

Policy for Employees' Safety, Health and Welfare

POLICY FOR EMPLOYEES' SAFETY, HEALTH AND WELFARE

Trans-Asia Oil & Energy Development Corporation is one with PHINMA, Our Parent, as we deepen our resolve that that Life Can Be Better, beginning with our own employees.

Through our management contract with PHINMA, our human capital is under the watchful management of PHINMA's Human Resource Department.

HEALTH

PHINMA believes that a key factor to employee's productivity is one's health. It ensures that employees are in a good state of health and can competently perform the physical demands of his job. The Company provides its employees a comprehensive medical check-up yearly so employees are able to be proactive in addressing any medical concerns they may have.

In responding to medical emergencies in the office, medical assistance is available at the company's retainer clinic as well as from the hospitals wherein the company is accredited. All employees are provided with life insurance coverage, hospitalization benefit, as well as benefits for annual routine check-ups with accredited clinics and hospitals.

SAFETY

To ensure building safety, the PHINMA Plaza is equipped with a smoke detection alarm system, where an alarm will be raised on the floor concerned, including floors directly above and below it. Each floor has its own fire exit, a stairway leading to the ground floor. A fire drill is conducted periodically in coordination with the municipality and regular updates on appropriate incidents relating to the employees' safety are provided such as reminders on security of personal belongings, security precautions in public places, email blasts on traffic rerouting schemes affecting employees, etc.

EMPLOYEE WELFARE: EMPLOYEE RELATIONS AND WELL-BEING PHILOSOPHY

PHINMA believes that its success depends on how engaged and productive its employees are. In this regard, the Company shall continue to invest in quality, holistic, employee-focused and fun-filled programs and activities for the development and well-being of its employees. It shall offer them opportunities for interaction, bonding, sharing of views, creative thinking, and learning.

LEARNING AND DEVELOPMENT PHILOSOPHY

PHINMA is committed to the total development of its employees. It recognizes that employee competence and professionalism are essential to the Company's overall success and will therefore provide support for their learning and development. Through the different opportunities for growth that PHINMA provides, it emphasizes the important linkage between excellence and the organization's optimum performance.

Through PHINMA, we shall promote:

Total Individual Development. We believe that values and attitudes are as important as knowledge and skills. Thus, we have both behavioral and technical training for our employees as we believe that personal growth and professional development are inseparable.

Employee Development as a Line Responsibility. We believe that the Human Resource Department and the Line Managers are partners in employee development. The Line Managers' role in career development includes determining developmental needs, and creating opportunities for employee's growth and application of learning.

Self-Improvement and Commitment to Excellence. We believe that employees play a critical role in the growth of the business. Thus, PHINMA's commitment to excellence requires us to engage in the process of continual improvement and development of our workforce. While we provide different opportunities for learning, our employees are responsible and accountable for the drive to further their own personal and professional development. They are likewise encouraged to apply their learnings in all forms as a commitment to improve themselves and their work performance. This application of learning shall also be employees' contribution and commitment towards achieving the company's objectives.

PHINMA sponsors the following development programs:

- Staff Excellence Program
- Junior Management Program
- Line Managers' Excellence Acceleration Program
- Leadership Development Program
- Senior Officers' Advancement Resources

SAFETY, HEALTH AND WELFARE COMPLIANCE:

PHINMA also conforms to the regulatory and statutory requirements of the government. PHINMA is subject to regular audit and site visits by government agencies.

STATUTORY:

- SSS
- PHILHEALTH
- HDMF

REGULATORY:

- DOLE AND ITS BUREAU OF WORKING CONDITIONS