

alterenergy

harnessing energy, altering lives

Policy on Health and Wellness and Training





The Company recognizes the importance of continuous workplace learning, both internal and external, as well as other developmental interventions to ensure that everyone is equipped with the necessary competencies in their current jobs or to prepare them for higher positions.

In determining these, the Company shall undertake a Training Needs Analysis (TNA) contemporaneous to the annual performance review. Identified training and development programs shall be implemented by conducting an in-house program or sending the participant/s for external training.

Requests for training shall be processed in accordance with Company Policy and Procedures.

The Company, at its sole discretion, may impose conditions relative thereto, such as Training Bond and the like, as a guarantee for a fair "return on investment".

HEALTH AND WELLNESS

All regular employees are required to undergo an annual physical examination, free of charge. For the avoidance of doubt, employees shall not be required to disclose their medical records or the results of any annual physical examination tests; disclosure of health and medical records shall only be with the explicit consent of the concerned employee.

The Company shall comply with the programs of the government on the following:

- a. Implementation of a Drug-Free Workplace Policies and Programs (Department of Labor and Employment (DOLE) Department Order No. 53-03, Series of 2003);
- b. Implementation of HIV and AIDS Prevention and Control in the Workplace Program (DOLE Department Order No. 102-10, Series of 2010);
- c. Implementation of a Workplace Policy and Program on Hepatitis B (DOLE Department Advisory No. 05, Series of 2010)

- d. Tuberculosis treatment through the TB-DOTS Package of the Philippine Health Insurance Corporation;
- e. Cancer Prevention and Control in the Workplace Policy and Program (DOLE Labor Advisory No. 20, Series of 2023)
- f. Workplace Policy on Breastfeeding (Republic Act No. 10028 or the Expanded Breastfeeding Promotion Act of 2009)
- g. Occupational Safety Health (OSH) Program (Republic Act No. 11058 or the Act Strengthening Compliance with Occupational Safety and Health Standards);
- h. Mental Health Workplace Policy and Program (Republic Act No. 11036 or the Mental Health Act and DOLE Department Order No. 208, Series of 2020);
- i. Alcohol-free Workplace Policy and Program;
- j. Smoke-free Workplace Policy & Program (Executive Order No. 26, series of 2017); and
- k. Family Welfare Program (DOLE Department Order No. 56-03).