal allowance when:
 - a. He/she works an additional 4 hours beyond the regular schedule.
 - b. He/she works a half-day on a rest day; or
 - c. He/she works a half-day on a holiday.

Refer to Annex C.
3. For work exceeding 4 hours, a manager or Department Head is entitled to a **prorated portion** of the full-day allowance. **See Annex C for sample computation.**
4. An Officer or Supervisor is eligible for a meal/transportation allowance when:
 - a. He/she works a full day on a rest day; or
 - b. He/she works a full day on a holiday.

Refer to Annex C.
5. An Officer or Supervisor may receive a meal/transportation allowance when:
 - a. He/she works an additional 4 hours beyond the regular schedule;
 - b. He/she works a half-day on a rest day; or

- c. He/she works a half-day on a holiday.

Refer to Annex C.

- 6. For work beyond 4 hours, an Officer or Supervisor is entitled to a **prorated portion** of the full-day allowance. See ***Annex C*** for sample computation.

VIOLATIONS

Any abuse, falsification, or misrepresentation of work hours or allowance claims will be subject to disciplinary action in accordance with the company's Code of Conduct.

Note:

- For policies concerning transportation allowance assigned to specific officers, please refer to the *Accounting Procedural Manual*.
- Any future changes in the allowance amounts stated herein shall be superseded or amended through a duly issued Annex.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 3
	Title: Communication Allowance	Document Code: GIBCO-2025-CB-009
Supersedes Policy Ref. No.: GIBCO-POL-017-025 Version 2017		
Memo Dated: June 01, 2017	Status: Revised	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Gianina Marielle So-Linjoco CEO/President

PURPOSE

This policy establishes the guidelines for the entitlement, usage, and reimbursement of mobile phone units, call, and data allowances provided by Guevent Insurance Broker Corp. (GIBCO) for official business use and hybrid work arrangements. These allowances support employees whose roles require accessibility and constant communication.

SCOPE

This policy covers all eligible GIBCO employees, including:

- VP/General Manager, AVP, Managers/Department Heads, Supervisors, and Rank and File employees (for business use)
- Full-time Regular Rank and File employees in a Work-from-Home (WFH) or Hybrid Work Arrangement (for data/load reimbursement)

GUIDELINES

1. Mobile Phone Allowance Eligibility

Full-time employees who need to be on-call, work irregular hours, or frequently use their phones for work-related tasks may be eligible.

- Senior Managers (VP/General Manager & AVP) automatically receive mobile phone allowances - **Refer to Annex C – Summary of Monetary Provisions.**
- Managers, Department Heads, Supervisors/ Officers automatically receive mobile phone allowances - **Refer to Annex C.**
- Rank and File employees are not entitled to a mobile phone unit but may be granted a monthly load and data allowance under the Hybrid Work Arrangement - **Refer to Annex C.**

2. Postpaid Plan Usage & Excess Charges

- Employees with postpaid plans are expected to use their lines responsibly. While plans generally include unlimited calls and texts, any usage that incurs additional charges (e.g., international calls or services outside the plan coverage) will be chargeable to the employee and must be settled either through salary deduction or direct cash payment.
- Any excess data usage will **be charged to the officer**, unless it is supported for **official use**.
- For unjustified excess usage, the amount will be subject to **direct salary deduction**.
- Accounting must immediately prepare the **ATD (Authority to Deduct)** to ensure the deduction is applied **on the next cutoff only**.

Note: The work-from-home setup cannot be used as a justification for the excess usage of the postpaid plan.

4. Mobile Phone Unit Ownership and Responsibilities

- For employees with mobile plans from any Telecom Companies, the company provides a phone with the plan. The phone's ownership depends on the type of device availed by the employee:
- **If there is a cash-out:** Ownership of the unit will revert to the employee once the full payment has been completed.
- **If the device is a free handset:** Ownership remains with GIBCO even after the contract ends, unless the employee, at their option, chooses to buy the free handset at the **Fair Market Value (FMV)** at the time the contract ends.
- **If an employee leaves during the plan period:**
 - 1. **Device:**
 - **Free phone:** The employee must return the phone or pay the market value to keep it.
 - **Phone with cash-out:** If fully paid, the employee owns the phone. If not fully paid, the remaining balance will be deducted from the last pay or settled in cash.
 - 2. **Mobile Plan:**
 - The remaining months of the mobile plan will be transferred to a new employee. The exiting employee will no longer be responsible for the remaining duration of the plan; however, the new employee will be accountable for any excess charges incurred moving forward.
 - In case the exiting employee wishes to retain the mobile number assigned to them, they must formally request approval from the CEO/President. If approved, the employee shall shoulder all associated costs, including any termination fees and other applicable charges necessary to claim ownership of the SIM or mobile line. The company will no longer be liable for the remaining months of the plan once ownership is transferred.
 - Please note that the **Accounting Department will not sign the employee's clearance** until the ownership transfer of the SIM card from the company to the exiting employee has been completed.
- **Lost or Damaged Units Before Plan Ends:**
 - **Lost phone:**
 - The employee must replace it with the same model or a better one with the same market value.
 - If not replaced within 30 days, the employee will be charged the phone's market value.
 - **Damaged phone:**
 - **Warranty:** Employee pays for repairs beyond the warranty.
 - **No warranty:** Employee pays for all repair costs.
 - If it is not repaired within 30 days, GIBCO will repair it and charge the employee.
 - **Responsibility:**
 - The employee must keep the phone safe and secure.
 - If the damage is due to carelessness (not wear and tear), the employee is responsible for replacing the phone.

5. Violations of Mobile Phone Policy

- Violations of mobile phone policies may result in the **cancellation of the mobile phone allowance**. Violations include:
 - Turning off the phone
 - Not replying to text messages
 - Not returning calls
 - Not informing management of a new phone number within 24 hours if the phone is lost, stolen, or if the number changes.

6. Load & Data Allowance (For Hybrid work arrangement)

Eligibility: Full-time Regular Rank and File employees in a hybrid/WFH setup who use personal devices for business purposes.

Allowance Limit: ***Refer to Annex C.***

REIMBURSEMENT GUIDELINES

1. Employees must use personal devices for work and maintain an active service.
2. Submit a completed Reimbursement Form with official receipts or billing statements (in the employee's name or family name).
 - Acceptable proof: 7-Eleven receipts, GCash/Maya transaction receipts (screenshots or printed)
 - **Screenshots from messaging apps are not accepted**
3. Quarterly submission (**no later than the 15th of April, July, October, January**).
4. **Late submissions will be forfeited unless CEO & President approval is secured.**

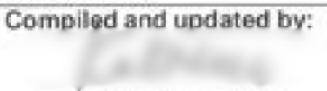

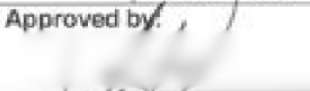
REIMBURSEMENT SCHEDULE

Approved reimbursements are processed every **16th** and released every **20th** of the quarter-ending month.

RESPONSIBILITIES

Task	Responsible
Recommendation of Allowance	Immediate Superior
Final Approval and forwarding the form to Accounting	Department Head
Processing & Release	Finance Department
Monitoring & Control	Audit Department

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 2
	Title: Official Vehicle Use and Reimbursement		Document Code: GIBCO-2025-CB-010
Supersedes Policy Ref. No.: GIBCO-POL-017-024 Version 2017		Status: Revised	Effectivity Date: July 01, 2025
Memo Dated: June 01, 2017	Compiled and updated by: 		Reviewed by: 
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Miracell Medina Human Resources Department		Approved by:  Glanina Marfelle So-Limjoco CEO/President

PURPOSE

To establish clear and consistent guidelines for the reimbursement and monitoring of fuel expenses incurred using either company-assigned vehicles or personal vehicles in the performance of official business activities.

SCOPE

This policy applies to all employees who utilize either a company vehicle or their personal vehicle for approved official business trips or operational duties.

GUIDELINES

I. USE OF PERSONAL VEHICLE FOR OFFICIAL BUSINESS

1. Eligibility Criteria:

- Official travel must be pre-approved by the Department Head or authorized officer.
- Personal vehicle use should be necessary due to unavailability of a company vehicle or if practical for the purpose.

2. Reimbursement Coverage:

- Actual fuel consumption is computed based on kilometers traveled and the average fuel efficiency of the vehicle.
- An additional **25% of the computed fuel cost** will be reimbursed as an **allowance for the use of the employee's personal vehicle** (to cover wear and tear, depreciation, and other related costs).
- For employees who already receive a **transportation or vehicle allowance**, only the **actual fuel cost** is reimbursable—the **25% vehicle-use allowance does not apply**.
- Parking fees and toll charges incurred during the official trip are reimbursable, provided these are supported by official receipts.

3. Documentation Requirements:

- Approved Official Business (OB) Form and Trip Ticket.
- Odometer reading: Start and end of the Official Business per day
- Official fuel receipt(s).
- Reimbursement computation summary.

Start km reading:	198329
End km reading:	198408
KM Traveled:	79
+ Ave. km/liter:	8 (fixed value)
Liters Used:	9.88
× Fuel Price:	P 40.85
= Fuel Cost:	P 403.39
+ 25% Markup:	P 100.85
= Reimbursable Total:	P 504.24

II. USE OF COMPANY VEHICLE FOR OFFICIAL BUSINESS

1. Fuel Cost Coverage:

- Fuel expenses should be charged to the company through approved fuel accounts, cards, or advances.
- If an employee uses personal funds to refuel a company vehicle, only the actual fuel cost with official receipt is reimbursable—no markup applies.

2. Trip and Fuel Accountability:

- Proper documentation (e.g. Trip Ticket and Official Business (OB) Form) must reflect destination, purpose, and odometer readings.
- Fuel receipts should match the reported mileage and trip coverage.

3. Driver/Employee Responsibility:

- Employees are responsible for fuel efficiency, safe vehicle use, and truthful reporting of kilometer readings and expenses.
- Only Employees with valid LTO Driver's License are permitted to operate the company vehicle.
- Any damages attributed to the Operator's sheer negligence will be on the operator's own expense, unless approved by Management/ the Company.
- A **separate set of terms and conditions** is executed between the Accountable Employee and the President. This agreement is **notarized**, and the **original copy is securely filed with the Audit Department**.

III. MONITORING AND CONTROL


1. If there is a budgeted allocation:

- Each department with a yearly transportation or fuel budget must align requests with this policy and allocate costs fairly per rank and employee need.
- Every reimbursement or liquidation request must include a summary of the employee's outstanding balance to ensure transparency and avoid over-claiming or duplication.

2. Review and Audit:

- All claims are subject to audit and final approval by Accounting and Management.
- Falsified or unsupported claims may lead to disciplinary action.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 1
	Title: Salary Education Loan with SSS	Document Code: GIBCO-2025-CB-011
Supersedes Policy Ref. No.: GIBCO-POL-017-019 Version 2017		
Memo Dated:	Status: Revised	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Myrachel Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President

PURPOSE

To establish clear and consistent guidelines serving as the Standard Operating Procedure (SOP) for all GIBCO employees applying for a Salary Loan or Educational Assistance Loan from the Social Security System (SSS).

SCOPE

This policy applies to all GIBCO employees who meet the eligibility criteria set by the SSS for Salary and Educational Assistance Loans.

GUIDELINES

1. **Application Process:**
 - o Employees must secure the appropriate SSS loan application form from the Accounting Department.
 - o The "Employee" portion of the form must be fully completed by the applicant.
 - o Submit the accomplished form to the Accounting Department for completion of the "Employer" portion and signature.
 - o Any required photocopies of supporting documents (e.g., valid IDs, pay slips) are the responsibility of the employee.
2. **Certificate of Premium Payments:**
 - o For first-time SSS loan applicants, the Accounting Department will provide a Certificate of SSS Premium Payments, as required by SSS for verification of contribution status.
3. **Filing and Follow-up:**
 - o Employees are responsible for submitting the completed application to the SSS, including any necessary refiling in case of rejection and tracking the status of the loan.
 - o The company is not liable for delays or disapprovals resulting from incomplete documents, late filing, or failure to meet SSS criteria.
4. **Updates Effective July 2025:**
 - o **Salary Loan Interest Rate:** Reduced from 10% to 8% per annum for members with good credit standing (no penalty condonation in the past five years).
 - o **Educational Assistance Loan Program (EALP):**
 - Maximum loanable amount: ₱20,000 per semester.
 - Loan proceeds are paid directly to the educational institution.
 - Repayment commences 18 months after the beneficiary's graduation.

Note: Employees are encouraged to stay informed about any further updates to SSS loan programs by regularly checking official SSS communications or consulting with the Accounting Department.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 3
	Title: Benefits (Government-mandated and company-provided)	Document Code: GIBCO-2025-CB-012
Supersedes Policy Ref. No.: GIBCO-POL-017-015 Version 2017	Status: Update	Effectivity Date: July 01, 2025
Memo Dated: August 24, 2017		
Compiled and updated by:	Reviewed by:	Approved by:
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Miracell Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/President

PURPOSE

This policy outlines the employee benefits offered by GIBCO to help attract and retain top talent, support employees' personal and professional growth, and recognize dedication and outstanding performance. The goal is to maintain a competitive and caring workplace that values its people.

SCOPE

This policy applies to all employees of GIBCO, regardless of employment status, where specified.

DEFINITION OF TERMS

Benefits – Indirect compensation provided to employees in the form of cash or non-cash incentives. These include government-mandated and company-initiated benefits such as health insurance, paid leaves, allowances, and others.

GUIDELINES

A. GOVERNMENT MANDATED BENEFITS

All employees are entitled to benefits as required by law, including but not limited to:

1. Social Security System (SSS) – RA 8282
2. PhilHealth – RA 7875, RA 9241, RA 10606
3. Pag-IBIG / HDMF – RA 9679
4. Maternity Leave – RA 1161, RA 8282
5. Paternity Leave – RA 8187
6. Solo Parent Leave – RA 8972
7. Leave for Victims of VAWC – RA 9262
8. Magna Carta for Women – RA 9710
9. 13th Month Pay – PD 851

B. COMPANY-INITIATED BENEFITS

1. LEAVE BENEFITS

a. Vacation Leave

- 15 days per year, granted after 1 year of service
- Cumulative up to 30 days only; unused leave beyond this will be forfeited annually.
- Convertible to cash only upon resignation

b. Sick Leave

- 15 days per year, granted after 1 year of service
- Automatically converted to cash at year-end

- Non-cumulative

c. Chronic Illness Leave (CIL)

- 15 days per year for employees with at least 6 months of service
- For serious or prolonged illnesses requiring extended leave
- Requires medical documentation
- Not convertible to cash and non-cumulative
- Not applicable to planned procedures such as cesarean section

d. Bereavement Leave

- 3 paid days per year for the death of a family member (up to 2nd degree)
- Non-cumulative and non-convertible to cash

e. Emergency Leave

- 3 paid days per year for emergencies (natural disasters, family illness, etc.)
- Non-cumulative and non-convertible to cash

2. GROUP LIFE AND PERSONAL ACCIDENT INSURANCE

- All employees are covered under a non-contributory insurance plan
- Coverage and terms are reviewed annually based on budget

3. HEALTH MAINTENANCE ORGANIZATION (HMO)

- Regular employees are enrolled under a non-contributory HMO
- Dependents may be enrolled at the employee's expense (installment up to 6 months)
- Coverage may vary annually based on company budget, but basic services will be ensured

4. OTHER BENEFITS

a. Rice Allowance

- Regular employees are entitled to a monthly rice allowance. *Refer to Annex C.*
- This is released every two months on the following months: **February, April, June, August, October, and December.**
- In case of **resignation or separation**, the rice allowance will be computed on a **pro-rated basis** depending on the number of days served during the month of release.
 - *Example: If resignation is effective April 7, the employee will receive ₱1,500 (for March) + ₱350 (₱1,500 × 7/30) = ₱1,750.00*
- Allowance is **non-convertible to cash** beyond the pro-rated amount and is applicable only to active employees during the release period.

b. Outpatient Medicine Allowance

- Employees may receive a yearly outpatient medicine allowance. *Refer to Annex C.*
- Covers prescription drugs, vitamins, dental, and optical expenses
- Released every month of May or upon Management discretion of release
- Requires prescription and official receipts to be liquidated until January 15 the next year.

c. Uniform/Clothing Allowance

- Provided annually; can be in cash or uniform form
- Amount depends on the approved yearly budget

d. Death and Disability Benefit

- Death occurred during official working hours, or
- Was due to a work-related cause
 - Disability benefit applies if the employee is medically certified as permanently disabled (physically or mentally), rendering them unable to continue working
- These benefits are subject to **Management approval**, and computation will be based on internal policies and years of service.

5. EDUCATIONAL ASSISTANCE (TUITION FEE SUBSIDY)

- Regular employees may be avail of tuition fee assistance. *Refer to Annex C* for the maximum allowable amount per year.
- Applicable for children from pre-school to college and Gibco staff
- Released every month of July or upon Management discretion of release
- Official receipts are required
- If both spouses are employed at GIBCO, only one parent may claim educational assistance per qualified child. The same child cannot receive the benefit twice.
- Requires official receipts to be liquidated until January 15 the next year.

6. CHRISTMAS GIFT

- Employees shall receive a fixed cash gift annually. The current amount, and any potential increase subject to company performance and approval, is detailed in *Annex C*.

7. CAR PLAN

- The Car Plan is offered to select positions where regular fieldwork or transportation is essential to job performance.
- Eligibility and coverage are subject to Management approval.
- Terms and conditions may vary based on individual agreements between the company and the employee and may be governed by a separate Car Plan Policy, if applicable.

8. PERFORMANCE BONUS

- May be awarded to employees with outstanding performance
- Subject to company profitability and management discretion

9. CASH ADVANCE FOR PERSONAL EMERGENCY

- Regular employees may apply for a cash advance for qualified personal emergencies.
- Eligible cases include calamities, accidents, illness, theft, or other relevant reasons, subject to management approval.
- Submit the application form to HR for initial review.
- If eligible, bring the form to Treasury for balance checking and deduction validation.
- Return the evaluated application form to HR within the same day for endorsement to the CEO/President.
- Once approved, the amount will be released within 48 hours and deducted from salary.

Refer to **Annex C** – Summary of Monetary Provisions for limits and repayment terms.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 1
	Title: Uniform Allowance	Document Code: GIBCO-2025-CB-013
Supersedes Policy Ref. No.: GIBCO-POL-017-0016 Version 2017		
Memo Dated: June 01, 2017	Status: Update	Effectivity Date: July 01, 2025
Compiled and updated by: 	Reviewed by: 	Approved by: 
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores Mirachelli Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President

PURPOSE

To establish the guidelines and procedures for granting uniform allowances as part of the Standard Operating Procedure (SOP).


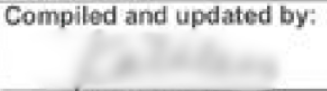


SCOPE

This policy applies to all regular employees of Guevent Insurance Broker Corp. (GIBCO)

GUIDELINES

1. The uniform allowance is granted at the sole discretion of the Company.
2. Only regular employees are entitled to receive a uniform allowance and are required to wear the company uniform.
3. The uniform allowance will be based on the annual budget allocation.
4. Executives and Managers will receive the uniform allowance in monetary form, subject to the budgeted amount for the year.
5. Company uniforms provided will be used for a period of twelve (12) months.
6. For employees who resign or are terminated, the following charges will apply if company uniforms are not returned:
 - a. 75% of the uniform allowance if resignation/termination occurs 1 to 2 months after uniform issuance.
 - b. 50% of the uniform allowance if resignation/termination occurs 3 to 4 months after uniform issuance.
 - c. 25% of the uniform allowance if resignation/termination occurs 5 to 6 months after uniform issuance.
7. Probationary employees who wish to wear company uniforms may do so under these terms:
 - a. The company will advance the total uniform cost, to be deducted from the employee.
 - b. Upon regular appointment, 50% of the uniform allowance will be refunded.
 - c. The remaining 50% will be considered a benefit until the next uniform change.
 - d. If the probationary employee resigns or does not pass regularization, they must repay the full uniform cost.
8. Employees who fail to wear the company uniform properly should refer to the Code of Conduct for appropriate actions and penalties.
9. If an employee cannot wear the uniform due to damage (e.g., soiled or burnt), they must bring the damaged uniform to the Personnel Department for inspection. If the uniform is deemed irreparable, the employee will be responsible for the replacement cost.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 2
	Title: Educational Assistance		Document Code: GIBCO-2025-CB-014
Supersedes Policy Ref. No.: GIBCO-POL-017-0020 Version 2017			
Memo Dated: June 01, 2017		Status: Update	Effectivity Date: July 01, 2025
Compiled and updated by: 	Reviewed by: 	Approved by: 	
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores Miracelli Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/President	

PURPOSE

To establish guidelines and standard operating procedures (SOP) for the availment of Educational Assistance provided by Guevent Insurance Broker Corp. (GIBCO) to regular employees and/or their children.

GUIDELINES

1. For Children of Regular Employees:


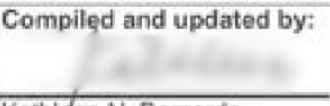


- a. A tuition subsidy may be availed once per school year per qualified child, applicable to nursery through college levels. **Refer to Annex C** for the maximum amount.
 - b. The assistance will be granted as a **cash advance**, subject to liquidation through the submission of:
 - i. Official receipts for tuition or enrollment-related fees
 - ii. Receipts for school supplies purchased
 - iii. Admission Form
 - c. Liquidation must be submitted to the **Audit Department** for validation and forwarded to **HR Department** for documentation in the employee's 201 file. A copy will be provided to the **Accounting Department** for closing of the advance account.
 - d. **Liquidation must be completed on or before January 15** of the following year.
 - e. In the event that a child repeats the same grade level or discontinues schooling within the same academic year, the employee may no longer be eligible to claim the benefit for that child in the next academic year.
- This clause applies **uniformly to all qualified employees** and is intended to promote responsible use of educational support.

2. For Regular Employees:

- a. Regular employees may also avail themselves of the educational subsidy for personal educational advancement. **Refer to Annex C.**
- b. Approval must be secured from management, with endorsement from the employee's immediate supervisor or department head.
- c. The benefit will be released as a **cash advance only**, and must be liquidated using receipts for:
 - i. Tuition
 - ii. Enrollment-related fees
 - iii. Admission Form
- d. Liquidation must be submitted to the **Audit Department** for validation and forwarded to **HR Department** for documentation in the employee's 201 file. A copy will be provided to the **Accounting Department** for closing of the advance account.
- e. If the employee also has a school-age child, they may opt to:
 - i. Use the full subsidy for themselves, or
 - ii. Share it with their child, provided the total amount does not exceed the limit specified in **Annex C** per school year

- iii. The assistance applies to at least a six-month vocational or computer course, or any **degree or post-graduate program**.
- f. If the employee **fails to complete** the course or **re-enrolls in the same course due to failure or withdrawal**, the employee may no longer be eligible to claim the benefit for the next academic year to ensure accountability and proper use of company-provided educational support.
- g. **Liquidation must be completed on or before January 15** of the following year.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 2
	Title: Dispute Resolution		Document Code: GIBCO-2025-CB-015
Supersedes Policy Ref. No.:		Status: New	Effectivity Date: July 01, 2025
Memo Dated:	Compiled and updated by:		Reviewed by:
 Kathleen N. Bernardo Audit & Risk Officer		 Mary Ann Dolores Mirasol Medina Human Resources Department	
		 Gianina Marielle So-Limjoco CEO/ President	

PURPOSE

This policy aims to provide a fair and transparent process for resolving workplace concerns, complaints, or disputes. It ensures that employees have the opportunity to raise issues and that these matters are addressed promptly, objectively, and respectfully.

SCOPE

This policy applies to all employees of Guevent Insurance Broker Corporation (GIBCO), regardless of employment status.

DEFINITION

A dispute refers to any work-related concern, grievance, or conflict that affects an employee's work performance, working relationship, or general workplace environment. This includes but is not limited to interpersonal conflicts, complaints regarding policies or procedures, and issues involving unfair treatment or misconduct.

GUIDELINES

Informal Resolution:

- Employees are encouraged to first attempt to resolve the issue informally by discussing it directly with the concerned party or immediate supervisor.
- Open communication is encouraged to prevent minor issues from escalating.

Formal Complaint:

- If the issue is not resolved informally, the employee may file a formal complaint in writing to the Human Resources and Administration Department (HRAD).
- The complaint should include a description of the issue, involved parties, and any efforts made to resolve the concern.

Investigation:

- HRAD will initiate an investigation within five (5) working days upon receipt of the written complaint.
- Both parties involved will be given the opportunity to present their side, submit evidence, or propose solutions.
- All proceedings will be kept confidential to protect the privacy of everyone involved.

Resolution and Action:

- HRAD will evaluate all findings and recommend appropriate actions to resolve the dispute.
- A written resolution will be provided to the parties involved within ten (10) working days from the start of the investigation.
- If necessary, HRAD may escalate the matter to Management for final decision.

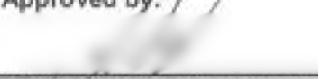
Non-Retaliation:

GIBCO ensures that employees who raise concerns or participate in the dispute resolution process will not be subject to any form of retaliation.

Final Appeal:

If the employee is not satisfied with the outcome, they may file a final appeal to the General Manager or President. The decision of the top management shall be considered final.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 2
	Title: Probationary Performance Evaluation		Document Code: GIBCO-2025-SD-001
Supersedes Policy Ref. No.:		Status: New	Effectivity Date: July 01, 2025
Memo Dated:	Reviewed by:	Approved by:	
 Kathleen N. Bernardo Audit & Risk Officer	 Mary Ann Dolores/ Miracelli Medina Human Resources Department	 Gianina Marielle So-Limjoco CEO/ President	

PURPOSE

The purpose of this policy is to establish a clear and consistent framework for evaluating the performance of probationary employees. The evaluation process is designed to assess whether the employee meets the standards and expectations of their role and to determine their eligibility for regular employment.

SCOPE

This policy applies to all newly hired employees under probationary status within the company. It covers the performance evaluation process conducted during the probationary period, specifically at the third month (90 days) and the fifth month (150 days) of employment.

GUIDELINES

EVALUATION SCHEDULE

- a. Two formal performance evaluations will be conducted:
 - i. **First Evaluation:** On or around the 90th day of employment.
 - ii. **Second Evaluation:** On or around the 150th day of employment.
- b. These evaluations are critical checkpoints to determine the employee's suitability for regularization.

NOTIFICATION PROCESS

- a. The Human Resources (HR) Department will issue a notice of appraisal to both the employee and their immediate head **two (2) weeks prior** to each scheduled evaluation date.

SELF-EVALUATION

- a. The employee is required to complete a self-evaluation using the **HRIS Performance+** system.
- b. The self-evaluation must be completed within **two (2) working days** from receipt of the HR notification.

IMMEDIATE HEAD EVALUATION

- a. Once the self-evaluation is submitted, the employee's **immediate head** will proceed with their performance evaluation.
- b. The evaluation must be based on objective assessment criteria and observed performance.

DISCUSSION AND CONFIRMATION

- a. Before finalizing the evaluation, the immediate head must schedule a discussion with the employee to go over the results and feedback of the performance evaluation.
- b. This discussion ensures transparency and allows the employee to ask questions or provide clarifications.

FINAL SCORE AND SUBMISSION

- a. The evaluation score provided by the **immediate head is final** and will be the official basis for HR processing.
- b. After the discussion, the completed evaluation will be submitted to HR.


ROUTING FOR SIGNATURE

- a. HR will route the finalized performance evaluation document for the necessary **signatures** (employee, immediate head, and HR representative) as part of the documentation process.

REGULARIZATION DECISION

- a. The outcome of the fifth-month evaluation will play a key role in determining whether the employee will be offered regular employment status.
- b. Probationary period can be extended up to 9 months depending on the result of evaluation.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Annual Evaluation Process	Document Code: GIBCO-2025-SD-002
Supersedes Policy Ref. No.:		
Memo Dated:	Status: New	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores Mirasol Medina Human Resources Department	Gianina Marielle So-Linjoco CEO/ President

PURPOSE

The Annual Performance Evaluation process is designed to assess employee performance over the previous calendar year. This structured approach promotes accountability, professional growth, and alignment with the organization's strategic goals, while also serving as the basis for merit-based salary adjustments.

SCOPE

This policy applies to all regular employees who have completed at least one (1) year of continuous service as of December 31 of the evaluation year. It includes all departments and job levels, from Rank and File to Officers.

GUIDELINES

EVALUATION PERIOD AND SCHEDULE

- Performance evaluations are conducted **annually**, covering the entire **previous calendar year** (January 1 to December 31).
- A formal **kickoff memo** will be issued by HR every **January**, initiating the performance appraisal process.

PHASES OF THE APPRAISAL PROCESS

The evaluation process includes four (4) distinct phases:

- Phase 1: Self-Assessment**
Employees log in to the **HRIS Portal** and complete their self-assessment in the **Performance+ App**. This phase allows reflection on past achievements, areas for improvement, and future goal setting.
- Phase 2: Immediate Superior Assessment**
After the self-assessment is submitted, the employee's immediate superior evaluates the performance based on measurable outcomes, KPIs, and overall contribution.
- Phase 3: Coaching and Counseling**
A one-on-one session between the employee and immediate superior takes place to discuss the assessment. During this session, the final performance rating is mutually agreed upon and documented.
- Phase 4: Evaluation Results and Salary Review**

- a. Upon completion of all department appraisals, HR will release a memo announcing the completion of the performance appraisal process and any approved merit increases, subject to financial capability of the Company.
- b. Two consecutive failures on annual performance evaluation can be subject to termination of employment.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 2
	Title: Performance Improvement Plan		Document Code: GIBCO-2025-SD-003
Supersedes Policy Ref. No.:			
Memo Dated:		Status: New	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by:	
 Kathleen N. Bernardo Audit & Risk Officer	 Mary Ann Dolores/ Mirachell Medina Human Resources Department	 Gianina Mariella So-Limjoco CEO/ President	

PURPOSE

The purpose of this policy is to provide a structured and fair process for addressing and improving employee performance deficiencies. A Performance Improvement Plan (PIP) is designed to clarify performance expectations, support professional development, and provide a roadmap for employees to meet required performance standards within a specified timeframe.

SCOPE

This policy applies to all employees whose job performance does not meet expected standards as determined by their immediate supervisor and in consultation with the Human Resources Department. It may be implemented at any point during employment but is commonly initiated following documented performance concerns.

GUIDELINES

INITIATING A PIP

- A PIP may be initiated when an employee consistently fails to meet job expectations in terms of productivity, quality, behavior, attendance, or other key performance indicators.
- The decision to initiate a PIP must be supported by documented evidence of performance issues and must be reviewed and approved by HR before implementation.

DEVELOPMENT OF THE PIP DOCUMENT

- The PIP is created collaboratively by the immediate supervisor and HR.
- The plan should include:
 - Specific areas of concern
 - Expected performance standards
 - Measurable goals and actions required
 - Support or resources available
 - Timeline for improvement (typically 30, 60, or 90 days)
 - Schedule for progress reviews

IMPLEMENTATION AND MONITORING

- The employee must acknowledge the PIP in writing and is expected to actively work on meeting the outlined expectations.
- The supervisor will conduct regular progress meetings to provide feedback, monitor developments, and document improvements or ongoing concerns.

CONCLUSION OF THE PIP

a. At the end of the designated period, the employee's performance will be reviewed and one of the following outcomes will apply:

- **Successful Completion:** Employee has met the expectations; the PIP is closed, and the employee returns to normal performance monitoring.
- **Extension:** Partial improvement is shown; the PIP may be extended with adjusted goals and timeframes.
- **Unsuccessful Completion:** If performance remains unsatisfactory, further action may be taken, which may include reassignment, demotion, or termination of employment.

CONFIDENTIALITY

a. All information related to a PIP is treated with strict confidentiality and shared only with those involved in the process.

SUPPORT AND FAIR TREATMENT

a. Employees on a PIP are entitled to fair treatment, clear communication, and access to support and resources to help them succeed.

b. HR is available to provide guidance and ensure procedural fairness throughout the process.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Training Program	Document Code: GIBCO-2025-SD-004
Supersedes Policy Ref. No.:		
Memo Dated:	Status: New	Effectivity Date: July 01, 2025
Compiled and updated by:	Reviewed by:	Approved by: / /
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachel Medina Human Resources Department	Gianina Marielle So-Linjoco CEO/ President

PURPOSE

The purpose of this policy is to support employee development through structured training programs that enhance professional competencies, ensure compliance with industry standards, and align with the strategic goals of Guevent Insurance Broker Corp. (GIBCO). This policy also outlines responsibilities related to training investments made by the Company and the employee's obligations in return.

SCOPE

This policy applies to all employees of GIBCO, covering all learning and development programs including internal trainings, external certifications, and mandated professional development courses.

GUIDELINES

Annual Training Needs Assessment

- Department heads are required to assess and submit the training needs of their respective teams annually.
- These submissions must be forwarded to the **Human Resources Department** by the end of the fourth quarter.
- HR will consolidate this information and develop the **Annual Training Calendar** for the following year. *(For details on the Key Competency Framework, please refer to Annex C)*

TRAINING CALENDAR AND IMPLEMENTATION

- The Annual Training Calendar will include, but is not limited to:
 - Technical and soft skills development
 - Industry-specific seminars
 - Regulatory compliance training
 - Certification programs
- The calendar will be reviewed semi-annually and updated as needed.

IIAP MANDATORY TRAINING

- Employees who have completed at least one (1) year, but less than two (2) years of continuous service, are required to undergo IIAP (Insurance Institute for Asia and the Pacific) training as part of their continued professional development.
- This training may also be assigned earlier at the **discretion of the department head or HR**, based on job relevance and performance.

TRAINING PARTICIPATION

- Employees are expected to attend all assigned training programs.

- b. Participation and completion of training will be recorded and considered during performance evaluations and promotion reviews.
- c. Department Heads shall ensure business continuity and uninterrupted operations despite employees' attendance in training programs.

REIMBURSEMENT FOR TECHNICAL TRAINING

- a. For trainings that involve significant investment from the Company (e.g., seminars, certifications, offsite programs), employees must sign a Training Agreement prior to participation.
- b. By signing the agreement, the employee commits to **remain with the Company for at least one (1) year or 365 days** from the training date.
- c. In the event of resignation or termination (for just cause) within the period, the employee shall reimburse the Company as follows:

Tenure Post-Training	Reimbursement Rate
Prior to 183 days	50%
Prior to 274 days	35%
Prior to 364 days	15%

- d. If the employee **fails to complete** the training or **does not pass** a required exam, a **100% reimbursement** of all costs (e.g., training fees, transport, airfare) will apply.
- e. This policy does **not preclude** the signing of separate agreements for other training-related events such as exhibitions, conventions, or specialized conferences.

HR RESPONSIBILITIES

- a. HR will oversee the implementation of training programs, monitor employee participation, coordinate logistics, and ensure compliance with training agreements.
- b. HR is also responsible for maintaining accurate training records and tracking compliance with mandatory courses.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Professional Compliance and Membership Support	Document Code: GIBCO-2025-SD-005
Supersedes Policy Ref. No.: GIBCO-POL-017-017 Version 2017	Status: Revised	Effectivity Date: July 01, 2025
Memo Dated: August 24, 2017	Compiled and updated by: 	Reviewed by: 
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores Mirachell Medina Human Resources Department	Approved by:  Gianina Marielle So-Linjoco CEO/ President

PURPOSE

This policy aims to establish a standardized guideline and procedure in line with the company's support for employees whose roles require a valid Professional Tax Receipt (PTR) and/or professional memberships. It ensures that GIBCO complies with regulatory requirements and supports the continuing professional status of its qualified employees. This will serve as a Standard Operating Procedure (SOP) for PTR payments and related professional expenses.

COVERAGE

This policy applies to all regular employees whose job functions require a valid professional license (e.g., CPA, Lawyer, Engineer, Architect, etc.) and whose positions are directly related to their profession.

GUIDELINES

1. Approval Requirement

All requests for PTR payment or professional membership fee coverage are subject to prior approval by **CEO/ President**. Only upon approval shall the payment or reimbursement process proceed. Unapproved requests shall be considered personal expenses and will not be covered by the company.

2. PTR Payment by the Company

GIBCO shall shoulder the Professional Tax Receipt (PTR) payment **only if**:

- The employee's current job position is aligned with their professional license.
- The PTR is necessary for regulatory or operational compliance in relation to the employee's role.
- The payment has been endorsed and approved by the Department Head.

The employee must present a valid license issued by a recognized regulatory board (e.g., PRC, IBP).

3. Non-Applicable Cases

PTR payments shall not be covered by the company if:

- The employee's role does not require a valid professional license.
- The PTR is intended for personal use or unrelated freelance work.
- The request was not approved by the Department Head.

4. Professional Membership Dues and Journal Subscriptions

The company may also shoulder mandatory annual membership dues and journal subscriptions required by professional organizations such as:

- Philippine Institute of Certified Public Accountants (PICPA)
- Integrated Bar of the Philippines (IBP)

- Other equivalent bodies relevant to the employee's profession

This applies only when:

- The membership is essential for job function or regulatory compliance.
- The request has been **approved by the Department Head**.

5. Procedure for Direct Payment by the Company

- The employee must submit the PTR or membership fee payment request to their **Department Head**.
- If approved, the Department Head will endorse the request to the **Finance Department**.
- The Finance Department will process the payment.
- The employee must submit an official receipt (OR) and copy of the PTR or membership certificate to HR or Finance for proper record-keeping in the 201 file.

6. Procedure for Reimbursement (if applicable)

If the employee paid the PTR or professional dues out-of-pocket, they may request reimbursement only if prior approval was granted by the CEO/ President. The following must be submitted within five (5) working days of payment:

- Official Receipt (OR)
- Copy of PTR or Membership Certificate
- Signed approval from the CEO/ President

Reimbursement shall be processed within the regular reimbursement cycle.

7. Monitoring and Record-Keeping

- HR shall monitor employees with professional licenses and track due renewals.
- Finance shall retain copies of receipts and disbursements for auditing purposes.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Drug-Free Workplace	Document Code: GIBCO-2025-HS-001
Supersedes Policy Ref. No.: GIBCO-POL-017-033 Version 2017	Status: Revised	Effectivity Date: July 01, 2025
Memo Dated: August 24, 2017		
Compiled and updated by:	Reviewed by:	Approved by:
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Gianira Marielle So-Limjoco CEO/ President

PURPOSE

Guevent Insurance Broker Corporation (GIBCO) is committed to maintaining a safe, healthy, and productive work environment. The use, possession, or influence of illegal drugs compromises the safety and performance of individuals and the organization as a whole. This policy outlines GIBCO's stance on substance use and supports efforts to ensure a drug-free workplace in accordance with applicable laws and company values.

SCOPE

This policy applies to all GIBCO employees and job applicants.

GUIDELINES

Prohibited Activities

1. **Illegal Drugs**
 - o The use, possession, distribution, or sale of illegal drugs on company premises, during working hours, or at any company-sponsored activity is strictly prohibited.
 - o Any violations will result in disciplinary action in accordance with the **GIBCO Code of Conduct**.
2. **Prescribed and Over-the-Counter Medications**
 - o Employees must immediately notify their supervisor or the HR Department if they are taking medications that may affect their performance, behavior, or safety at work.
 - o GIBCO reserves the right to temporarily relieve employees from duty if it is determined that the medication poses a risk to their safety or to others.

Drug Testing Procedures

1. **Pre-Employment Testing**
 - o All applicants, including rehires, are required to undergo drug testing as a condition of employment.
 - o A refusal to undergo testing or a confirmed positive result will disqualify the applicant from further consideration.
2. **Random and For-Cause Testing**
 - o GIBCO may conduct **random drug testing** or require testing if there is a **reasonable belief** that an employee is under the influence of illegal substances while on duty.
 - o Refusal to undergo drug testing when required may result in disciplinary action per the **Code of Conduct**.

Search and Inspections

- GIBCO reserves the right to perform unannounced inspections of company-owned property, including but not limited to work areas, lockers, and vehicles.
- Employees are expected to cooperate. Refusal to comply with a lawful inspection may be treated as a violation of this policy.

Confidentiality

- All drug testing results and related information shall be kept strictly confidential and will only be disclosed when required by law or with the written consent of the employee involved.




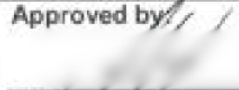
ENFORCEMENT AND DISCIPLINE

Any employee found to be in violation of this policy will be subject to disciplinary action based on the severity of the offense, in accordance with the **GIBCO Code of Conduct**.

CONCLUSION

A drug-free workplace protects the health and safety of all GIBCO employees. Through this policy, GIBCO reaffirms its commitment to legal compliance, responsible conduct, and a safe working environment.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Safe and Respectful Workplace	Document Code: GIBCO-2025-HS-002
Supersedes Policy Ref. No.: GIBCO-POL-017-034 Version 2017	Status: Revised	Effectivity Date: July 01, 2025
Memo Dated: August 24, 2017	Compiled and updated by: 	Reviewed by: 
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Miracelli Medina Human Resources Department	Approved by:  Gianina Marielle So-Limjoco CEO/ President

PURPOSE

This policy aims to promote a safe, respectful, and harassment-free work environment for all GIBCO employees. It provides clear rules, responsibilities, and penalties to prevent and address sexual harassment in the workplace in accordance with Republic Act No. 7877.

SCOPE

This policy applies to **all officers, employees, trainees, interns, and service providers** of GIBCO, regardless of position, rank, or employment status.

Sexual harassment covered under this policy may occur:

- In the **workplace**, including company premises, branches, or field assignments
- During official company activities (e.g., team buildings, trainings, work-related trips)
- Through **electronic communication** such as emails, chats, or social media related to work

GUIDELINES

1. Definition of Sexual Harassment

Sexual harassment occurs when a person in authority or moral ascendancy over another, or even a peer, engages in **unwanted sexual behavior or conduct** that affects a person's employment or work environment.

This includes, but is not limited to:

- Requests or demands for sexual favors in exchange for hiring, promotion, or continued employment
 - Unwanted physical contact (e.g., touching, brushing, groping)
 - Lewd or sexual comments, jokes, or gestures
 - Sharing sexual or pornographic material
 - Sexually suggestive staring, teasing, or advances
 - Spreading sexual rumors or making offensive remarks
- Consent is not a defense** if the act arises from power imbalance or intimidation.
 - Sexual harassment can be committed by anyone, regardless of gender.
 - Sexual misconduct that does **not meet the legal threshold** of harassment may still be penalized under GIBCO's Code of Conduct.

OFFENSES AND PENALTIES

1. Major Offense – Sexual Harassment (RA 7877 Defined)

- **First Offense:** Dismissal from employment
 - Subject to **criminal and/or civil action** as provided by law
2. **Other Sexually Immoral Conduct (even if not under RA 7877):**
- Includes obscene language, suggestive messages, public indecency, and similar acts
 - **Penalties:**
 - **First Offense (Serious Misconduct):** Dismissal
 - **Lesser offenses:** Suspension or disciplinary action based on severity

"Biro lang," "trip-trip lang," or "nakasanayan na" will **not be accepted as excuses**.

RESPONSIBLE COMMITTEE: COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

GIBCO establishes a **Committee on Decorum and Investigation (CODI)** to:

- Educate all employees about this policy and relevant laws
- Receive and investigate complaints confidentially
- Recommend appropriate disciplinary actions

CODI Composition:

- Legal Counsel (Chairperson)
- One Supervisor (representing management)
- One Rank-and-File Employee (representing employees)

All complaints will be **investigated with due process and confidentiality** to protect both the complainant and the respondent. Retaliation against complainants or witnesses is strictly prohibited and punishable.

INVESTIGATION PROCEDURE


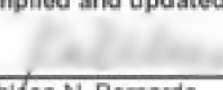

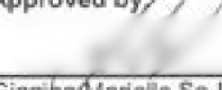
- Complaints must be **filed in writing** to the CODI
- The committee will conduct a fair, impartial, and confidential investigation
- Sanctions will be imposed based on the severity of the act and findings of the investigation
- The process will follow existing procedures in the **Labor Code** and GIBCO's **disciplinary policies**

EFFECTIVITY

This policy is effective **immediately upon approval** and shall remain in force unless repealed or amended by GIBCO management.

All employees are required to **read, understand, and comply**. A copy of this policy shall be distributed and/or made accessible to all concerned.

NOTHING FOLLOWS

	Document Type: Policy		No. of Pages: 2
	Title: Health Policy on Communicable Diseases		Document Code: GIBCO-2025-HS-003
Supersedes Policy Ref. No.: GIBCO-POL-017-035 Version 2017			
Memo Dated: August 24, 2017		Status: Revised	Effectivity Date: July 01, 2025
Compiled and updated by: 	Reviewed by: 	Approved by: 	
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirache/ Medina Human Resources Department	Gianha Marielle So-Limjoco CEO/ President	

PURPOSE

This policy aims to safeguard the health and safety of all personnel at Guevent Insurance Broker Corporation (GIBCO) by preventing and managing the spread of communicable diseases within the workplace. It establishes clear protocols for early detection, containment, and recovery to ensure business continuity and promote employee well-being.

COVERAGE

This policy applies to all GIBCO employees, including regular, probationary, contractual, and project-based personnel, as well as third-party contractors, interns, and all individuals entering company premises.

GUIDELINES

General Hygiene and Prevention

- Employees are required to practice proper hand hygiene and respiratory etiquette, such as covering the mouth and nose when coughing or sneezing.
- Regular cleaning and disinfection of workstations should be observed.
- The company will provide hand sanitizers, face masks (as necessary), and maintain regular sanitation of facilities.
- Physical distancing should be observed whenever applicable.

Health Screening and Reporting

- Employees exhibiting symptoms associated with communicable diseases (e.g., fever, cough, sore throat, rashes, eye redness, vomiting, diarrhea) must immediately notify their immediate supervisor and the Human Resources Department.
- Symptomatic employees will be advised not to report onsite and may be required to undergo medical evaluation or quarantine based on the illness.

Medical Requirements

- Employees affected by communicable diseases must submit a medical certificate certifying their fitness to return to work.
- For highly contagious conditions such as COVID-19, chickenpox, conjunctivitis, or tuberculosis, clearance from a licensed medical professional or relevant public health authority is mandatory.

Isolation and Quarantine

- Employees diagnosed with communicable diseases must comply with mandatory quarantine periods as prescribed by medical professionals or government guidelines.
- Close contacts may be requested to self-monitor symptoms or work remotely as appropriate.

Company Support

- The HR Department will coordinate with affected employees regarding leave benefits, assistance programs (if available), and plans for safe reintegration.
- In confirmed cases, GIBCO will undertake contact tracing and thorough sanitation of impacted areas to prevent further spread.

VIOLATIONS AND PENALTIES

Any breach of this policy will be addressed in accordance with the **GIBCO Code of Conduct**, which outlines the disciplinary measures applicable depending on the nature and severity of the violation.


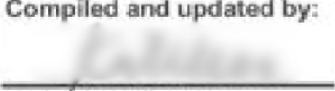


EFFECTIVITY

This policy is effective immediately upon issuance and will remain in force until amended or revoked by management.

RESPONSIBILITIES

- **All Employees:** Adhere strictly to health protocols and promptly report any relevant health concerns.
- **Supervisors and Managers:** Monitor team compliance and health status, enforcing adherence within their departments.
- **Human Resources Department:** Oversee implementation, manage reporting procedures, and coordinate return-to-work clearances.
- **Administrative/Facilities Team:** Ensure proper sanitation, cleanliness, and the availability of health-related supplies throughout company premises.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 11
	Title: Code of Conduct	Document Code: GIBCO-2025-DG-001
Supersedes Policy Ref. No.: Version 2020		
Memo Dated: August 24, 2017	Status: Revised	Effectivity Date: July 01, 2025
Compiled and updated by: 	Reviewed by: 	Approved by: 
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President

INTRODUCTION

The Management expects all employees to conduct themselves in appropriate manner. All employees must work together to maintain an efficient and disciplined workforce. Employees are expected to conduct themselves professionally and always treat each other with courtesy and respect.

Employees should always be discreet and professional in all conversations. Talking aloud or laughing in the workplace should be avoided. Personal conversations should be kept to a minimum while in the workplace.

The spreading of rumors, gossip, comments other employees and management are not allowed. Any grievance by an employee should be directed to the concerned person or to seek the assistance of HR Representative in case of misunderstanding.

Only upbuilding and wholesome jokes are allowed within the workplace. Offensive jokes may be sanctioned under the company's disciplinary policy. As an employee of GIBCO, I must conduct oneself with responsibility, integrity, and accountability. It means communicating effectively and appropriately and always finding a way to build harmony, cooperation, and good rapport among co-employees.

Employees are expected and required to report to work on a condition to perform their responsibilities safely and must remain in such condition while at work.

RESPONSIBILITY

The Department Head, together with the HR Representative, shall be responsible for overseeing the correct implementation and implementation of the Company's Code of Conduct.

PROCEDURE

Counseling to Support Effective Performance and Behavior

Supervisory counseling with staff is an expected preliminary step prior to corrective action and should be conducted when a staff member has not adhered to the expected Standards of Conduct or when a Department Head deems it necessary to bring an employee's performance to an expected level.

Each Manager has the responsibility of counseling his or her subordinate to try to modify behavior and to administer corrective action when appropriate. All corrective actions must be documented.

The following principles apply to supervisory counseling actions at GIBCO:

- The standards of conduct and performance should be communicated to each staff member in a variety of ways (i.e. through reviews of the GIBCO Employee Handbook and with regular discussions between the Department Heads and the employee).

- Standards of conduct and performance are reasonably related to the orderly, efficient, or safe operation of work at GIBCO or its departments.
- A timely, fair, and objective review will always be completed before the decision to take corrective action is made.
- Consultation with the HR representative and a representative of employee and Quorum is required before implementing corrective action that involves an employee member's conditions of employment or involuntary termination.
- Consultation with the HR representative or a representative of employee and Quorum is strongly encouraged for all other corrective actions.
- Initial and early performance discussions should occur between the employee, Manager, and HR. The Managers should explain why the performance problem and/or counseling is occurring and should define the impact the problem is having on the employee's department and/or coworkers.
- Managers should outline the steps necessary to correct performance and/or conduct deficiencies and should also document these steps using the Performance Improvement Plan document.
- Managers should schedule timely and regular follow-up meetings for constructive feedback.
- Managers must ensure that all employees are encouraged to use employee assistance as an aid to improve or correcting performance and/or behavior.
- If an employee work performance or behavior continues to need improvement or if a GIBCO policy has been violated, corrective steps should be taken to modify and improve behavior based on the nature and severity of the issue, the frequency with which the problem has occurred, and any extenuating circumstances.

CORRECTIVE ACTION

GUIDELINES

In determining the proper course of corrective action, the Department Heads may repeat, modify, or omit a level of disciplinary action based upon the facts of the specific case. For example, in the case of serious misconduct, immediate termination of employment may be warranted. "Serious misconduct" is defined as any action committed by an employee that includes - but is not limited to - the violation of laws, and/or GIBCO policies, procedures, and practices; theft; assault; fighting; unethical conduct; safety violations; harassment; possession/concealment of weapons; possession, use, sale, or purchase of illegal drugs or illegal intoxicants; falsification or improper alteration of records (including time cards/records); and/or disclosure or misuse of confidential information.

DOCUMENTATION

All corrective actions, counseling discussions, and related facts must be documented - with one copy of all documents provided to the employee and one filed in the employee's 201 file. The HR representative will assist Managers in recording appropriate documentation for counseling discussions, written warnings, and terminations.

CORRECTIVE ACTIONS PROTOCOL

GIBCO has designed its corrective-action protocols to identify and correct problems or behaviors that affect the work performance of employee. The proper steps for corrective action must be handled consistently within and across each department and for each problem.

GIBCO's "corrective action" processes include the following actions:

Written Warning - This protocol documents discussions between a manager and employee who fails to meet performance or behavioral expectations. Under most circumstances, written warnings occur before more progressive corrective actions are undertaken by Managers.

Final Written Warning or Suspension- This plan of corrective action documents discusses between a manager and employee who continues to fail to meet performance or behavioral expectations after receiving a written warning. This action includes disciplinary action or suspension that provides for temporarily removing employee from the workplace (**preventive suspension**) for serious misconduct pending further investigation. Before employee is suspended, the Manager must consult with the Admin/HR representative or Labor representative to discuss the circumstances.

Termination- Terminations occur after written warnings are issued to employee continuing to fail to meet performance or behavioral expectations. Terminations must be reviewed by the Admin/HR representative and Labor Relations prior to a final dismissal.

GIBCO intends its corrective-action policies and procedures to be progressive. However, depending on the situation, Managers are permitted to repeat, omit, or employ any corrective action plan out of the progressive sequence.

All corrective actions are determined on a case-to-case basis by individual departments and by GIBCO's Admin/HR Representative and Labor Relations.

Employees who are absent for three consecutive, scheduled workdays without contacting an immediate Manager will be considered as having abandoned their position(s) at GIBCO and will be terminated after due process.

CORRECTIVE ACTION TRACKS: ATTENDANCE AND BEHAVIORAL/PERFORMANCE

Attendance, behavioral and performance issues are addressed in separate tracks. For example, an employee who has been issued a written warning for a performance/behavioral issue would receive another, separate warning for an attendance problem that warrants corrective action. If attendance is corrected but the performance/behavior continues at below expectations, a final written warning for performance may be warranted. See the chart below to confirm the appropriate corrective action track.

SUSPENSIONS

Disciplinary Suspension

In the case of serious misconduct, it may be necessary to protect the safety and security of the workplace by suspending the employees involved and removing them from the workplace. This corrective action is unpaid.

Preventive Suspension

Prior to discharge, an employee may be suspended, pending investigation of the facts, to determine whether termination is the appropriate course of action. While the Manager is considering termination, the employee concerned may be relieved from work and suspended from employment pending a full investigation of the circumstances. Suspension pending investigation is unpaid.

The investigation may have one of the following results:

- If the circumstances do not justify the suspension, the employee will be paid for the period of the suspension and be returned to the workplace, although other corrective action may be taken.
- If the circumstances do not justify termination but are serious and justify disciplinary suspension, the employee may not be paid for the period of the suspension; or other corrective actions may be issued; or
- If the circumstances justify termination, the employee will be dismissed, and a final payment will be issued.

CATEGORIES OF MISCONDUCT

GROUP I

1.	Failure to comply with the prescribed procedure in notifying the Company of his / her absence or tardiness.
2.	<p>Failure to report to work on time or comply with project / deal specific procedures on attendance:</p> <p>a) Failure to report to work within the 15-minute grace period shall be recorded as tardiness. Accumulated instances of tardiness, regardless of the number of minutes, occurring three (3) times on non-consecutive days within one cut-off period shall be considered as one fraction.</p> <p>b) 18 accumulated instances of tardiness within a rolling 12-month period will be treated as gross and habitual neglect of duties</p>
3.	<p>Unauthorized act of spending time or leaving work during official work hours to perform non-work-related activities, such as but not limited to:</p> <p>a) Habitual under-time.</p> <p>b) Excessive extension of meal break and extended restroom breaks</p> <p>c) Loitering</p> <p>d) Malingering or pretending to be sick to avoid work</p> <p>e) Failure to comply with the requirements of flexible work arrangements</p> <p>f) Selling or conducting personal business</p>
4.	Non-compliance with Company dress guideline
5.	Other cases analogous to the foregoing

GROUP II

1.	Sleeping during work hours or training
2.	Failure to comply with procedures, policies and guidelines on Time and Expenses reporting
3.	<p>Failure to comply with assigned responsibilities such as but not limited to:</p> <p>a) Failure to follow work procedure according to the given job description</p> <p>b) Failure to follow ISO procedures</p> <p>c) Timely reporting of AWOL cases</p>
4.	Refusal to follow or comply with reasonable and lawful work-related orders, instructions and directives.
5.	Gross or habitual negligence in the performance of assigned task or duties
6.	Other cases analogous to the foregoing
7.	Acting in a disorderly, boisterous, rowdy or unruly manner within work premises, or during Company-sponsored events that cause disturbance to other individual
8.	Spreading or sharing disparaging or malicious information through any act or means of communication against employees
9.	Discourtesy or rudeness to employees
10.	<p>Acts that misuse or waste Company or client resources, such as but are not limited to:</p> <p>a) Inappropriate email signature in Company or client systems;</p> <p>b) Sending mass mailing or chain letters</p> <p>c) Use of Company email for non-work-related matters.</p> <p>d) Excessive chatting; internet surfing or playing offline games</p> <p>e) Excessive personal phone calls</p> <p>f) Playing online / networking games</p> <p>g) Use of client email for personal reasons</p>

	Opening unauthorized websites on the internet
11.	Non compliance to Company guidelines on appropriate and responsible use of Company property such as but not limited to: a) Leaving laptops unattended b) Loss of Company assets due to negligence
12.	Non-compliance with Company branding guidelines including but not limited to: a) Use of Company logo in non-related media like social sites and blog sites. b) Use of GIBCO name or logo in any promotional materials without the proper authorization.
13.	Non-compliance with Company and client security policy requirements, such as but not limited to: a) Failure to badge in and out of Company premises or workplace upon entry or exit; b) Failure to comply with Clean Desk policy. c) Use or possession of prohibited or unauthorized items to work area
14.	Refusal to comply with the health and wellness regulations of the Company such as but not limited to: a) Failure or refusal to undergo prescribed annual physical medical checkup or to undertake medical examinations as prescribed by accredited Company physicians
15.	Failure to adhere to Company security policies and procedures on physical assets such as but not limited to: a) Unauthorized bringing in of personal laptops. b) Violations on project specific security policies on data classification and handling guidelines such as proper labelling.
16.	Failure to immediately escalate security incidents or policy violations to the appropriate teams such as but not limited to: a) Unintentional introduction of viruses and failure to immediately log off from the Company network and report incident.

GROUP III

1.	Taking part in any form of gambling within Company or client premises or during Company sponsored activity using Company property to take part in gambling. Exemption is games authorized by leadership and or organized for project/deal/community engagement purposes.
2.	Any unprofessional act committed within work premises or during Company sponsored events, including but not limited to: a) Inappropriate acts of sexual nature b) Disruptive acts that affect work operations or output
3.	Any form of dishonesty, including but not limited to: a) Misrepresentation of qualifications b) Misrepresentation of self as a Gibco authorized representative c) Falsification of Company records or documents d) Cheating on time or work output records e) Providing any false or misleading information to any Company employee, investigation or inquiry

4.	Conviction for or involvement in any criminal offenses, in which the act committed hampers one's ability to perform assigned work and/or is prejudicial to the interest of the Company or its employee
5.	Engaging in any activity which is in conflict with the interest of the Company or its clients, such as but not limited to: a) Unauthorized dual employment b) Unauthorized solicitation
6.	Possession or use of illegal drugs, substances or paraphernalia while working, representing the Company or at an event associated with the Company, its clients or suppliers, within the Company or client premises or coming to work under the influence of illegal drugs or substances.
7.	Committing (or attempting to commit) reckless or intentional acts of violence that may inflict harm and injury to any person within work premises or during Company-sponsored events. Such acts included but not limited to, provoking quarrels and fighting
8.	Reporting for work while under the influence of alcohol or intoxicating substance or consuming alcoholic or intoxicating drinks within Company or client premises. An exception is the responsible consumption of alcohol during authorized Company functions or events.
9.	Any act of harassment (sexual or otherwise); or any other threatening or intimidating behaviour directed towards a colleague, vendor, visitor or client of the Company that undermines the confidence and self-esteem of the recipient
10.	Use of Company or client computer resources for unprofessional purposes such as but not limited to: a) Accessing internet sites with pornographic or inappropriate content b) Downloading, storage or distribution of profane / discriminatory / pornographic / defamatory / libelous or other similarly inappropriate or unlawful materials
11.	Any act that constitutes abuse of authority or position
12.	Intentional and unintentional acts that negatively affect the Company's and / or client's or vendor's reputation and goodwill of the Company
13.	Other cases analogous to the foregoing
14.	Any reckless, negligent or intentional act or omission that leads to or can cause damage, destruction or loss of property belonging to the Company, its employees, clients, guests or service providers. Including but not limited to: Failure to protect mobile devices containing Company Information
15.	Unauthorized use or possession of property or resources belonging to the Company, client, employees, service providers or guests; or any unauthorized act which commits such resources to other individuals or entities.
16.	Any act (or attempted act) to: a) Misappropriate GIBCO / client funds; b) Claim fraudulent benefits and expenses; Steal money, property or anything of value from the Company, client, other employees or Company visitors.

A. Health, Safety and Physical Security

1.	Disregard of office regulations on safety, sanitation and orderly conditions of the workplace such as but not limited to: a) Playing or tampering with fire extinguishers, fire alarms or smoke detectors b) Unauthorized use of fire exit stairwells c) Unauthorized access to restricted areas d) Tampering with any security and safety devices
2.	Violating the Company's health and wellness regulations by smoking in "non-smoking" or unauthorized areas;
3.	Non-disclosure of having been diagnosed with an infectious disease or reporting for work while knowingly suffering from an infectious illness.
4.	Any action taken to gain or allow access to company or client premises without proper authorization
5.	Any act that would endanger the life and safety of other employees such as but not limited to: a) Possession or use of firearms, explosives or other dangerous or illegal items within work premises or during Company-sponsored events; b) Intentionally reporting false information to the Company such as calling with bomb threats
6.	Revealing or disclosing, whether intentionally or unintentionally or negligently, to any unauthorized persons confidential information of GIBCO and/or its clients, including but not limited to: a) Proprietary information b) Operational or transactional information c) Trade secrets d) Clients' and employees' personal information e) Information related to administrative proceedings f) All other information described, considered or treated as confidential.
7.	Disclosure of own personal account passwords or use of another's Company / client-assigned personal account information and security code or condoning / giving orders to commit such acts.
8.	Unauthorized accessing, downloading, duplication, dealing with, storing or possession of confidential Company or client information, or an attempt to do any of the aforementioned acts such as but not limited to: a) Attempt to store Company information on personal storage devices' b) Storing client information on local drives on PCs
9.	Any intentional or unintentional use of Company or client resources that violates the information security policies and regulations of GIBCO and /or its clients, such as but not limited to: a) Intentional introduction of viruses / malware; b) Hacking; c) Alteration of Gibco information systems and security tools like USB control, etc. d) Installation / downloading / use of unauthorized software e) Unauthorized downloading, storage or transmission of audio / video files, unless artist has expressed permission for their usage
10.	Other cases analogous to the foregoing

SANCTION:

GIBCO adopts a progressive method of sanction to give the employee concerned every opportunity to correct his/her deficiencies.

GROUP I OFFENSE					
Sanction Matrix	1 st written warning	2 nd written warning	3-day suspension	Final written warning	Recommendation for Termination of Service

GROUP II OFFENSE				
Sanction Matrix	1 st written warning	3-day suspension	Final written warning	Recommendation for Termination of Service

GROUP III OFFENSE	
Sanction Matrix	Recommendation for Termination of Service

Note: The sanctions under this policy may be waived or modified by the Executive and Board of Directors, as he/she may deem appropriate or beneficial to either or both the company and the employee, taking into consideration the degree of offense/violation committed, the employee's disciplinary record and length of service, and the explanation given by the employee.

All Disciplinary suspensions will be unpaid.

ATTENDANCE RELATED VIOLATIONS

All absenteeism and tardiness related violations will progress to higher sanctions even if it is not a repeat violation and will be considered under the following manner with due process as outlined in this Section.

A. Tardiness and Missed Logs: one occurrence of late arrival will constitute as one instance.
Definition: Tardiness is defined as late arrival to work

- a. First instance: Oral Admonition
- b. Second instance: Written Reprimand
- c. Third instance: Written Reprimand (Final Warning)
- d. Fourth instance: 3 Days Suspension Without Pay
- e. Fifth instance: 5 Days Suspension Without Pay
- f. Six instances: 10 Days Suspension Without Pay
- g. Seventh instance: Recommendation for Termination of Services

B. Under-time: Three occurrences of under-time will constitute one instance.
Definition: Under time is defined as logging out of or leaving work before the end of the shift.

- a. First instance: Oral Admonition
- b. Second instance: Written Reprimand
- c. Third instance: Written Reprimand (Final Warning)
- d. Fourth instance: 3 Days Suspension Without Pay
- e. Fifth instance: 5 Days Suspension Without Pay
- f. Six instances: 10 Days Suspension Without Pay
- g. Seventh instance: Recommendation for Termination of Services

C. Unplanned Leave(s) of Absence(s): Any unplanned leave/absence with notification will fall under this category. One occurrence is equal to one instance.

Definition: Unplanned Leave/Absence is defined as calling in and advising the supervisor of the absence at least four hours before the specified shift.

- a. First instance: Oral Admonition
- b. Second instance: Written Reprimand
- c. Third instance: Written Reprimand (Final Warning)
- d. Fourth instance: 3 Days Suspension Without Pay
- e. Fifth instance: 5 Days Suspension Without Pay
- f. Six instances: 10 Days Suspension Without Pay
- g. Seventh instance: Recommendation for Termination of Services

D. No Call No Show (NCNS): Any Unplanned leave/absence without notification will fall under this category. One occurrence is equal to one instance.

Definition: No Call No Show is defined as absence without advising the supervisor or informing late (on or after the start of shift)

- a. First instance: Oral Admonition
- b. Second instance: Written Reprimand
- c. Third instance: Written Reprimand (Final Warning)
- d. Fourth instance: 3 Days Suspension Without Pay
- e. Fifth instance: 5 Days Suspension Without Pay
- f. Six instances: 10 Days Suspension Without Pay
- g. Seventh instance: Recommendation for Termination of Services

E. Absconding: One occurrence is equal to one instance.

Definition: An employee is considered absconding if he/she has 3 consecutive No Call No Show (NCNS) and is sent a Return-to-Work Order.

- a. First Instance: Final written warning
- b. Second Instance: Recommendation for Termination of Service.

POLICY NUMBER V. DISPUTE RESOLUTION

INTRODUCTION

GIBCO is committed to fair and equitable treatment for all staff. procedure has been established for fair, orderly, and prompt resolution of disagreements. Any claim arising out of or relating to employment policies will be settled in accordance with this procedure. The arbitration step of this procedure will be governed by the Department of Labor and Employment. Both the staff member and GIBCO are required to utilize this procedure to resolve disagreements falling within its scope.

RESPONSIBILITY

The filing of incident report or raising any office issues shall be kept confidential between concerned parties and will not cause any negative reflection on the complainant-employee or any employee participating in the process nor will affect performance evaluation, compensation or work assignment at GIBCO.

In circumstances in which the complainant-employee believes the corrective action policy has not been appropriately followed, he should escalate the issue to his department head or the Admin Manager, for assistance in trying to resolve the problem.

No grievance using the Dispute Resolution Process for reasons of (1) disagreement with a performance evaluation rating or (2) as result of a job classification or reclassification shall be entertained. Any dispute with performance ratings or job classifications should be reviewed by the staff member's department. The disputing employee should raise his dispute with his or her supervisor's superior.

PROCEDURE

Step I: Face to Face Discussion

- Employee who believe that an employment policy has not been followed are encouraged to try to reach a resolution with their Department Head. In the event the Staff and the Department Head are unable to resolve the dispute, the staff must file an incident report to the Admin Manager or HR Officer within ten (10) calendar days from the time of the incident causing the dispute.
- Once the incident report is filed and confirmed that the issue is valid, HR Officer will issue a Notice to Explain (NTE) to the reported employee with possible violation of the company policy.
- After the NTE and the explanation letter are received, HR Officer will forward the explanation letter to the complainant-employee and convene both the complainant-employee and the Department Head in an attempt to clarify and resolve the dispute.
- In the event the complainant-employee and the Department Head are unable to resolve the dispute informally, the complainant-employee and the Department Head will complete an Action Plan form outlining the dispute and the efforts made to resolve the dispute. Thereafter, the complainant-employee, the Department Head and the HR Officer shall meet to further attempt to resolve the dispute. If despite the meeting, the dispute remains unsolved, the Department Head will sign the Dispute Resolution Effort form, and the dispute may move to the next phase of the process.
- The complainant-employee may request the dispute be referred to the Executive Committee. The employee complainant must make the request for the Executive Committee within ten (10) calendar days from the date the Dispute Resolution Form has been signed by the Department Head. If the Department Head fails to or refuses to sign the Dispute Resolution Form, the Dispute Resolution Form shall be deemed to be signed after three (3) working days from meeting with the complainant-employee, Department Head and HR Officer.
- Outside Representation:

All disputes within the office shall be resolved internally, without the interference of an external legal counsel. Only in cases of involuntary separation would a representation by an external counsel of choice of either party be allowed.

- All expenses and costs of engaging the legal counsel shall be borne by the party being represented. In the case of the employee, the HR shall be notified of the choice to be represented by legal counsel. At least fourteen (14) calendar days before the date of the scheduled hearing. If the staff member chooses attorney's representation, management may, in its discretion, seek representation by an attorney on its behalf as well.

In no case will an attorney represent management at the hearing when an attorney does not represent the staff member.

NOTHING FOLLOWS

	Document Type: Policy	No. of Pages: 2
	Title: Employee Clearance	Document Code: GIBCO-2025-SE-001
Supersedes Policy Ref. No.: GIBCO-POL-017-011 Version 2017	Status: Revised	Effectivity Date: July 01, 2025
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Compiled and updated by: 	Reviewed by: 	Approved by: 
Kathleen N. Bernardo Audit & Risk Officer	Mary Ann Dolores/ Mirachell Medina Human Resources Department	Gianina Marielle So-Limjoco CEO/ President

PURPOSE

This policy provides a clear, consistent, and accountable process for employee separation, including securing clearance, releasing final pay, and conducting an exit interview. The goal is to ensure a smooth transition while protecting company assets and capturing feedback for improvement.

SCOPE

This policy applies to all regular, probationary, and contractual employees of GIBCO who are voluntarily or involuntarily separating from the company.

COMPONENTS OF THE SEPARATION PROCESS

1. CLEARANCE PROCESS

All employees must complete a clearance process to certify that they have returned company assets and settled all accountabilities.

Steps:

1. Submission of Resignation / Notice of Separation

- Employees must submit a formal resignation letter or receive a notice of termination, as applicable.

2. Issuance of Clearance Form

The HR Department will issue the Employee Clearance Form, which outlines the departments the employee must coordinate with and secure clearance from prior to separation. These include:

- Immediate Supervisor / Department Head – Endorsement and return of company-issued documents.
- Other Relevant Department Heads – Clearance of any pending reports, deliverables, or inter-departmental accountabilities.
- IT Department – Return of company laptop, mobile phone, and deactivation of system access.
- Finance / Accounting – Settlement of any outstanding cash advances and reimbursements.
- Internal Audit – Return and clearance of office equipment and other fixed assets (e.g., company vehicle).
- HR / Admin Department – Collection of items such as Company ID, HMO card, credit card (if applicable), clearance form, and completion of final documentation.

3. Routing and Signature Collection

- The employee must secure all required signatures within the notice period or before the last working day.

4. Return of Company Properties

- All physical and digital properties must be returned before clearance is completed.

2. EXIT INTERVIEW

An exit interview is conducted to gather feedback about the employee's experience at GIBCO.

Guidelines:

- **Scheduling:** HR will schedule the exit interview on or before the employee's last day.
- **Format:** May be done in person, via phone, or through a written questionnaire.
- **Topics Covered:**
 - Reason for leaving
 - Feedback on work environment, management, and policies
 - Suggestions for improvement
- **Confidentiality:** All feedback will be treated confidentially and used solely for internal development purposes.

3. FINAL PAY PROCESSING

Final pay includes salary up to the last day worked, prorated 13th month pay, unused leave conversions, and other lawful dues (if applicable).

Process:

- **Computation of Final Pay**
 - HR coordinates with Payroll and Finance to compute the final pay, typically within 30 days from the employee's clearance completion.
- **Deductions**
 - Deductions may apply for unreturned items, unresolved accountabilities, or any outstanding loans.
- **Release of Final Pay**
 - Final pay should be released 30 days upon completion of clearance.
 - Payment will be released through the employee's payroll account or through other agreed channels.(e.g. check payment, resigned employee's personal account)
- **Issuance of BIR Form 2316 and COE**
 - The employee shall receive the Certificate of Employment and BIR Form 2316 upon release of the final pay.

RESPONSIBILITIES

- **Employee:** Initiate the clearance process and comply with requirements.
- **HR Department:** Oversee clearance, conduct exit interviews, and coordinate with Finance on final pay and documentation.
- **Department Heads:** Confirm no pending accountabilities and sign the clearance.
- **Finance Department:** Review and finalize the employee's final pay computation, including all applicable deductions, based on HR's coordination.

COMPLIANCE AND EXCEPTIONS

Non-completion of clearance may result in the withholding of final pay and other documents. Any exceptions to this policy must be approved by the HR Head and Management.

POLICY REVIEW

This policy shall be reviewed every two (2) years or as needed, especially upon changes in labor regulations.

NOTHING FOLLOWS

ACKNOWLEDGMENT AND AGREEMENT FORM

GIBCO Employee Handbook

I, _____ acknowledge that I have received and read a copy of the **GIBCO Employee Handbook**. I understand that it contains important information regarding the company's policies, procedures, expectations, and my obligations as an employee of GIBCO.

I confirm the following:

1. I understand that it is my responsibility to read and comply with the policies and procedures contained in this handbook, including but not limited to the following:
 - a. Code of Conduct
 - b. Anti-Fraud and Whistleblower Policy
 - c. Conflict of Interest and Ethical Standards Policy
 - d. Equal Opportunity and Anti-Discrimination Policy
 - e. Employee Conduct and Disciplinary Policy
 - f. Any other guidelines and procedures described herein.
2. I understand that this handbook is not a contract of employment, but a guide to company rules and policies, which may be amended from time to time by GIBCO at its sole discretion.
3. I agree to raise any questions or concerns I may have regarding any part of this handbook with my supervisor, the HR Department, or the Compliance Officer.
4. I acknowledge that failure to follow the policies and rules outlined in this handbook may result in disciplinary action, up to and including termination.
5. I understand that a signed copy of this form will be kept in my employee file for documentation purposes.

Employee Full Name: _____

Employee Signature: _____

Position/Department: _____

Date Signed: _____

Competency Framework

Core Competencies (All Roles)

Competency	Definition	Proficiency Level
Customer Focus	Builds strong relationships and seeks to understand and meet client needs with tailored insurance solutions.	Advanced
Communication Skills	Effectively conveys complex information, both verbally and in writing, to clients and internal stakeholders.	Advanced
Ethical Practice & Integrity	Consistently adheres to compliance standards and company values; maintains confidentiality and trust.	Advanced
Teamwork & Collaboration	Collaborates with colleagues, underwriters, and other departments to achieve shared goals.	Intermediate
Adaptability	Quickly responds to changes in client needs, product offerings, and market trends.	Intermediate
Attention to Detail	Carefully manages policy documentation, client presentations, and compliance requirements.	Advanced

Competency Framework

Marketing Specific Competencies

Competency	Definition	Proficiency Level
Market Research & Analysis	Collects and interprets market data to support sales strategies and product positioning.	Intermediate
Brand Positioning & Communication	Develops clear, consistent messaging to represent the company's brand and services.	Intermediate
Campaign Management	Plans and executes campaigns across multiple channels (email, social media, print).	Intermediate
Digital Marketing & SEO	Utilizes digital tools and strategies to boost visibility and lead generation.	Foundation to Intermediate
Content Creation & Copywriting	Develops engaging marketing materials tailored to client personas.	Intermediate

Competency Framework

Sales Specific Competencies

Competency	Definition	Proficiency Level
Client Needs Analysis	Gathers and analyzes client data to identify insurance needs and tailor proposals.	Advanced
Insurance Product Knowledge	Understands the features, benefits, and limitations of insurance products across categories.	Advanced
Negotiation & Closing Skills	Influences clients and insurers effectively to finalize terms and close deals.	Advanced
CRM & Sales Funnel Management	Manages the entire sales lifecycle using CRM tools to track and convert leads.	Intermediate
Prospecting & Lead Generation	Identifies new market opportunities and actively seeks out qualified prospects.	Intermediate
Sales Reporting & Forecasting	Accurately tracks sales activities and provides reliable projections for pipeline management.	Intermediate

Competency Framework

Leadership Competencies

Competency	Definition	Proficiency Level
Strategic Thinking	Aligns marketing and sales efforts with company objectives and market positioning.	Advanced
People Development	Coaches and develops team members to improve performance and support career growth.	Intermediate
Performance Management	Sets KPIs, monitors performance, and drives accountability across teams.	Advanced
Business Acumen	Understands how market trends, client needs, and competitive dynamics impact business outcomes.	Advanced
Cross-Functional Leadership	Collaborates effectively with underwriting, claims, and operations to deliver a seamless client experience.	Intermediate

Competency Framework

Why it matters?

Benefit

Consistency

Transparency

Strategic Workforce Planning

Talent Development

How Competencies Help

Standardizes expectations across roles or departments

Makes performance criteria clear to all employees

Aligns talent with long-term business goals

Builds skills critical to future success

COMPANY VEHICLE ASSIGNMENT AGREEMENT

This Vehicle Assignment Agreement ("Agreement") is made and entered into on this _____ by and between.

Company Name:

Company Address:

Employee Name:

Employee Address:

RECITALS

WHEREAS, the Company owns the vehicle described below and wishes to assign the use of such vehicle to the Employee for business-related purposes.

WHEREAS, the Employee agrees to use the vehicle in accordance with the terms set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein, the parties agree as follows:

1. Vehicle Information

1.1 The Company hereby assigns to the Employee the use of the following vehicle (the "Company Vehicle"):

• Make and Model:	TOYOTA AVANA G 1.5 CVT
• Year:	2023
• Vehicle Identification Number (VIN):	MHFAB1BY1P3049101
• Engine Number:	2NRY019850
• License Plate Number:	DBH1676
• Conduction Sticker Number:	Z2U783
• Vehicle Color:	GREENISH GUN METAL MICA

2. Purpose of Use

2.1 The Employee may use the Company Vehicle solely for work-related purposes, including but not limited to traveling to job sites, office, meetings, and work assignments. Personal use of the Company Vehicle is prohibited unless expressly authorized by the Company.

3. Employee Responsibilities

The Employee agrees to:

3.1 Use the Company Vehicle in a safe and responsible manner, adhering to all traffic laws and regulations.

3.2 Maintain the Company Vehicle in a clean and serviceable condition.

3.3 Ensure that the Company Vehicle is regularly serviced and maintained according to the manufacturer's schedule.

3.4 Ensure that the Company Vehicle is properly parked in appropriate and designated parking slots.

- 3.5 Immediately report any damage, accidents, or maintenance needs to the Company.
- 3.6 Ensure that the Company Vehicle is properly insured and registered.
- 3.7 Not allow unauthorized person to operate the Company Vehicle.
- 3.8 Track usage of the Company Vehicle when assigned to other personnel for authorized business activities.
- 3.9 Pay any fines or penalties incurred due to the misuse of the Company Vehicle, including parking tickets, traffic violations, etc.
- 3.10 Return the Company Vehicle to the Company upon termination of employment, or upon the Company's request.

4. Company Responsibilities

The Company agrees to:

- 4.1 Provide insurance coverage for the Company Vehicle for business-related use.
- 4.2 Maintain and repair the Company Vehicle as necessary, including routine maintenance.
- 4.3 Ensure the Company Vehicle is in safe operating condition at the time of assignment.

5. Fuel and Relevant Expenses

- 5.1 The Company will be responsible for the cost of fuel, tolls, and parking tickets used for business-related purposes of the Employee, up to Php 5,000 per month.
- 5.2 The Employee will be responsible for the liquidation and/or submission of valid sales invoice or receipts to substantiate the Php 5,000 per month for cost of fuel, tolls, and parking tickets used for business-related purposes.
- 5.3 The Company will be responsible for the cost of fuel used for business-related purposes for other Company-authorized activities in which the Company Vehicle is used, subject to Transportation expense budget limit.
- 5.4 The Employee is responsible for all miscellaneous fuel expenses, tolls, fines, parking tickets, and other non-business-related costs.

6. Renewal of Vehicle Registration with the Land Transportation Office (LTO)

- 6.1 Renewal of the Company Vehicle's registration should be done by June of every calendar year.
- 6.2 The Company will be responsible for the cost of vehicle registration renewal.
- 6.3 The Employee is responsible in processing vehicle registration renewal which includes securing requirements including but not limited to Completed Motor Vehicle Inspection Report (MVIR) and Certificate of Emission Compliance (CEC).

7. Insurance & Liability

- 7.1 The Company will maintain insurance coverage on the Company Vehicle.
- 7.2 The Employee must notify the Company immediately in the event of any accident or incident involving the Company Vehicle.

7.3 The Employee may be held responsible for the deductible or for any damage or liability arising from misuse, negligence, or failure to follow the terms of this Agreement.

8. Return of Vehicle

8.1 The Employee agrees to return the Company Vehicle to the Company in the same condition as when received, reasonable wear and tear excepted, upon:

8.1.1 Termination of employment with the Company.

8.1.2 Request by the Company, for any reason.

8.2 The Employee agrees to return all keys, documents, and equipment associated with the Company Vehicle upon return.

9. Duration of Agreement

9.1 The Agreement shall remain in effect until terminated by either party, with or without cause, upon written notice.

10. Indemnification

10.1 The Employee agrees to indemnify and hold the Company harmless from any claims damages, losses, or expenses arising out of the Employee's use of the Company Vehicle, except for damages resulting from the Company's own negligence.

11. Miscellaneous

11.1 This agreement constitutes the entire understanding between the parties and with respect to the Company Vehicle Agreement and supersedes any prior agreements of understandings, oral or written, related to the subject matter.

11.2 Any amendments to this Agreement must be made in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

For the Company:

Name:

Title:

Signature:

Date:

For the Employee:

Name:

Signature:

Date:

Annex C – Summary of Monetary Provisions in Company Benefits and Allowances

All monetary amounts listed in this annex are for reference only and may be reviewed, adjusted, or updated at the discretion of the Company as deemed necessary, based on management decision, operational needs, or changes in internal policies. Employees shall be duly informed of any revisions through official communication channels.

Document Code	Policy Title	Page No.	Description	Amount / Limit	Remarks / Conditions
GIBCO-2025-CB-002	Hybrid Work Schedule – Attendance	[p. 54]	Monthly data reimbursement	P400.00	With official receipt & approval
GIBCO-2025-CB-007	Per Diem and Travel Allowance	[p. 67-69]	Group II (Managers/Dept Heads)	P1,200/day	With receipts
			Group III (Supervisors/R&F) – per meal	P200.00	Breakfast, Lunch, Dinner – each, with receipts
			Lodging (Group III)	Actual Cost	3-star accommodation, with receipts
GIBCO-2025-CB-008	Meal and Transportation Allowance	[p. 70-71]	Manager – Full day on rest day/holiday	P1,200.00	
			Manager – Half day or 4 hrs. OT	P600.00	
			Officer/Supervisor – Full day on rest day/holiday	P800.00	
			Officer/Supervisor – Half day or 4 hrs. OT	P400.00	
GIBCO-2025-CB-009	Communication Allowance	[p. 72-74]	VP/General Manager	P2,500.00/month	Automatically granted
			AVP	P2,000.00/month	Automatically granted
			Managers/Dept Heads	P1,500.00/month	Automatically granted
			Supervisors/Officers	P800.00/month	Automatically granted
GIBCO-2025-CB-012	Benefits (Gov't-Mandated & Company-Provided)	[p. 78-80]	Rice Allowance	P1,500.00/month	For regular employees
			Outpatient Medicine Allowance	P5,000.00/year	Cash Advance, subject to liquidation
			Tuition Fee Subsidy (Employee or Child)	P4,000.00/year	See policy CB-014 for shared use
			Christmas Gift	P1,500.00	Subject to company performance & approval
			Personal Emergency Cash Advance	P6,000/year	0% interest, P3,000.00 per application, payable in 3 months
GIBCO-2025-CB-014	Educational Assistance	[p. 82]	Tuition subsidy (employee or dependent)	P4,000.00/year	Cash advance, subject to liquidation

Annex D – Official Company Forms (Manual and System-Generated)

This annex provides a list of controlled forms used by the Company for operational and regulatory purposes. These are subject to the version control, numbering, and usage procedures described in this policy. Updates to this list may be made at the discretion of Management.

Form Name	Form Type	Generated From	Control Numbering	Department Owner	Remarks
Check Voucher	Manual	Pre-printed	System-based Sequential	Accounting	To be filed with official disbursement docs
Credit Memo	Manual	Pre-printed	System-based Sequential	Accounting	Used for returns/adjustments
Debit Memo	Manual	Pre-printed	System-based Sequential	Accounting	Used for initiating/creating insurance policy issuance
Statement of Account	Manual	Excel Template	Sequential	Accounting	Sent to client / partner
VAT Invoice	Manual	Pre-printed / BIR Validated	BIR Serial Format	Accounting	Must comply with BIR requirements
Purchase Order	Manual	Excel Template	Sequential	HR/ Admin	Must be approved before release
Trip Ticket	Manual	Excel Template	Sequential	HR/ Admin	For official/ personal vehicle use
Acknowledgement Receipt	Manual	Pre-printed	System-based Sequential	Treasury	Signed copy retained
Personal Cash Advance Form	Manual	Pre-printed	Sequential	Treasury	No liquidation required; treated as emergency loan
Petty Cash Voucher	Manual	Excel Template	Sequential	Treasury	With attached receipts
Provision Receipt	Manual	Pre-printed	Sequential	Treasury	For expense provisions
Temporary Cash Advance Form	Manual	Pre-printed	Sequential	Treasury	Returned upon liquidation

Form Name	Generated From	Control Number Format	Department Owner	Remarks
Claim Form	Claim System	System-based Sequential	Claims	With system reference & approval trail
Payslip	Payroll System	Auto-generated	HR/ Admin	Provided monthly to employee
Ticketing Number	MIS System	System-based Sequential	IT Department	For Operation use, For creating, modifying, deletion of information in the system.
Issuance Form	RIS System	System-based Sequential	Operations	Shared to client, saved in system
Quotation Form	RIS System	System-based Sequential	Operations	Shared to client, saved in system

